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| **Title** | Reporting a Safeguarding Concern |
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| **Published** | 18 Sept 2025 |
| **Author** | Safeguarding Lead |
| **Review Date** | Sept 2026 |

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| Special Olympics Great Britain**Safeguarding Report Form** |

**About this form**

Please use this form to get in touch with us about a Safeguarding Incident or Concern.

This form is to be used by anyone who wishes to **report concerns about the abuse of a member, or any inappropriate or concerning behaviours towards members, or who has had a disclosure of this made to them**.

Please complete it as soon as possible and forward it to the Safeguarding and Welfare Officer within you club/region as applicable, and Special Olympics GB Safeguarding Lead on **safeguarding@sogb.org.uk**.

If you do not have all the information asked for please fill in the parts you can.

We are committed to **keeping all Special Olympics GB athletes, volunteers, staff and supporters safe** and ask that you please let us know immediately if there is a problem, concern or worry.

If your report is **urgent** and requires immediate assistance, please contact the Emergency Services by calling 999.

For non-emergency queries, call 101.

For non-emergency health queries, call NHS 111.

## ****Before you complete this form, please read the below guidance.****

Safeguarding is protecting a person’s right to live in safety free from abuse and neglect.

All concerns that you may have or receive should be recorded, using this report form.

You are recording this information to:

* ensure there is a clear **record** of what you have seen/ been told;
* the Lead Safeguarding Officer, so that they can **advise** you on next steps, potential processes where appropriate and take action themselves where required;
* the Designated Safeguarding Officer, if at an event, to ensure they have all relevant information to make an informed decision on any **action** that may need to be taken;
* the **Police/Children’s Social Care Services** where appropriate, as they will need all relevant information for the purposes of any subsequent investigation or inquiry.

Please note - it is **not appropriate to share sensitive and confidential information** with people who are not directly involved in the safeguarding processes in your club, for example:

* colleagues
* your fellow team members
* other acquaintances outside the sport or organisation.

Sensitive and Confidential safeguarding information should**only be shared on a need to know basis**, and only if sharing the information **prevents harm** or further harm from occurring. Any sharing of safeguarding information should be done following the **SOGB Safeguarding Reporting processes,**found**on our** [**website**](https://www.specialolympicsgb.org.uk/resources2022/safeguarding).

When completing the form you should:

* **confine yourself to the facts** – what you have observed/seen, heard or had reported to you
* distinguish between what is your **own personal knowledge** and **what you have been told**
* **not include your own opinions or conclusions** on the matter.
* **be clear** where you are giving either your own or others’ **interpretation of events** and the **reasons** for this (e.g. context, individual’s response to challenge).
* ensure that all information is **clear** and easy to understand.

It is critical that where you have reasonable cause to believe that an individual may be **suffering or may be at risk of suffering significant harm**, you should refer your concerns to**social services or Police** on the matter.

If you have any questions, please contact a member of staff – contact details can be found on our [**website**](https://www.specialolympicsgb.org.uk/who-we-are/meet-the-team/national-office).

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| **Date of disclosure** |  | *dd/mm/yy* |
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| 1. **Your details (person submitting the form)**
 |
| Full Name |  |
| SOGB Membership Number |  |
| SOGB Club/Programme |  |
| Address |  |
| Position/ Role in SOGB |  |
| E-mail |  |
| Phone |  |
|  |  |
| 1. **Are you submitting this form on behalf of someone else?**

**(CIRCLE AS REQUIRED)****If ‘Yes’, proceed to Question 3.****If ‘No’, proceed to Question 4.** | YESNO |
| 1. **Details of the individual you are completing this form on behalf of/ about:**
 |
| **Full Name** |  |
| **SOGB Membership Number** | *(if known)* |
| **Email** | *(if known)* |
| **Phone Number**  | *(if known)* |
| **Nature of your relationship with this person** | [ ] Parent/Carer[ ] Friend[ ] Coach/ Assistant Coach[ ] Volunteer Support or Committee Member[ ] Club Member (other)[ ] No relationship[ ] Other – please explain: |
| **Date of Birth** | *(if known)* | **Male**: [ ] | **Female**: [ ] | **Other**: [ ] |
| **Are you able to provide details of this person's parent/guardian/carer? (if applicable)**We ask for this information to ***help with any action*** that needs to be taken, for example contacting people and providing information to emergency services where needed. | Yes | No |
| **Full Name** |  |
| **Contact details**  |  |
| **Safeguarding Concern**There are different **types of abuse or harm**. These may include the below:* Physical abuse
* Domestic abuse
* Sexual abuse
* Neglect
* Psychological or emotional abuse
* Financial or material abuse
* Modern slavery/human trafficking
* Radicalisation
* Discriminatory abuse
* Organisational or institutional abuse
* FGM (female genital mutilation)
* Digital or Online abuse

For **more information** on any of the above, [**visit NSPCC online**](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/). You can also find more Safeguarding **Tools and Resources, visit our** [**website resources page**](https://www.specialolympicsgb.org.uk/resources2022/safeguarding). |
| 1. ***Nature of safeguarding concern you are reporting (please circle as appropriate)***
 |
| *Physical abuse* | *Sexual abuse* | *Neglect* | *Psychological/ Emotional abuse* | *Discriminatory abuse* |
| *Financial or material abuse* | *Domestic abuse*  | *Modern Slavery/ Human Trafficking* | *Organisational or Institutional abuse* | *FGM (Female Genital Mutilation)* |
| *Digital or Online abuse* | *Radicalisation* | *Other: please explain* |
| 1. **Please explain any details as you know them:**

Please detail what you have seen/been told/ anything that makes you believe the person at risk is being abused or harmed, or is at risk of abuse or harm.**To help, use 'Who, What, Where, Why, When, How'.**Please include as much information as possible - this might include dates/times/evidence of any incident. |  |
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| 1. **What actions (if any) have you/ your club taken/ agreed with the person to reduce the risks?**

Please select all that apply. This is to help us understand the full picture. Please be as open and honest as possible. |
| [ ] – Information passed on to Safeguarding Officer (Club)[ ] – Referral to Social Care[ ] – Contacted Emergency Services[ ] – Any other support requested[ ] – No actions have been taken [ ] – Other – please explain: |
| Date: | Time:  | Any relevant details: *(eg. Contact details used)* |

**Data Protection**

Special Olympics Great Britain (SOGB) is committed to protecting all personal data that is shared with and processed by us in accordance with applicable data protection laws and regulation including the Data Protection Act 2018 and GDPR.

Data will be collected, recorded and used fairly, stored safely and securely and will not be disclosed to any third party unlawfully. Individuals have a number of rights in relation to the processing of their data which are set out in the SOGB [**Data Protection Policy**](https://resources.specialolympicsgb.org.uk/sogb/document/2022/03/04/0e60c587-a423-4cf3-aeb6-a9616eb937c0/Special-Olympics-GB-Data-Protection-Policy-2018-1-.pdf).

**Sharing Information**

The appropriate sharing of information is important to ensure an individual receives the right services at the right time and prevents a concern or need from becoming more acute and difficult to meet. Decisions to share information with other organisations and/or agencies will be made by the MRG (Management Response Group) and documented on the Management Response Group Meeting Incident Form.

**Decisions to share information** will be based on the seven principles below. The most important consideration is whether sharing information is likely to **support the safeguarding and protection** of a person:

* **Necessary and Proportionate**: When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information shared must be proportionate to the need and level of risk.
* **Relevant**: Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.
* **Adequate**: Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.
* **Accurate**: Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.
* **Timely**: Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a person. Timeliness is key in emergency situations, and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a person at increased risk of harm. You should ensure that sufficient information is shared, as well as consider the urgency with which to share it.
* **Secure**: Wherever possible, information should be shared in an appropriate, secure way. You must always follow SOGB’s policy on security for handling personal information.
* **Record**: Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with SOGB’s Data Protection Policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.