

# Appendix A5

## Safeguarding Incident/Concern Form

Where a person is in imminent danger of harm or a criminal act may have been committed, the police must be notified immediately on 999. Otherwise, call 101 to report a crime or any other concerns that do not require an emergency response.

- Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding incident or concern. You do not have to fill in all sections.
- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible, and do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.
- The completed form must be passed on or sent by secure email to the designated safeguarding person, and immediately followed up after sending.

<b>Date on which this form is completed</b>			
Full name of the person reporting the concern/incident			
Relationship to child, young person, or adult concerned of being at risk			
Church details, if known	<b>Synod</b>	<b>Church</b>	<b>Number</b>
Contact details of church or organization, if known	<b>Address</b>	<b>Phone numbers</b>	<b>Email</b>
<b>Full name of child, young person, or adult concerned of being at risk</b>			
Date of Birth, if known			
Contact details, if known	<b>Address</b>	<b>Phone numbers</b>	<b>Email</b>
Has the individual given consent to report? (or report as appropriate)	<b>Yes</b>	<b>No</b>	Reason for no consent:
If under 18, have the parents/carers /guardians of the child been informed?	<b>Yes</b>	<b>No</b>	Reason for no consent:

<b>Please give a summary of the safeguarding incident/concern</b>	
Date/time of incident	
What happened? Please provide detailed information about the circumstances and the person experiencing or being at risk of harm, abuse or neglect (preferably as a timeline)	
When did it happen? (date, time)	
Where did it happen? (specific location)	
What action/s were taken, and by whom?	
Name of anyone involved and in what way, including witnesses	
Other services or agencies involved <u>Note:</u> If referred to statutory authorities, or other services, please include name and contact details	
Next steps or recommendations	
<b>INTERNAL USE</b>	
Date received	
Full name of Designated Person	
Progress	
Conclusion	