



4.1 Template: Referral form

This is a template for a referral form to report safeguarding incidents to outside organisations, such as the police or child protection services. If a referral is made by phone, a referral form should always be subsequently completed and sent, so that there is a written record.

Note that some agencies require referrals to be made in a specific way, e.g. using a special form. Clubs/organisations should liaise with the relevant child protection services, such as police and social services, in their area to determine if referrals need to be made in a particular format. This should be done when developing the safeguarding procedures – it should not wait until a referral is needed.



Referral form: Child safeguarding concerns

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| <p>This referral concerns:</p> <p>Possible abuse or concerns regarding the safety and wellbeing of a child: YES / NO</p> <p>Suspicion regarding an adult: YES / NO</p> | |
| <p>Level of risk:</p> <p>Immediate High Medium Low</p> | |
| <p>Details of child/person concerned:</p> <p>Name:</p> <p>Age:</p> <p>Contact details:</p> | <p>Does the child/person concerned have any special needs?</p> |
| <p>Names of parents/legal guardians of child and contact details:</p> | |
| <p>Name of the person and organisation completing this referral form:</p> <p>Date of referral:</p> | <p>Name and contact details of the person and organisation referral made to:</p> |
| <p>What happened/reason for concern:</p> | |
| <p>Who else knows about the incident/concern? Were there any witnesses or was anyone else involved – if yes, give contact details</p> | |
| <p>What support has been given or action taken so far?</p> | |
| <p>If this referral is about a child, has it been discussed with the child and parents? If yes, what are their views? If not, why not?</p> | |