**Safeguarding Report Form**

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| Club: | Date: |

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| --- | --- | --- |
| Your Name: | | Your Role: |
| Address: | | |
| Email: | | Telephone No: |
|  | | |
| Name of Child/Adult at Risk: | | |
| DOB: | | BC Membership Number: |
| Address: | | |
| Parents/Carers Aware of Concern: YES/NO | | |
| If NO please state the reason why: | | |
| Parents/Carers Names: | | Parents/Carers Address: |
| Email: | | Telephone No: |
| Any known siblings: YES/NO | | |
| If YES please provide details: | | |
| Details of the concern: [include: date; time; location; and nature of the incident/concern] | | |
| Additional information: [include: witnesses; corroborative statements; record anything said by those involved etc] | | |
| Action taken: [include: who has been informed of the incident/concern; has contact been made with the Police, Social Care, British Cycling and/or any other relevant organisation] | | |
| **If an incident identifies a person of concern please provide any known details below:** | | |
| Name: | | Role: |
| BC Membership Number: | | Address: |
| Club: | |
| Email: | | Telephone No: |
| Is the person aware that there is a concern? YES/NO | | |
| If YES, what was their response? | | |
| Please provide contact details for any Relevant Others [include: witnesses; event officials, police attending; social care etc]  *Please indicate if any Relevant Other is U18 and provide contact details for parents.* | | |
| Name:  Role:  U18 Y/N | Contact Details: | |
| Name:  Role:  U18 Y/N | Contact Details: | |
| Name:  Role:  U18 Y/N | Contact Details: | |
| Name:  Role:  U18 Y/N | Contact Details: | |
| Signed: | Date: | |
|  | | |
| Privacy Notice  The information provided on this form will be used to safeguard children and individuals at risk in line with Schedule 1 Part 2 Paragraph 18 of the Data Protection Act 2018. This information may be shared with British Cycling Compliance Department, regional bodies, individuals who are subject of an investigation and/or statutory agencies, where there is a clear need to do so.  For more information about how British Cycling manages personal data please see the Data Privacy Notice at <https://www.britishcycling.org.uk/privacynotice> | | |