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

*For use by any staff/volunteers. Please record the following information factually, and include as much detail as possible. Remember: the quality of your information will inform the level of intervention initiated – add additional sheets if necessary. This form can be filled in electronically or handwritten (but please ensure the form is legible). Guidance for filling in the form can be found at the end of this document.*

*Please pass this form to the Church Safeguarding Coordinator without delay.*

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| Child/Adult’s name (subject of concern): | Date of birth/age: |
| Address: | Other members of household: |
| Date and time of incident: | |
| Nature of concern (e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc.): | |
| How did the concern come to light? | |
| What is the child/adult saying about what has happened? | |
| Any other relevant information (previous concerns etc.): | |
| Your name (print): | Your signature: |
| Date and time of writing: | Your role/job title: |
| Date and time of discussion with Safeguarding Coordinator: | |
| Name of Safeguarding Coordinator: | Safeguarding Coordinator signature: |

**FAQs and Guidance**

1. Why do we need to fill in these forms?

*As a registered body, the church is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the ‘Working together to safeguard children and young people, 2018’ and the ‘Care Act, 2014’.*

1. How should I gather and record this information?

*There are some essential principles to follow when recording the information you have received/observed/been disclosed:*

1. *Remember: do not investigate or ask any leading questions*
2. *Make notes within the first hour of receiving the disclosure or observing the incident*
3. *Be clear and factual in your recording of the incident or disclosure*
4. *Avoid giving your feelings or opinions on the matter*
5. *Aim to record using the 4Ws and 1H: When, where, what, why and how*
6. *Do not share this information with anyone else except your Safeguarding Coordinator in the first instance, and they will advise on who else will need to be informed, as well as how and when.*
7. *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.*
8. What constitutes a safeguarding concern?

*Any incident that has caused or is likely to cause significant harm can be classed as a safeguarding concern. With regards to children, there are eight different categories of abuse: physical abuse, emotional abuse, sexual abuse, neglect, spiritual abuse, abuse of trust, self-harm/abuse/neglect and grooming. For adults, these are the same with five additional categories: financial abuse, domestic abuse, modern slavery, organisational abuse and discriminatory abuse (please refer to the church’s safeguarding policies for further details on these categorisations). Whilst it’s helpful to record a specific category in the above form, it may not always be possible or clear-cut. In this case, seek advice from your Safeguarding Coordinator or thirtyone:eight.*

1. Why do you need information about ‘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.*

1. Why is the view of the child/adult significant?

*It is important to give whatever detail is available of the child/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.*

1. Why do I need to pass this on to the Safeguarding Coordinator?

*Your Safeguarding Coordinator holds ultimate responsibility in responding to any safeguarding concerns within the church, 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 church and external agencies.*