



Christ Church Safeguarding Form

To comply with government legislation, to assist in resolving any disputes, and to comply with Church safeguarding policy it is important that we record details of any suspected abuse and/ or safeguarding incidents.

Information provided on this form will only be used for this purpose and will be stored confidentially.

Please use clear print and black or blue ink.

Your Name:

Your contact details:

Address:

Email:

Telephone:

Date and time of incident/conversation:

Name of individual(s) involved in incident/conversation:

Brief description of incident/conversation (make clear distinction on what is fact/ opinion/hearsay) use an extra sheet if necessary:

Brief outline of actions/advice taken or given, including any other services/people contacted at this point:

Was the young person/child informed that this information would have to be passed on?

Details of any witnesses to incident/conversation including names:

Date and time form was completed:

Any further actions needing to be taken by the safeguarding officer:
YES/NO

If yes, please give details below of action taken (to be completed by the safeguarding officer)

Signed by:

..... (Worker/Volunteer)

..... (Safeguarding officer)

Thank you for completing this form