**Template Safeguarding Report Form**

Please complete as many sections as possible with detailed information.

1. **Personal Details**

* **First Name**: [FREE TEXT]
* **Last Name**: [FREE TEXT]
* **Country of Residence**: [FREE TEXT]
* **Email Address**: [FREE TEXT, should contain the symbol “@”]
* **Phone Number**: [FREE TEXT]

1. **Incident Information**

* **What is your relationship with the [name of the ASN]?**  
  (e.g., participant, spectator, official, staff, other)

[FREE TEXT]

* **Are you reporting on behalf of someone else?**  
  □ Yes  
  □ No  
  If yes, provide the **victim’s name** and **age**: [FREE TEXT]  
  **Contact details** (if known):
* **Type of offence** (check all that apply):  
  □ Psychological Abuse  
  □ Physical Abuse  
  □ Sexual Harassment  
  □ Sexual Abuse  
  □ Neglect  
  □ Other (please specify): [FREE TEXT]
* **Incident Description**:  
  Please describe the incident in as much detail as possible. [FREE TEXT]
* **Names and functions** of persons involved in the incident:
* **Location**:  
  Where did the incident occur?

Country [DROP DOWN LIST]

Location [FREE TEXT]

* **Date/Time**:  
  When did the incident occur?  
  If during a competition, provide the name of the competition. [FREE TEXT]

1. **Additional Information (if applicable)**

* **If the victim is a minor, have the parents/carers been informed?**□ Yes  
  □ No  
  Have any actions been agreed with them? Please provide details. [FREE TEXT]
* **Has the matter been reported to another organisation, the police, or social services?**□ Yes  
  □ No  
  If yes, provide contact details

Phone Number: [FREE TEXT]

Email address: [FREE TEXT]

* Do you have any other comments to report?

[FREE TEXT]

Date of Submission:

(*All information submitted in this form is confidential and will be handled by the appropriate person in accordance with safeguarding policies and enforceable data protection regulations*)

Contact Information:

*[If the ASN has a Safeguarding contact/office/officer, please indicate the contact details below. If not, just delete this paragraph]*

(Include contact phone numbers, email, and mailing address, as well as any available online submission options for added accessibility.)