

# Neontribe Ltd

## Safeguarding Referral Form

When this form has been completed please submit it by email, or in person, to the designated safeguarding lead (Toby Batch, [tobias@neontribe.co.uk](mailto:tobias@neontribe.co.uk)) or the assistant safeguarding lead (Ed Perkins, [ed@neontribe.co.uk](mailto:ed@neontribe.co.uk)). If the issue is urgent in nature that you may call the DSL on 07968505897, or the ASL on 07801732952.

<b>Date of referral</b>		<b>Crib Notes</b>
<b>Date of incident</b>		If your concern relates to a number of incidents, or concerns which have come to light over a period of time, then please specify
<b>Referrer details</b>		Name/Role of person submitting this form. Do not assume we know who you are
<b>Who is this report about?</b>		It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which & include as much personal information as you can (name, address, DOB, company, school etc). Please also specify their role at the company. If your concern relates to more than one person, please be specific about who they are and whether they have specific needs such as any disabilities, special educational needs or additional vulnerabilities. Continue on a separate sheet if necessary.
<b>Subject's family/carer</b>	Mother	If your concern involves children please supply name and contact details for the child's family and details of which parent the child lives with.
	Father	
	Carer/Guardian	
	Siblings	
<b>Is the subjects family or carer aware of these concerns?</b>		You should tell us whether the company has spoken to the child's family about your concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?
<b>How do you know about the concerns you are reporting?</b>		You might have directly witnessed something which has concerned you, or someone else may have told you about it. If so please state who and describe in detail in your own words how you have come into this information.

<b>Details of your concerns</b>		<p>When a concern is raised, you should not immediately embark upon an internal investigation. This means that in the initial stages, there is no need to gather statements or interview anyone. However, you will need to establish and gather sufficient information to enable us to understand the nature of your concern. As a rule of thumb, you should be able to tell us the following information:</p> <ol style="list-style-type: none"> <li>1. What has happened</li> <li>2. Where did it happen</li> <li>3. When did it happen</li> <li>4. Who is involved, and who did what</li> <li>5. Why did it happen</li> </ol> <p>Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what Please also detail any previous concerns about the person you are referring to.</p>
<b>Has the club taken any action to manage this incident?</b>		<p>Include things such as: Did you call Police or Social Services? Who have you have spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant.</p>
<b>Are there any witnesses who could give any information about your concerns?</b>		<p>Include things such as: Did you call Police or Social Services? Who have you have spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant.</p>
<b>Are you aware of any other evidence which supports your concerns?</b>		<p>Include things such as: Did you call Police or Social Services? Who have you have spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant.</p>