

mASCot Clubs

Logging a concern about a child's safety and welfare

Name and address of club:	
Child's name:	Date of birth:
Date of log:	Time of log:
Name of person logging concern (print):	Signature:
Job title:	
Date and time of concern/incident/disclosure:	
Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Describe clearly any behavioural or physical signs you have observed.	

Read through and make sure your report is clear now - will it also be clear to a stranger reading it next year?

Action taken:

Received by: (Club Leader)

Date: Time:

Proposed action by the Club Leader

Continue overleaf if necessary)