***IF A CHILD IS IN IMMEDIATE DANGER OR NEEDS URGENT MEDICAL TREATMENT PHONE 999***

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| --- | --- | --- | --- |
| **Name of Child:** |  | | |
| **Date of birth:** | **Gender:** | **Ethnicity:** | **First Language:** |
| **Disability (including details):** |  | | |
| **Your Name and Position:** |  | | |
| **Your Contact Details:** |  | | |
| **Parent/Carers Name and contact details:** |  | | |
| **Are you reporting your own concerns or passing on those of somebody else? Give details of individual(s) and their role(s) including a contact number:** |  | | |
| **Brief description of what has prompted the concerns – include date, times etc. of any specific incidents:** |  | | |
| **Have you spoken to the child? If so, what was said – remember do not lead or make promises you cannot keep?** |  | | |
| **Have you spoken to the parent(s)/carers? If so, give details:** |  | | |
| **Any actions taken?** |  | | |
| **Have you consulted anybody else – please give details and a contact number** |  | | |
| **Police.....................................................Yes/No**  **Details – include date and time, actions taken, advice given:** | | | |
| **Children’s Services...........................Yes/No**  **Details – include date and time, actions taken, advice given:** | | | |
| **Local Authority......................................Yes/No**  **Details – include date and time, actions taken, advice given:** | | | |
| **Table Tennis England Designated Safeguarding Team......Yes/No**  **Details – include date and time, actions taken, advice given:** | | | |
| **Signed:**  **(print name)** | | | |
| **Date:** | | | |
| **Please keep a copy of the form for your records and send a copy to:**  **Safeguarding Team**  **Table Tennis England,**  **National Badminton Centre,**  **Loughton Lodge,**  **Bradwell Road,**  **Milton Keynes.**  **MK8 9LA**  **Email:** [**safeguarding@tabletennisengland.co.uk**](mailto:safeguarding@tabletennisengland.co.uk)  **Telephone: 01908 208860 option 3** | | | |

**Remember always to maintain confidentiality – do not discuss this incident with anyone other than those who need to know.**