

# Safeguarding Concern Form

Please complete as many sections as possible, provide as much detail as you can and do not delay sending the form if only partially completed. If you feel a child is in immediate danger, please call 999 and complete the form at an appropriate time.

Today's Date	
Date of incident	<i>If your concern relates to a number of incidents or concerns, please specify each date/incident.</i>
Your details	<i>Please do not assume we know who you are – advise name, club, role and contact number.</i>
Club Name(s)	<i>Please include your club name and any other clubs involved in your concern.</i>
Who is this report about?	<p><i>It may relate to a child you are worried about or an adult whose behaviour concerns you. Please specify and include as much personal information as you can (full name, DOB, school, SCRUMS ID etc).</i></p> <p><i>Please specify their role at the club (player/coach/committee member, parent etc). If your concern relates to more than one person, remember to include this information.</i></p> <p><i>Continue on a separate sheet if necessary.</i></p>

## Details of your concerns

*As a guide, you should be able to tell us the following information:*

- 1. What happened*
- 2. Where did it happen*
- 3. When did it happen*
- 4. Who is involved, and who did what*
- 5. Why did it happen*

*Try to report in a chronological order and use dates if possible.*

*Please use language/words as they have been told to you by using quotation marks where appropriate (don't edit or make it sound more polite).*

*If information has come to you from a number of individuals, please be clear who said what.*

*Please also detail any previous concerns about the person you are referring to.*

How do you know about this concern?

*Have you directly witnessed something which has concerned you, or someone else may have told you about it? If so, please state who and describe in detail in your own words how you have come into this information.*

Are there any witnesses who can provide any information about your concerns?

*Please give details of anyone who might have witnessed anything relevant. Include their name, contact details and information about who they are.*

<p>Who else has been informed?</p>	<p><i>Include things such as: have you called Police or Social Services? Who have you spoken to about this matter (e.g. Parents, club Child Protection Officer, Committee Members, Youth Convenor etc)?</i></p>
<p>Are the child's family aware of these concerns?</p>	<p><i>Has the club spoken to the child's family about your concerns and have they expressed a view about what should be done. Can you provide any details about the family names/how to contact them?</i></p>
<p>Are you aware of any other evidence which supports your concerns?</p>	<p><i>You can use this box to tell us about any other information which you think might be relevant.</i></p>



Please return this form to your club Child Protection Officer and Lead Safeguarding Officer at  
 Scottish Rugby [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk).

If you have any questions, please call the Safeguarding Team on 0131 346 5000.