



**IF A CHILD IS IN IMMEDIATE DANGER OR NEEDS URGENT MEDICAL TREATMENT PHONE 999**

<b>Name of Child:</b>			
<b>Age and date of birth:</b>	<b>Ethnicity:</b>	<b>Religion:</b>	<b>First Language:</b>
<b>Disability (including details):</b>			
<b>Your Name and Position:</b>			
<b>Your Contact Details:</b>			
<b>Parent/Carers Name and contact details:</b>			
<b>Are you reporting your own concerns or passing on those of somebody else? Give details of individual(s) and their role(s) including a contact number:</b>			
<b>Brief description of what has prompted the concerns – include date, times etc. of any specific incidents:</b>			

<p><b>Have you spoken to the child? If so, what was said – remember do not lead or make promises you cannot keep?</b></p>	
<p><b>Have you spoken to the parent(s)/carers? If so, give details:</b></p>	
<p><b>Any actions taken?</b></p>	
<p><b>Have you consulted anybody else – please give details and a contact number:</b></p>	

Police.....Yes/No

Details – include date and time, actions taken, advice given:

Children’s Services.....Yes/No

Details – include date and time, actions taken, advice given:

Local Authority.....Yes/No

Details – include date and time, actions taken, advice given:

Table Tennis England Safeguarding Manager.....Yes/No

Details – include date and time, actions taken, advice given:

Signed:

(print name)

Date:

Please keep a copy of the form for your records and send a copy to:

Safeguarding Manager,

Table Tennis England,

Norfolk House,

Silbury Boulevard,

Milton Keynes,

MK9 2DL

Email: [judy.rogers@tabletennisengland.co.uk](mailto:judy.rogers@tabletennisengland.co.uk)

**Remember always to maintain confidentiality – do not discuss this incident with anyone other than those who need to know.**