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PLEASE SEND THE COMPLETED FORM TO SAFEGUARDING@KINGDOMVINEYARD.COM

Record of concern about a child/adult's safety and welfare

For use by any staff/volunteer– this form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)[1, 2, 3] Please refer to the guidance notes included.

Guidance notes for Part 1 (volunteers/staff only):

Following are some helpful pointers in completing the form below:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries.
2. Essential principles of recording the information received/disclosed/observed:
    a. Remember: do not investigate or ask any leading questions
    b. make notes within the first one hour of receiving the disclosure or observing the incident
    c. be clear and factual in your recording of the incident or disclosure
    d. avoid giving your opinion or feelings on the matter
    e. aim to record using the 4 W's and 1 H: When, where, what, why and how
    f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
    g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding co-ordinator*** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight

of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 1: To be filled in by Volunteer/member of staff

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address: N/A
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title: Signature (or electronic signature):		
Other members of the household[4]:)Include relationship to person and ages of any other children if applicable)		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)*		
How did the concern come to light?		
What is the child/adult saying about what has happened[4]?		
Any other relevant information. Previous concerns etc.		

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Date and time of discussion with Safeguarding Co-ordinator[5]: _____

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Part 2: To be filled in by Safeguarding Co-ordinator

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
Initial Assessment of concern following advice[2]					
Action taken with reasons recorded *(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)*	Date:	Time completed:	By whom:		
	Referral		To whom		
Parent/carer informed?	**Y**	Who spoken to:	Date:	Time:	By whom:
Not applicable	**N**	Detail reason:			

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Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

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