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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/NO  If 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.**