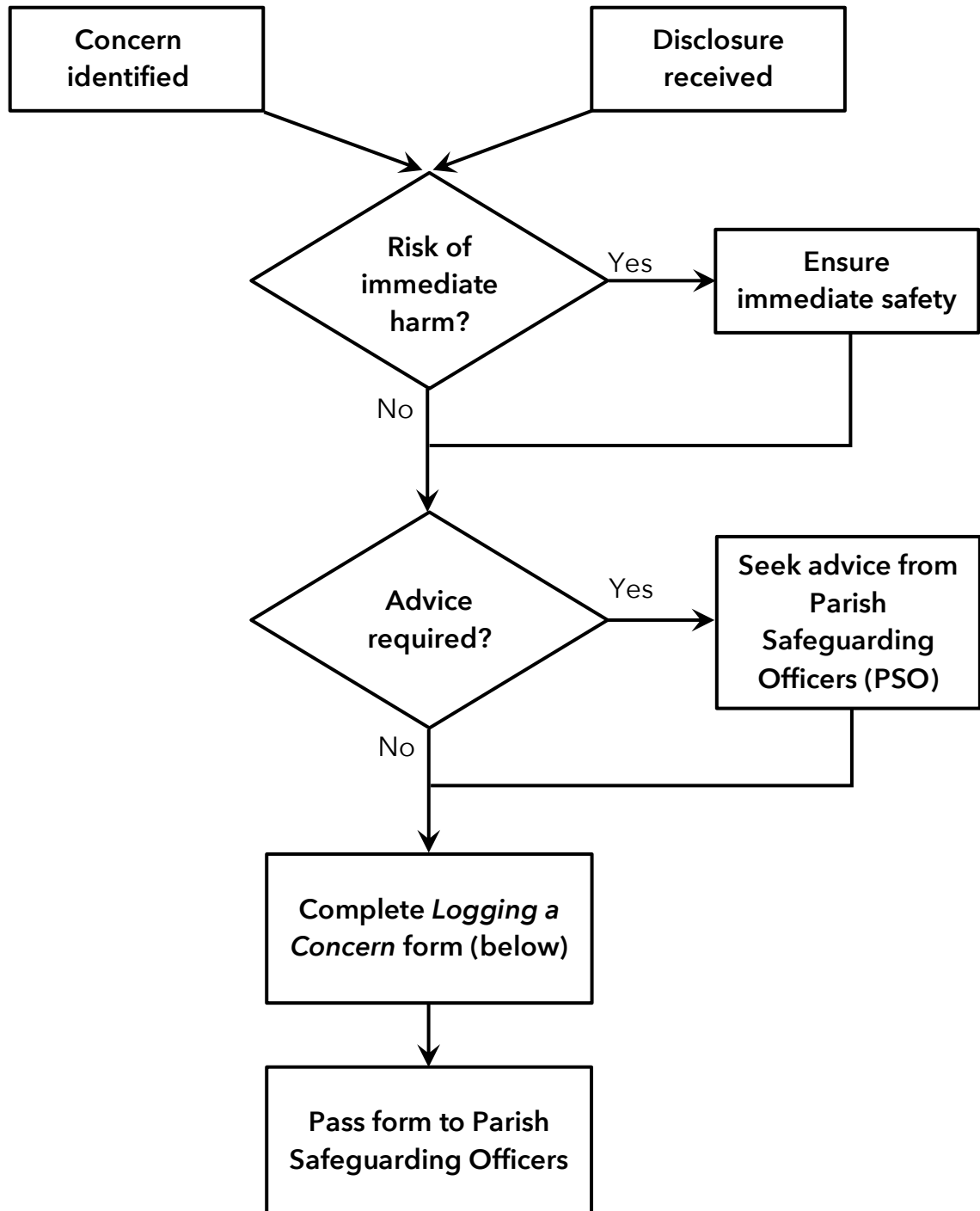


How to report concerns or disclosures



Important Contact Details Parish Safeguarding Officers

Email: safeguarding@stag.org – Tel: 01223 756436

Diocesan Safeguarding Advisor: Rebecca Boswell

Email: rebecca.boswell@elydiocese.org – Tel: 07904 487912

Logging a concern about a child, young person or adult at risk

About this form and the person completing it

Your name:

Your phone number:

Your mobile number:

Your e-mail address:

Are you reporting [*please tick the appropriate box(es)*]:

An incident
 A disclosure
 A concern

Department / Group / Ministry Area	Date completed

About the person, or people, you are concerned about or involved in the incident

Their name(s):

.....

Their address(es) and contact details:

.....

.....

.....

Their date(s) of birth:

Name and contact details for parent(s) (where appropriate):

.....

.....(include extra sheets as needed)

Details of the incident / disclosure / concern

Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary. Include extra sheets as needed.

Context of the incident / disclosure / concern

Where / when / who else was present etc.

Date of incident / disclosure

Time of incident / disclosure

Action taken to ensure immediate safety

Other action taken or advice sought

Signature

For office use only: Form reference –

Body Map

