

# SAFEGUARDING REFERRAL FORM



Please send the completed form to [besafe@bdsassociation.com](mailto:besafe@bdsassociation.com) who will get in contact with you regarding the contents of this form.

Date of Referral		Notes / information required
Date of incident		If your concern relates to a number of incidents, or concerns which have come to light over a period of time, then please specify.
Referrer details		Name/Dance School/Role of person submitting this form. Please don't assume we know who you are.
Who is this report about		<p>It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which &amp; include as much personal information as you can (name, address, DOB, BDSA Membership number, dance school)</p> <p>Please also specify their role at their dance school/organisation/venue. If your concern relates to more than one person, please specify about who they are and whether they have specific needs such as disabilities, special educational needs or additional vulnerabilities.</p>

Child's Family	mother	If your concern involves children, please supply the name and contact details for the child's family/guardian and details of which parent the child lives with.
	Father	
	Carer/Guardian	

Are the child's family aware of these concerns?		You should tell us whether the club has spoken to the child's family about your concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposed of safeguarding their child?
How do you know about the concerns you are reporting		You might have directly witnessed something which has concerned you, or something else may have told you about it.  If so, please state who and describe it in detail in your own words how you have come into this information.
Details of your concerns		When a concern is raised, you should not immediately embark upon an internal investigation.  This means the in the initial stages, there is no need to gather statements or interview anyone. However, you will need to establish and gather sufficient information to enable us to understand the nature of your concern. As a rule of thumb, you should be able to tell us the following information <ul style="list-style-type: none"> <li>1. What has happened</li> <li>2. Where did it happen</li> <li>3. When did it happen</li> <li>4. Who is involved, and who did what?</li> <li>5. Why did it happen</li> </ul> <p>Try to report in a chronological order.</p>

		<p>If your information has come to you from a number of individuals, please be clear about who said what.</p> <p>Please also detail any previous concerns about the person you are referring to.</p>
<p>Has the dance school taken any actions to manage this incident</p>		<p>Include things such as: did you call police or social services? Who have you spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant?</p>

<p>Are there any witnesses who could give any information about your concerns?</p>		<p>Please give details of anyone who might have witnessed anything relevant.</p> <p>Include their name, contact details, information about who they are and role in the dance school/venue.</p>
<p>Are you aware of any other evidence which supports your concerns?</p>		<p>This might include photographs or video footage. Or you may be aware that an injured person has seen a doctor or been to hospital to seek medical help.</p> <p>You can use this box to tell us about any other information which you think might be relevant.</p>



