

A7.3 Restricted concern and response record

For the authorised safeguarding record only. A completed form must not enter a public deliverable, general project repository or team message group. Use only the personal information necessary for the safeguarding process; follow the local procedure for access, sharing and retention. If the organisation already has an approved form, use these fields to check coverage rather than create duplicate case files.

Record field	Entry or secure reference
Case reference; recorder; date/time received	_____
Athlete identification and safe contact details in the authorised system	_____
Communication or support needs relevant to responding	_____
What was observed; separately, what was reported and by whom	_____
Athlete's words, wishes and immediate safety concerns	_____
When/where; connected offline and online settings	_____
Immediate action; urgent help or referral	_____
Case owner; conflict check; handover recipient/time and receipt confirmed	_____
Relevant evidence location and authorised handling decision	_____
Parent/carers contact or reason for seeking advice before contact	_____
Protection and support for the next participation	_____
External advice/referral and agreed restrictions on further enquiries	_____
Next contact: person, date and communication method	_____

Do not make the athlete complete this form before receiving help. Record uncertainties as uncertainties. Do not attach sexual images of children. Evidence handling follows Section 6.8.5. Basis: G1, G6 and the authored response pathway.