



**Form and Guidance 9:
Reporting a safeguarding concern or allegation**

This form is to be completed by anyone with safeguarding concerns about a child, young person or adult at risk. Where concerns are raised for more than one child in the same household a form must be completed for each child. If there is concern for the immediate safeguarding of an individual you must seek help straight away. This form should be completed as soon after the concern is raised as possible.

On no account should the person completing this form undertake any investigation into concerns raised.

This form should be submitted with any other relevant documents without delay to the Provincial Safeguarding Officer. This information must be kept strictly confidential and filed securely in accordance with data protection and record keeping policies and procedures.

Refer to the guidance notes attached before completing this form.

Diocese: **Parish:**

I. Source and Nature of Concern / Allegation		
Name of person raising concern:	Tel No:	Date concern raised:
Position:	Email:	
Nature of concern: (Physical abuse / Emotional abuse / Neglect / Sexual abuse / Financial abuse / Inappropriate conduct / Historical abuse)		
Summary of Allegation:		

2. Details of person about whom the concern is being raised				
Name:				D.O.B. (or approximate age)
Gender:	Male		Female	
Ethnicity:				

Address:
Telephone Number:
Name of Parent/Guardian:
Is this person aware of the allegation made? No [] Yes [] (Must not be contacted until/unless authority given by the Provincial Safeguarding Officer)
Address (if different from above):
Telephone Number (if different from above):

3. Detailed nature of concern/allegation
Include details of the concern itself, witnesses (including contact details) and sources of information if not observed/witnessed directly, dates, times, locations, any action taken etc.
If necessary continue on additional sheets and attach to this form.

4. Subject of the allegation (where relevant the name and details of the alleged perpetrator)	
Name:	
Relationship to the person about whom the concern is being raised:	
Position: Clergy/Religious Lay/Other/None (please detail)	
D.O.B.:	Tel No:
Address:	
Are you aware of any previous concerns relating to this person? No [] Yes [] Please detail:	
Is this person aware of the allegation made? No [] Yes [] (Do not contact or inform this person until/unless authority given by the Provincial Safeguarding Officer)	

5. Activity Log
Has a safeguarding referral been made to Statutory/Emergency Services? No [] Yes [] Date made:
Name of person receiving the referral:
Contact details:
What action do they intend to take and when?

What advice has been received about what action the referrer should do next?

Has any other Statutory Service been notified?

Police Adult Social Care Children’s Social Care Health Education

Probation Bishop Safeguarding Officer Legal Insurers

Other Please specify:

Name	Contact details	Date

Signature: Date:

Reporting a safeguarding concern – guidance notes

Making a Referral

You will need to provide as much of the following information as possible but do not delay in making the referral if you do not have it to hand.

In the case of a child or young person aged under 18:

- The name, date of birth and address of the child/children who are the subject of concern;
- The names of the parents or carers;
- Details of any other children in the same household;
- Details of the concern, incident or allegation;
- Time and context of the disclosure, if any;
- Any information known about the person whom the concerns or allegation are about;
- Whether the person against whom any allegation is being made is aware of the referral;
- Whether there are any other children who may be at risk;
- What the child has been told about the referral;
- The name and contact details of the referrer.

In the case of an adult at risk:

- The name, date of birth and address of the adult who is the subject of concern and the reason they are being treated as an adult at risk for the purposes of this referral;
- The names of the carers if known;
- Details of any other people in the household including any children if known;
- Details of the concern, incident or allegation including the extent of the abuse, the impact of the abuse on the wellbeing of the adult, whether any law has been broken, whether the person or any other person has been threatened or intimidated and the risk of further abuse;
- Whether the adult at risk will need a medical assessment (for non life-threatening situations);
- Time and context of the disclosure, if any;
- Any information on the person about whom there are concerns or allegations;
- Whether the person against whom any allegation is being made is aware of the referral;
- Whether there is anyone else who may be at risk;
- What the adult at risk has been told about the referral;
- The name and contact details of the referrer.

Recording and Record Keeping Guidance and Checklist

Safeguarding Records should be kept using Form 9: Reporting a Safeguarding Concern.

The purpose of written records in safeguarding is to:

- Ensure that important information is recorded clearly, concisely and accurately;
- Provide a clear documented account of involvement with a child, adult at risk and/or family including the time of contact;
- Assist continuity when a worker is unavailable or changes;
- Provide the basis for professional judgements and decision-making;
- Provide evidence for investigations, enquiries and for court proceedings;
- Record directions given and agreements or disagreements made and provide evidence that procedures have been followed appropriately.

Records should:

- Use clear, straightforward language;
- Be signed, dated and timed;
- Be concise, legible and comply with professional, national and local agency standards and requirements;
- Be accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
- Be organised and comprise detailed recording and chronologies and summaries, including all contacts;
- Be sufficiently comprehensive so as to capture important points, but not overly detailed;
- Clearly record judgements that are made and action and decisions taken;
- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
- Record both formal and informal supervised discussion, including telephone advice.

Recording a Safeguarding Concern

The following steps should be observed:

- Explain the importance of recording information and ask permission to take notes during any conversation. Ensure that the person giving you the information knows that they can have access to the records you have made in respect of their own information;
- If you cannot take notes at the time make a written record as soon as possible afterwards and always before the end of the day;
- Record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present at the time when the information was given and sign and date the record.

- Include as much information as possible but clearly identify which information is fact, what is hearsay and what is opinion. Do not speculate or make assumptions;
- Include any relevant context and background leading to the disclosure;
- Maintain a log of actions on Form 9: Reporting a Safeguarding Concern and record times, dates and names of people contacted and spoken to as well as their contact details;
- Include full details of referrals to the social care services and the police;
- Pass all original records, including rough notes, by the next working day to the Provincial Safeguarding Officer.

Storage of Records

All forms and documents should be stored securely, used and retrieved in accordance with data protection requirements. According to the Data Protection Act 1998 records containing personal data should be:

- Processed fairly and lawfully;
- Obtained and used for specific purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept for longer than is necessary;
- Processed in line with a person's rights;
- Secure;
- Not transferred to non-UK countries without adequate protection.

Records must be stored confidentially and in a secure place and must only be shared with the Provincial Safeguarding Officer, a professional from the relevant local authority social care services, the police, or in line with appropriate disciplinary procedures in order to safeguard a child, young person or adult at risk.