

KWSC – Safeguarding and Child Protection referral form

Revised October 2023

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| Date and time of incident | |
| Name and position of person about whom report, complaint or allegation is made | |
| Name and age of child involved | |
| Name of club or organisation (if relevant) | |
| Nature of incident, complaint or allegation (continue on separate page if necessary). | |
| Action taken by organisation (continue on separate page if necessary) | |
| If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case | |
| Name, organisation and position of person completing form | |
| Contact telephone number and e-mail address | |
| Signature of person completing form | |
| Date and time form completed | |
| Name and position of organisation's child protection/welfare officer or person in charge (if different from above) | |
| Contact telephone number and e-mail address | |

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.