

**Your Name: Parish Role if any :**

|  |
| --- |
|  |

**Your knowledge of and relationship to the child/adult:**

|  |
| --- |
|  |

**Child/Adult’s Name:**

|  |
| --- |
|  |

**Date and place of birth**

|  |
| --- |
|  |

**Child/Adult’s address:**

|  |
| --- |
|  |

**If Child details of carers**

|  |
| --- |
|  |

**Nature of the incident/concern:**

|  |
| --- |
|  |

**Date, time and location of incident(s):**

|  |
| --- |
|  |

**Observations made by you or to you (e.g. description of visible bruising, other injuries, child/adult’s emotional state etc): *NB: Make a clear distinction between what is fact, opinion or hearsay***

|  |
| --- |
|  |

**Exactly what the child/adult said and what you said (Remember do not lead them-record actual details. Continue on a separate sheet if necessary):**

|  |
| --- |
|  |

**Details of external agencies contacted**

**Police Yes No**

**Date and Time**

|  |
| --- |
|  |

**Name and Contact Number**

|  |
| --- |
|  |

**Advice Received**

|  |
| --- |
|  |

**Childrens Service Yes No**

**Date and Time**

|  |
| --- |
|  |

**Name and Contact Number**

|  |
| --- |
|  |

**Advice received**

|  |
| --- |
|  |

**Adult Safeguarding Yes No**

**Date and Time**

|  |
| --- |
|  |

**Advice Received**

|  |
| --- |
|  |

**Local authority Yes No**

**Date and Time**

|  |
| --- |
|  |

**Name and Contact Number**

|  |
| --- |
|  |

**Advice received**

|  |
| --- |
|  |

**Other eg NSPCC /School**

|  |
| --- |
|  |

**Date and Time**

|  |
| --- |
|  |

**Name and Contact number**

|  |
| --- |
|  |

**If concern is about an adult has adult concerned given consent to share Yes No**

**If consent not be sought please detail why ?**

|  |
| --- |
|  |

**Details of Witnesses**

|  |
| --- |
|  |

**Details of referrer**

**Print name date and sign Parish**

|  |
| --- |
|  |

**Remember to maintain confidentiality and only share with those who need to know**

**Telephone Diocesan safeguarding office 01962 737317 07921 865374**

**Out of hours safeguarding referrals 0300 5551373**

**Email form to safeguarding@winchester.anglican.org**