



Safeguarding Referral Form

This form should be used to record any incident that occurs within cricket that concerns any form of abuse directed towards under 18's or adult at risk.

It can be completed preferably as a word-processed document or as a written account. Hard copies should be available in the clubhouse next to the accident book.

Any adult who has witnessed an incident of concern should be invited to complete the form and forward or give it to the Club Safeguarding Officer (CSO). Using best practice from Safe Hands, the CSO will decide if the incident can be dealt with by their club structure, e.g. some emotional bullying abuse or use of inappropriate language. However, if it is racist or homophobic then the County Safeguarding Officer should be copied in. Incidents involving Physical, Sexual or Neglect abuse should be copied immediately to;

Cheshire County Welfare Officer. **JULIE RAFFERTY 07368 436444**

c/o Cheshire Cricket Board Ltd, Hartford House, Moss Farm Recreation Centre, Winnington, Northwich CW8 4BG

ECB Safeguarding Team safeguarding@ecb.co.uk

If you have a problem completing this form or would like advice about reporting a concern, please use either email address above or if you wish to speak to the ECB County Safeguarding Officer 07717 728725.

After submitting your concern, you will receive an automated email with a unique reference number. Please keep a record of this. The ECB will use the personal information that you provide in accordance with the ECB information and privacy agreement.

In an emergency and /or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999. If you do not

need a 'blue light' police response, then an incident can be reported using 101.

Do not delay in reporting, fill in as much information as you can and send in. Additional information can follow on. The ECB Safeguarding Team will liaise with the Local Authority Designated Officer (LADO) or Multiple Agency Support Hub (MASH) on your behalf.

Details of individual completing this form;

Name	
Address	
Contact number	
Email address	
Club (if applicable)	
Role	

Information relating to the person for whom you have concern;

Name of Club/Venue/Organization/activity you are concerned about;
Details of the person you are concerned about. It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which & include as much personal information as you can. If you are concerned about a child please include their name, address, date of birth, club details, school, contact details. If you are concerned about an adult, please also specify their role (player/lead coach/treasurer/barman etc) If your concern relates to more than one person, please be specific about who they are.

<p>Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?</p> <p>Please do not give your opinion but provide this information based on factual evidence.</p>

Details of parent/carer (if known/applicable);

Name	
Address	
Contact number	
Email address	

Details of the incident(s);

Time/location of concern.	If your concern relates to a number of concerns which have come to light over a period of time, then please specify.
When did this incident take place?	
Where did this concern take place?	

Specific details of concern? Please explain your concerns here.

Circumstances of incident.

Please include ALL the information known to you. Points you should cover.

- 1. What has happened
- 2. Where did it happen
- 3. When did it happen
- 4. Who is involved, and who did what
- 5. Why did it happen

Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what.

Detail any previous concerns about the person you are referring to.

Include any verbatim comments and the demeanour of the person if possible.

Injuries? Describe nature of injury, any treatment obtained and by whom.

Are there witnesses? Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to? What did they witness?

What action was taken? Outline what action has already been taken and by whom.

CONFIDENTIALITY

Please tell us whether the club has spoken to the child's parent/carer about the concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?

If you have any concerns about approaching a parent/carer please seek advice from the ECB Safeguarding Team.

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Information relating to the person against whom an allegation has been made;

If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the ECB Safeguarding Team.	
Name	
Date of birth	
Role	
Address	
Contact number	
Email address	
Relationship to child / adult at risk	
Have they been spoken to?	Yes / No
Account given	

Action taken?

Include things such as :

Did you call Police or Social Services?

Who have you have spoken to about this matter?

Who has been notified (Name and contact details?)

When were they notified?

