



## 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

<p><b>This referral concerns:</b></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><b>Level of risk:</b></p> <p>Immediate      High      Medium      Low</p>	
<p><b>Details of child/person concerned:</b></p> <p>Name:</p> <p>Age:</p> <p>Contact details:</p>	<p>Does the child/person concerned have any special needs?</p>
<p><b>Names of parents/legal guardians of child and contact details:</b></p>	
<p><b>Name of the person and organisation completing this referral form:</b></p> <p><b>Date of referral:</b></p>	<p><b>Name and contact details of the person and organisation referral made to:</b></p>
<p><b>What happened/reason for concern:</b></p>	
<p><b>Who else knows about the incident/concern? Were there any witnesses or was anyone else involved – if yes, give contact details</b></p>	
<p><b>What support has been given or action taken so far?</b></p>	
<p><b>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?</b></p>	