5.3.18: Safeguarding Record Sheet

Diocese of Derby: **SAFEGUARDING RECORD**

Confidential Incident / Concern Report Form **Ref No. _____ (DST use only)**

Basic Details	
Name of child / young person / adults experiencing, or at risk of abuse or neglect / at risk:	**Contact details:** **Address** **Tel. / Mobile**
Name of parent / guardian / carer of above named:	**Contact details:** **Address** **Tel. / Mobile**
Name of person causing concern:	**Contact details:** **Address** **Tel. / Mobile**
Name of parent / guardian / carer of above named (if applicable):	**Contact details:** **Address** **Tel. / Mobile**
Position and church of person causing concern:	
Summary of Concerns	
Please indicate a brief summary of the concern: (the allegation / behaviour / risk that is causing concern): **(Names of principle parties are essential. If you have not done so make a factual written record of your observations and any conversations - sign and date it)**	

Initial Action; Who have you spoken to about your concerns?		
Child / young person / adults experiencing, or at risk of abuse or neglect / at risk: **Date**		**Yes / No**
Parent / Guardian / Carer of the above: **Date**		**Yes / No**
Person alleged to being causing concern **Date**		**Yes / No**
Senior staff / line manager; **Position:** **Name:** **Date**	**Yes / No**	**Contact details** **Tel. No**
Diocesan Safeguarding Team (Name of Team member) **Date**	**Yes / No**	**Contact details** **Tel. No**
Children's / Adults' Social Care **Date**	**Yes / No**	**Contact details** **Tel. No**
Police **Date**	**Yes / No**	**Contact details** **Tel. No**
Probation **Date**	**Yes / No**	**Contact details** **Tel. No**
School / Employer **Date**	**Yes / No**	**Contact details** **Tel. No**
Other (Please specify) **Date**	**Yes / No**	**Contact details** **Tel. No**
Initial Report compiled by: **Position:** **Date and time:**		

Initial action / feedback at Parish / Diocese levels:	
Name / details of person taking action:	**Actions agreed:**
Position / Role: **Date and time:**	

Running Log of action taken / by whom		
Date	**Action**	**Initials**