

- + Whether or not the person making the report is expressing their own concerns or those of someone else.
- + The nature of the allegation. Include dates, times, any special factors and other relevant information.
- + Make a clear distinction between what is fact, opinion or hearsay.
- + A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- + Details of witnesses to the incidents.
- + The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- + Have the parents been contacted?
- + If so, what has been said?
- + Has anyone else been consulted? If so, record details.
- + If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- + Has anyone been alleged to be the abuser? Record details.
- + Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the **NSPCC Child Protection Helpline on 0808 800 5000**, or **Childline on 0800 1111**.

Declaration

On behalf of **Coventry Crusaders Basketball Club** we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.
Signed:

(nb One of the signatories should be an **Coventry Crusaders Basketball Club** Child Protection Officer)

Name: **SCOTT NEELY**
Scott Neely

Name: **EDOUARD BAYNES CLARKE**
[Signature]

Position within Coventry Crusaders Basketball Club: **CP OFFICER**

Position within Coventry Crusaders Basketball Club: **COACH/PLAYER**

Date: **16-5-08**

Date: **15/05/08**