



Telford Sailing Club

CONFIDENTIAL, Safeguarding and Child Protection referral form



*Version 1.0 10/03/2026

Telford Sailing Club follows the safeguarding and child protection guidance issued by the Royal Yachting Association (RYA).

This form should be used to record any safeguarding concern, allegation, disclosure or incident involving a child or vulnerable adult.

If you have a concern about the welfare of a child or vulnerable adult, you should follow the procedures outlined in the **Telford Sailing Club Welfare, Safeguarding and Child Protection Policy and Guidance**.

Once completed, this form should be passed **as soon as possible to the Club Welfare Officer or Principal**, who will take appropriate action in line with RYA safeguarding procedures.

If a child or person is believed to be in **immediate danger**, contact the emergency services by dialling **999**.

All safeguarding concerns should be treated seriously and recorded as soon as possible while details are still fresh in your mind.

Safeguarding Concern / Incident / Referral Form

This form should be completed as soon as possible after a safeguarding concern, disclosure, allegation or incident involving a child or vulnerable adult.

Completed forms should be given to the **Club Welfare Officer or Principal** as soon as possible.

If someone is in immediate danger, **dial 999**.

1. Person Completing This Form

Name	
Role (Instructor / Volunteer / Parent / Other)	
Contact telephone number	
Email address	
Date form completed	

2. Details of the Person the Concern is About

Name	
Age / Date of Birth (if known)	
Address (if known)	
Parent / Guardian name	
Parent / Guardian contact details	

3. Details of the Incident / Concern

Date of incident	
Time of incident	
Location	
Type of concern (tick if known)	☐ Disclosure ☐ Concern ☐ Injury ☐ Allegation ☐ Other
Description of incident or concern	(Provide a factual account of what happened. Record exactly what was said where possible. Continue on another page if required.)

4. Witnesses

Name	
Contact details	
Name	
Contact details	

5. Action Taken

Was the Welfare Officer informed?	☐ Yes ☐ No
Name of person informed	
Date and time reported	
Were emergency services contacted?	☐ Yes ☐ No
Details of action taken	

6. Additional Information

Any other relevant information	
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Signature

Name	
Signature	
Date	

*Version 1.0: 10th Mar 2026.

Version Control

Version	Changes	Changes made by	Approved by / date
1.0	New Document	Manuel Greenwood	10/03/2026