

## ***Athletics Malta Safeguarding Policy Complaint Application Form***

Instructions: Please complete this form if you wish to file a complaint regarding a safeguarding issue within Athletics Malta. The information provided will be treated with strict confidentiality. Please ensure that all sections are filled out accurately and provide as much detail as possible. If you require additional space, please attach a separate sheet.

### **Section 1: Personal Information**

Full Name:

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Contact Address:

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Phone Number:

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Email Address:

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### **Section 2: Complaint Details**

Date of Incident:

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Location of Incident:

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Names of individuals involved (if known):

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Describe the nature of the complaint and the safeguarding issue in detail:

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When did the issue occur?

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What specifically happened?

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Were there any witnesses? If yes, provide their names and contact details.

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Any other relevant information.

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**Section 3: Action Taken (if applicable)**

Have you reported this issue to any staff member or authority within the organization? If yes, please provide details of the person(s) notified and the date(s) of notification.  
If no action has been taken, please explain why.

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#### **Section 4: Documentation (if applicable)**

Please attach any relevant documentation, such as photographs, emails, or other evidence related to the complaint.

#### **Section 5: Declaration**

I declare that the information provided in this complaint application is true and accurate to the best of my knowledge. I understand that [Organization Name] will investigate the complaint based on the information provided, and that any false statements may result in the dismissal of my complaint.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this completed form in PDF Format to the following safeguarding officer - email address:

[claudette.caruana@athleticsmalta.com](mailto:claudette.caruana@athleticsmalta.com)

Note: Make sure to keep a copy of this completed form for your records.

Upon receiving your complaint, Athletics Malta will initiate an investigation into the matter and take appropriate actions as required by our safeguarding policy. We aim to resolve all complaints in a fair and timely manner. You will be contacted within a specified period regarding the progress and outcome of the investigation.

Thank you for bringing this matter to our attention. We take safeguarding concerns seriously and are committed to ensuring the safety and well-being of all individuals within our organization.