

Largs Thistle Football Club  
Barrfields Park, 69-70 Brisbane Road, Largs  
KA30 8NP



## CHILD PROTECTION POLICY CONCERN REPORTING FORM

This form must be completed as soon as possible after receiving information that causes a concern. Contact the Child Wellbeing and Protection Officer on **07973 199648** to report the concern then email the completed form to [tiffanyirvin@me.com](mailto:tiffanyirvin@me.com) as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

### ADVICE FOR COMPLETING THE FORM

#### Part A – Contact Information

Please complete Part A to include all relevant contact information. Where the concern is about a child and the conduct of an adult relating to that child then both parties' information must be completed. You must also include your contact information.

#### Part B – Details of the Concern

Please complete this section to include as much information as possible. Where possible please include information about dates, times and location. If the concern has been reported to you by the child, please use their own words and also record anything that you said to the child.

#### Part C – Information Sharing

Please complete this part of the form if you have shared the information with any third party including the child's parents/carers, Named Person or with other services including the police, social services, school or any other relevant organisation.

*Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know.*

#### Part D – For use by the Child Wellbeing and Protection Officer

This section is for use by the Child Wellbeing and Protection Officer and should not be completed by the person reporting the concern.

Largs Thistle Football Club  
[largsthistlefc1889@gmail.com](mailto:largsthistlefc1889@gmail.com)

**IMPORTANT INFORMATION:**

Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on. This information will be retained by the Child Wellbeing and Protection Officer in a secure and confidential manner.

**PART A - CONTACT INFORMATION**

**CHILD'S DETAILS** (if applicable – details of the child who has been harmed or is at risk of harm)

Name:	Date of Birth:
Address:  Post Code:	Tel No:
Child's Named Person/schoolteacher:	Named Person/school teacher Tel No:
Preferred Language	Is an interpreter required?  YES / NO
Any Additional Needs?	

**ADULTS' DETAILS** (if applicable – adult whose conduct you are concerned about)

Name:	Tel No:
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Details of any other witnesses/other people involved
Details of any injuries (where applicable) <i>Please include all injuries sustained, location of injury and any treatment</i>
Action taken so far and when:

Other relevant information:

## PART C – INFORMATION SHARING (if applicable)

*PLEASE NOTE – it will usually not be necessary to share information before seeking advice from the Child Wellbeing and Protection Officer, except in an emergency. Only share information on a need to know basis. If you are unsure as to who you should inform, please contact the Child Wellbeing and Protection Officer for further advice*

Who has been informed?	
Child's parents/carers	If yes, record details:
Yes/No	If no, please state why?
Child's Named Person/schoolteacher	If yes, record details:





e.g. Scottish FA, Affiliated National Association etc.

## **CONCERN CLOSED:**

*Reason for closing concern:*

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DOCUMENT CONTROL**

*To be reviewed and published annually:*

Reviewed by Club on 24 December 2025

Next Review Date: no later than 24 December 2026

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