

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

<b>Name of Child:</b>			
<b>Age and date of birth:</b>	<b>Ethnicity:</b>	<b>Religion:</b>	<b>First Language:</b>
<b>Disability (including details):</b>			
<b>Your Name and Position:</b>			
<b>Your Contact Details:</b>			
<b>Parent/Carers Name and contact details:</b>			
<b>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:</b>			
<b>Brief description of what has prompted the concerns – include date, times etc. of any specific incidents:</b>			

<p><b>Have you spoken to the child? If so, what was said – remember do not lead or make promises you cannot keep?</b></p>	
<p><b>Have you spoken to the parent(s)/carers? If so, give details:</b></p>	
<p><b>Any actions taken?</b></p>	



<p>Have you consulted anybody else – please give details and a contact number:</p>	
<p>Police.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>Children’s Services.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>Local Authority.....Yes/No Details – include date and time, actions taken, advice given:</p>	



Table Tennis England Designated Safeguarding Lead / Deputy Designated Safeguarding Lead.....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:  
Designated Safeguarding Lead / Deputy Designated Safeguarding Lead  
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.**