

Logging a Concern about a Child's Safety or Welfare

Name and Address of your church/parish/benefice:

Full Name of Child/Young Person:

Address:

Date of birth:

School (if known):

Account of what happened

(Write what happened as accurately as you can. Include who was involved, when it happened, i.e. day, month and time, where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child. If your log includes anything that a child told you, please use the child's own words. Use a separate sheet if necessary.

Action taken: *if any referral is made or professionals spoken to please give their name and organisation, and any actions that they agreed to take.*

Your name and role in the church:

Your Signature:

Date (include year) and time of the incident and of this log:

Logging concerns, incidents or allegations regarding a volunteer or paid worker within the church community

This form must be used when recording information about an allegation made against a volunteer or paid worker within the church community. A copy must be sent by recorded delivery and marked private and confidential to the Diocesan Safeguarding Adviser who must keep an overall record of all allegations against volunteer or paid workers. This information will be added to any existing records and held securely.

Basic Information

Name, role, contact details and parish of the person completing this form:

Name:

Preferred contact details:

Role within the Church/Parish:

Date information logged:

Date information shared with Diocesan Safeguarding Adviser:

Name of Person of Concern:

Position of Person of Concern:

Safeguarding Information relating to the concern, incident or allegation

Please record any information that you have acquired in relation to an allegation made against a volunteer or paid worker within the Church community. This might include details of an offence, relevant dates, places and times, the names of those involved, the names of those with whom you have shared information with and why, any advice you have been given and how you have acted upon that advice. This information must be written in clear language and avoid any personal opinions.

Date