



POLMONT ROAD, LAURIESTON, FALKIRK, FK2 9QT

CHILD PROTECTION RECORDING FORM

CONTENTS

PAGE	SECTION
2	Overview
3	Part A: Concerns about Wellbeing of a Child
5	Part B: Concerns about Conduct of an Adult
7	Part C: Contact Information

OVERVIEW

This form must be completed as soon as possible after receiving information that causes a concern.

Contact the club's child wellbeing and protection officer (CWPO) Peter Alexander on 07966 305 324, then email this completed form as soon as possible after completion to:

- coaching@lauriestonbowlingclub.com

Do not delay by attempting to obtain information to complete all sections.

Do not keep any electronic, printed or written versions of this form.

Parts

Part A: complete where the concern relates to the wellbeing of a child.

Part B: complete where the concern relates to the conduct of an adult.

Part C: complete to provide your contact information.

PART A: WHERE THE CONCERN RELATES TO THE WELLBEING OF A CHILD

SECTION 1: DETAILS OF CHILD	
Name	
Address	
Postcode	
Telephone number	
Date of birth or age	
School	
Preferred language	
Interpreter required?	
Additional needs?	

SECTION 2: DETAILS OF CONCERNS
<p>Include details such as date, time, location, and nature of concerns (ie who, what, where, when and why).</p>

SECTION 3: DETAILS OF WITNESSES/OTHERS INVOLVED

SECTION 4: DETAILS OF INJURIES

SECTION 5: DETAILS OF CHILD'S VIEWS

PART B: WHERE THE CONCERN RELATES TO THE CONDUCT OF AN ADULT

SECTION 1: DETAILS OF ADULT	
Name	
Address	
Postcode	
Telephone number	
Relationship to child	

SECTION 2: DETAILS OF CONCERNS
<p>Include details such as date, time, location, and nature of concerns (ie who, what, where, when and why).</p>

SECTION 3: DETAILS OF ANY ACTION TAKEN

SECTION 4: DETAILS OF OTHER PERSONS/AGENCIES CONTACTED

**SECTION 5: DETAILS OF HOW CHILD'S PARENTS/CARERS
HAVE BEEN INFORMED?**

PART C: CONTACT INFORMATION

SECTION 1: DETAILS OF PERSON RECORDING CONCERNS	
Name	
Address	
Postcode	
Telephone number	
Position/role	

SECTION 2: DETAILS OF SUBMISSION	
Signature	
Date	