



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.

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.