

THE FOOTBALL ASSOCIATION CHILD PROTECTION REFERAL FORM

TO BE COMPLETED BY THE CLUB CHILD WELFARE OFFICER



Your name:

Your position:

You knowledge of and relationship with the child/young person:

Child's/young person's/vulnerable adult's name:

Child's/young person's/vulnerable adult's address:

Child's/young person's/vulnerable adult's date of birth:

Date(s), time(s) and locations(s) of incident(s):

Nature of the concern/allegation:

Observations made by you or to you (e.g. description of visible bruising, other injuries, child or young person's emotional state etc.):

NB Make a clear distinction between what is fact, opinion or hearsay. Catalogue exactly what the child/young person/vulnerable adult said and what you said (remember, do not lead the person – record actual details. Continue on a separate sheet if necessary).

Actions taken so far:

External agencies contacted (date and time):

Agency	Date	Time



Police

YES NO If Yes, which:

Name and contact number:

Details of advice received:

Social Services

Name and contact number:

Details of advice received:

Signed:

Print Name:

Date:

If this incident has been reported to Social Services a copy of this form must be sent to Social Services within 24 hours of the telephone report.

NOTES

Remember to maintain confidentiality on a need to know basis – only share it if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

If this incident involves a person who is involved in football in any capacity then a copy of this form must be sent to The F.A. Child Protection Administrator and the relevant County F.A. Child Protection Officer.



This Referral Form is to be completed by the WRFC Child Welfare Officer as, when and if incidents occur.

The form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player, or an allegation is made) and should be kept by the WRFC Child Welfare Officer.

On receiving an allegation or disclosure, the designated officer should complete the form with the key witnesses involved.

If Social Services are involved, then a copy of the form should be sent to the case officer at social services, following a telephone report.

Please also ensure that a copy is forwarded to the Head of Education and Child Protection at The Football Association, Lilleshall Hall, National Sports Centre, Nr Newport, TF10 9AT.

The Football Association will hold definitive records in a safe and secure place. This will enable The Football Association to monitor incidents and develop best practice in the handling of incidents.

NB All information of a personal and confidential nature should be held in line with data protection regulations.