

ESSEX CHESS ASSOCIATION - SAFEGUARDING

Form for recording concerns/allegations of abuse, harm or neglect

To be completed by the person with the concern

Only fill in details that you know - do NOT investigate

Date and time of incident/disclosure	Name of your organisation/club/group		
Name of child/vulnerable adult	Date of birth	Age	Gender
Name of parent/guardian/carer	Contact details (if known)		
Are you a) reporting your own concerns or b) responding to concerns raised by someone else? (delete as appropriate)	Name & role of person raising the concern: Contact details		
Names and details of anyone alleged to have caused the incident or to be the source of any concerns	Names and details of anyone who has witnessed the incident or who shares the concerns		
Please provide details of the incident or concerns you have, including times, dates, description of any injuries			

