

Safeguarding Concern / Incident Reporting Form

If you are not a Club Safeguarding Officer (CSO) and you do not feel comfortable reporting a concern to a CSO please complete this form and send it to Motorsport UK via the details at the bottom of this document.

If an individual is at an immediate risk of harm please report to the police and/or Children's Services or the Local Authority Designated Officer before informing Motorsport UK Safeguarding team via safeguarding@motorsportuk.org

Date of Referral				Guide notes	
Date of incident	Incident 1.		Incident 2.		If your concern relates to more than one incident or concern that have taken place over a period of time, please specify here.
	Incident 3.		Incident 4.		
Previous concerns	Yes	No			If you are aware of previous concerns raised about this individual please add this here.
Referrer details	Name			Please give details of your position within the club if applicable, such as Club Safeguarding Officer.	
	Club				
	Role				
	Contact number				
Referral to external agencies				Please include details of any referral you have made to external agencies such as Police/ Local Authority Designated Officer.	
Who is this report about?	Child's welfare/safety		Yes	No	Please highlight the relevant responses, giving as much information as you have available.
	Adult's welfare/safety		Yes	No	
	Adults behaviour toward a child or vulnerable adult		Yes	No	
Child's details	Name		D.O. B		If your concern relates to more than one person, please be specific about who they are and whether they have specific needs such as any disabilities, special educational needs or additional vulnerabilities.
Motorsport ID number		Club / Team			
Address					
Parent/carer details	Name				
	Is parent/carer aware of concern?			Yes / No	
	If yes have they consented to sharing information for safeguarding purposes?			Yes / No	
	Contact number				
					Complete multiple forms if required.

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Child's family						Please give details of any further family members e.g. Mother, father, Carer/Guardian, siblings.	
Adult's name				D.O. B			Please highlight the relevant responses, giving as much information as you have available.
Are they aware of this referral	Yes	No	If yes do they consented to sharing information for safeguarding purposes?		Yes	No	
Motorsport ID number			Club / Team				
Address							
Contact number							
Adult whose behaviour toward a child or vulnerable adult is of concern							
Adult's name				D.O. B			Please ensure you inform us of all relevant details.
Are they aware of this referral?	Yes			No			Please include their role (competitor/team, driver coach/Motorsport UK Official)
If yes, please give details of all communication / actions taken regarding concern							
Role in motorsport							
Motorsport ID number			Club / Team				
Address							
Contact number							
How do you know about the concerns you are reporting?							<p>You might have; directly witnessed an incident of concern, someone may have informed you of it, a child may have disclosed to you that they are being abused.</p> <p>Please state who and in your own words describe how you have received this information.</p> <p>If you have received a written report please ensure it is made available with this</p>

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		form.
Details of your concerns		<p>When a concern is raised, you should not embark upon an internal investigation.</p> <p>This means that in the initial stages, there is no need to gather statements or interview anyone. If possible please establish / include information to enable us to complete an initial assessment of your concern.</p> <p>If possible tell us the following information:</p> <ul style="list-style-type: none"> • What has happened • Where it happened • When it happened • Who is involved, and who did what • Why did it happen <p>Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what.</p>
Has the club taken any action to manage this incident?		<p>Who have you have spoken to about this matter; has it been reported to the Club Safeguarding Officer? Anything else you think might be relevant.</p>

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<p>Are you aware of any other evidence which is relevant to your concerns?</p>		<p>This might include photographs, video footage or screenshots. Or you may be aware that an injured person has seen a doctor or been to hospital to seek medical help. You can use this box to tell us about any other information which you think might be relevant.</p>
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Please send this form password protected to safeguarding@motorsportuk.org.

If you wish to discuss your concern in before submitting it, please call the Motorsport UK Compliance Officer on:

T: +44 (0) 1753 765071

M: +44 (0) 7519 801674

Please ensure that this form is kept secure and confidential at all times