



**ENGLISH TABLE TENNIS ASSOCIATION LTD.
REPORTING INCIDENT OF CHILD ABUSE FORM**

**IF A CHILD IS IN IMMEDIATE DANGER OR NEEDS URGENT MEDICAL TREATMENT
PHONE 999**

Name of Child:	
Age and date of birth:	Ethnicity:
Religion:	First Language:
Disability:	Any special factors:
Your Name and Position:	
Your Contact Details:	
Parent/Carers Name and contact details:	
Are you reporting your own concerns or passing on those of somebody else? Give details of individual(s) and their role(s) including contact details:	
Brief description of what has prompted the concerns – include date, times etc. of any specific incidents:	

<p>Have you spoken to the child? If so, what was said – remember do not lead or make promises you cannot keep?</p>	
<p>Have you spoken to the parent(s)/carers? If so, give details:</p>	
<p>Any actions taken?</p>	
<p>Have you consulted anybody else – please give details:</p>	
<p>Police.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>Children’s Social Care.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>Local Authority.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>ETTA Club/League Welfare Officer.....Yes/No Details – include date and time, actions taken, advice given:</p>	
<p>Signed:</p>	
<p>(print name)</p>	
<p>Date:</p>	
<p>Please keep a copy of the form for your records and send a copy to: The Child Protection Officer, English Table Tennis Association Ltd., Queensbury House, Havelock Road, Hastings, E. Sussex. TN34 1HF</p>	

Remember always to maintain confidentiality – do not discuss this incident with anyone other than those who need to know.