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| **PERSON BEING REPORTED** |
| Name: | Age (or approximate age): |
| Gender – male/female/other: | Discipline: |
| Position/role - coach/official/trainer/groom/athlete/parent/other (if other, please state): |
| Club name (if applicable): |
| Any other relevant/useful information about this person: |
| If the person being reported is under 18 years (a minor), full name(s) of their parent(s) / carer(s):Names:Phone numbers: Email addresses: |
| VICTIM OR VICTIMS’ INFORMATION |
| Name: | Age (or approximate age): |
| Gender – male/female/other: | Discipline: |
| Position/role - coach/official/trainer/groom/athlete/parent/other (if other, please state): |
| Club name (if applicable): |
| Contact information (if known):Phone number: Email address: |
| If the victim is under 18 years (a minor), full name(s) of their parent(s) / carer(s):Names:Phone numbers: Email addresses: |
| INCIDENT/CONCERN OF HARASSMENT & ABUSE |
| Type(s) of abuse/nature of concern being reported – psychological abuse, physical abuse, sexual abuse, sexual harassment, neglect, other (if other, please state): |
| Location where incident(s) occurred:  |
| Date(s) and time of incident(s): |
| Details of the incident(s) or concerns:  |
| ADDITIONAL INFORMATION |
| Please provide details of any other persons involved in the incident, or who may have witnessed the incident or be able to provide additional information:Name:Position within the club/organisation or relationship to the individual:Club name:Age (if a minor):Phone number: Email address: |
| Has the incident been reported to any other organisations, external agencies, and/or the Police? YES/NOIf YES, please provide further details including the following:Name of organisation/agency:Contact person:Phone number:Email address:Agreed action or advice given: |
| Please provide details of any actions taken to date or any other information which might helpful to an investigation. Please submit as a separate attachment as necessary.  |
| REPORT SUBMITTED BY |
| Your name:  | Your role - coach/official/trainer/groom/ athlete/parent/other (if other, please state): |
| Club name: |
| Your contact details:Phone number: Email address: |
| Did you witness the alleged incident/are you reporting your own concerns? YES/NO |
| **Your signature:** | **Date:** |

**Please give this form to the [NATIONAL FEDERATION] Safeguarding Lead or email this report to** [email address of the National Federation]

**Anonymous reporting: reports may be submitted anonymously however please be aware that this may make it difficult to investigate or properly address allegations.**