

# Safeguarding Report Form



This form should be completed to record details of any concerns raised within a Branch or Centre. **A copy must be sent to The Pony Club Safeguarding Team.**

**The form should be completed for all levels of concern, including cases where no immediate action is required or where a report has also been made to statutory agencies.**

Once completed, this document must be treated as **confidential**.

Case File Details	
Date of when concern was notified to you:	
Branch/Centre:	

Details of Person Completing (your details)		
Name:		
Role within The Pony Club:		
Email:		
Contact number:		
Are you reporting your own concerns or responding to concerns raised by a third party or disclosed to you by a child / adult at risk? (circle / highlight as appropriate)		
My Own	Child / Adult at Risk	Third Party Concern*

Details of Third Party* (e.g. parent, coach, volunteer, official, etc)	
Name:	
Relationship to Child / Adult at Risk:	
Email:	
Contact number:	

Details of Child / Adult at Risk			
Name:			
Date of Birth:		Gender:	Male    Female    Unknown
Branch/Centre:			
Membership Number:			
Have the parents / guardians been notified of this incident?                      Yes                      No			
If yes, please provide details of what was said and what action agreed.			
Parent / Guardian Name:			
Contact number:			
Email:			
Address:			

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Details of Person Involved (whom allegation has been made against)	
Name:	
Date of Birth:	Gender: Male    Female    Unknown
Role within The Pony Club:	
Contact number:	
Email:	
Address:	
<b>Accreditation &amp; Qualifications</b> <i>Include details of disclosure check, safeguarding, first aid, CPD and association with other BEF member bodies, as appropriate.</i>	

Details about the Concern / Incident
<b>Dates or period of incident / concern:</b>
<b>Full details of the incident / concern:</b> <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
<b>Action taken:</b> <i>Include description of action and communications, dates, persons involved, etc.</i>

Details of Witnesses (where applicable)
<b>Please provide details of any witnesses:</b> <i>Include full name, contact details and email, etc.</i>

Details of Statutory Agencies (where applicable)
<b>If the incident / concern been reported to any external agencies (e.g. Police, Social Care Services or LADO) please provide details:</b> <i>Include name of agency, details about the person you spoke to (name, title / role, ID number), contact number, email.</i>
<b>Agreed action / advice given:</b> <i>Include all communication with external agency, and the advice and action given.</i>

<b>Print Name:</b>	<b>Signed:</b>	<b>Date:</b>
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**Please send completed forms to:**  
The Pony Club Safeguarding Team

**Email:** [safeguarding@pcuk.org](mailto:safeguarding@pcuk.org)