



# EQUALITY & INCLUSION REPORTING FORM

## Safeguarding Resource Document

This form is to be completed by the Competition Convenor/Director or the Lead Referee for recording and reporting matters relating to the Scottish Swimming Equality Policy or the Scottish Swimming Transgender & Non-Binary Aquatics Competition Policy. The Policies and FAQs can be found [HERE](#).

**At no point are competitors to be challenged during an event.** The form should be submitted to [equalities@scottishswimming.com](mailto:equalities@scottishswimming.com), where the form will be passed onto the relevant member of Scottish Swimming Staff to progress the matter post event.

<b>Event Details:</b>					
Event Name:					
Venue & Location:					
Sport:	Swimming/ Masters	Open Water	Diving	Artistic Swimming	Water Polo
Date of Report or Disclosure:			Time of Report or Disclosure:		
Name: (person completing this form)			Position/Role:		
Contact Email address:					

<b>Details of the member reporting the matter: (as much as can be completed)</b>			
Name:			
Address:			
Date of Birth:		Membership No:	
Club:		Role at the Event:	
Parent/Carer Name: (if Member is under 18)			
Member or Parent Contact number:		Member or Parent Contact email:	

<b>Details of the member for who the report is about: (as much as can be completed)</b>			
Name:			
Address:			
Date of Birth:		Membership No:	
Club:		Role at the Event:	
Parent/Carer Name: (if Member is under 18)			
Member or Parent Contact number:		Member or Parent Contact email:	



# EQUALITY & INCLUSION REPORTING FORM

## Safeguarding Resource Document

### Details of the Disclosure/matter being reported:

Describe the nature of the matter being reported:	
How did the individual reporting the matter become aware of the issue?	
Detail any evidence or specific information that is relevant to support the report:	
Any actions that have been taken regarding this matter:	
Who else is aware of this matter or has been involved?	
Timeline:	



## EQUALITY & INCLUSION REPORTING FORM

### Safeguarding Resource Document

Any other relevant information received as part of the disclosure:	
Please detail any observations that you have regarding the matter or situation that you feel would be relevant to include?	

**Remember to maintain confidentiality on a *need to know* basis – do not discuss this matter with anyone other than those who need to know.**

**Complete the form as fully as possible but remember - at no point are competitors to be challenged during an event.**

The completed form should be submitted to [equality@scottishswimming.com](mailto:equality@scottishswimming.com)