



Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something within your Ice rink or Ice Skating club.

I understand that the information I provided may be used for the benefit of the National Ice Skating Association and if required will be shared with Statutory Agencies

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| Name of child/adult : Male/Female | Address: |
| Age/Date of Birth: | Club: Age : |
| Concern Details | |
| What is the concern? (include full details of the person whose behaviour has raised concerns) | |
| Explain in further detail which child and/or adult may be at risk and the child and/or adult with whom you have concerns? | |

Please send this form to the NISA Safeguarding Officer Michelle Draper (michelle.draper@iceskating.org.uk),
 your Rink Safeguarding Manager (if applicable) and
 the NISA Safeguarding address at safeguarding@iceskating.org.uk

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| When and where did this concern/incident occur? | |
| External Agency Support/Referral (please complete as appropriate) | |
| Children's social care Y N | Contact Name: Telephone Number: Date contacted: |
| Adult social care Y N | Contact Name: Telephone Number: Date contacted: |
| Safeguarding Board Y N | Contact Name: Telephone Number: Date contacted: |
| Police Y N | Contact Name: Telephone Number: Date contacted: |
| Club (please specify) Y N | Contact Name: Telephone Number: Date contacted: |
| Other Y N | Contact Name: Telephone Number: Date contacted: |
| Do you have any other comments? | |
| Your name: | Rink / Club: Rink / Club Role: |
| Address: | Email address: Mobile Phone No: Date submitted: |

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Use of the Initial Issue/Concern Reporting Form

What should be reported?

The welfare of the child is paramount. In order to assist NISA and your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and their rink / club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your rink / club and *could* include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident e.g. bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of the NISA Safeguarding Policy
- Allegations of abuse made by or against any child or adult

If you would like further details of recognition, responding and what should be reported please refer to the *NISA Safeguarding Policy (Section 2)* which can be found on Safeguarding pages of the NISA website <http://www.iceskating.org.uk/index.cfm/work-force-coaching/safeguarding/>

To discuss a specific concern or issue please contact the NISA Safeguarding Officer in the first instance.

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