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| Open | Recording Allegations of Abuse or Concerns |

Pro forma for recording allegations of abuse or concerns about the well-being or behaviour of a child, young person or adult.

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| Name of Church |  |
| Name and contact number of Vicar |  |
| Name and contact number of person completing report |  |
| Date of report |  |
| Date and place of observations or incident |  |
| Name of group (if appropriate) |  |
| Name and address of child/young person/adult |  |
| Date of birth of child/young person/adult |  |
| Name and contact number of parent or carer |  |
| Report (continue on separate sheet if needed) | |
| Advice given/actions taken/people spoken to | |

Signed: Dated

Please print name:

This report must be handed to your Parish Safeguarding Officer and should be kept in a secure location in the Parish Office. A copy must be sent to the Diocesan Safeguarding Adviser within 24 hours.