

**Recording and reporting a safeguarding concern**

Please complete **ALL** sections – if an item does not apply write N/A.

***Why?***

If you leave a section blank anyone reviewing the form may not know whether it is blank because there is nothing or add or it is blank because it has been forgotten. By writing N/A you make it clear that you have decided that there is nothing to write.

**Section 1: Your details**

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| Case reference number:  Notes: This must be in the format of **first name, initials of surname, month, and year** For example, if the case is about John Smith and it was reported to you on the June 23rd 2024 the case number is **JohnS062024**. Your email folder for this case MUST have the same name. This is so that in years to come if we ever need to retrieve the emails that relate to this file from the Archive, they will be easy to find.  Date you are completing this form:  Note: remember to put the **full date** in throughout the form e.g. 01/01/2024 – this is because these files may be kept for over 70 years. so, accuracy is essential.  Parish/PCC/Church name and full address:  Your name:  Your role (e.g. Parish safeguarding officer, clergy etc.):  Your email address:  Your phone number(s): |

**Section 2: About the person making the allegation.**

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| Date they told you about this:  Their name:  Their address:  Their phone number(s):  Their email:  Their church role (if applicable):  Their relationship to the alleged victim?  Their relationship to the alleged perpetrator?  What is the allegation?  Notes: Describe in detail what they have told you including specific dates and times if relevant but do not make any judgement or give any opinion.  Please be aware of the potential trauma involved and do not ask for any more information than the person is willing to give.    **If you need more space just keep typing, the sections will automatically expand.** |

**Section 3: Details of alleged victim and or alleged perpetrator**

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| **Part A: Alleged Victim**  Note: in some cases, a person could be both a victim **and** a perpetrator so please make sure you fill in both Part A and B even if it is the same person or use N/A where it does not apply.  Does the alleged **victim** know this report is being made? Yes, or No?  Their name:  Their address:  Their date of birth:  What school do they attend?  Their phone number(s):  Their email:  Their church role (if applicable):  Who is their GP?  Is the victim considered to be a Vulnerable Adult (18 or over)? Yes, or No?  If Yes, please explain how and who supports them.  Is this a child (under 18)? Yes, or No?  If Yes, please give parents/guardian details and outline how much they know about this.  **Part B: Alleged Perpetrator**  Does the alleged **perpetrator** know this report is being made? Yes, or No?  Their name:  Their address:  Their date of birth:  What school do they attend?  Their phone number(s):  Their email:  Their church role (if applicable):  Who is their GP?  Is the perpetrator considered to be a Vulnerable Adult (18 or over)? Yes, or No?  If Yes, please explain how and who supports them.  Is this a child (under 18) Yes, or No?  If Yes, please give parents/guardian details and outline how much they know about this. |

**Section 4 – Who have you told so far?**

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| Note: You must follow the Diocesan guidance about reporting <https://www.liverpool.anglican.org/safeguarding-matters/>  Who have you contacted about this? For example, 999, Local Authority Designated Officer (LADO), Social Worker etc. Give the **full name, service, and full dates** of each contact.  Date you contacted the Diocesan Safeguarding Team: |

**Section 5: Ongoing record/chronology**

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| **Date** | **Event**: this could be an email, phone discussion, contact from Social Workers, family members anything at all. It is important to keep a record of all contact/events until the matter is concluded.  If you need more space just keep typing, the box will automatically expand. If you need a new box/line, right click on the last line, and then click “Insert Row Below” and it will add a new one. |
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**Section 6 – For Safeguarding Team use only.**

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| **Part A**  Date information received:  Initial advice/decision summary: e.g. No further action, advice given, case taken over by the team etc.  **Part B**  Type of abuse coding for data collection/statistical analysis. Highlight those that apply.  Physical, Neglect, Psych/Emotional, Current Sexual, Non-recent Sexual, Child Sexual Exploitation, Domestic Abuse, Financial, Organisational, Child abuse linked to faith or belief, Vulnerable Adult abuse linked to faith or belief, Online abuse, Online harm, Modern Slavery. |

Date case closed:

Reason for closure:

Name of person confirming closure (add all names that apply):