

## Appendix 4.6 BSAC adult safeguarding referral form

Date and time of incident	
Name and position of person about whom the report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation <i>(continue on separate page if necessary)</i>	
Who has been contacted?	
What are the wishes of the adult at risk?	
Action taken by organisation <i>(continue on separate page if necessary)</i>	
<i>If adult social care or police have been contacted:</i> Name, position and contact number of person(s) handling case	
Name, organisation and position of person completing form	
Contact number and email address of person completing form	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge <i>(if different from above)</i>	
Contact number and email address of organisation's welfare officer or person in charge	