

Recording Allegations of Abuse or Concerns



Please try to record as much as possible of the details suggested below.

1. Name of Church.
2. Name and contact number of Vicar.
3. Name and contact number of person completing report.
4. **Date of report** (Day, Month and Year).
5. **Date and place** of observations or incident.
6. Name of group (if appropriate).
7. Name and address of child/young person/adult.
8. Date of birth of child/young person/adult.
9. Name and contact number of parent or carer.
10. Brief details regarding your observations.

Note: Please ensure you have printed, signed and dated your report and handed to your Parish Safeguarding Officer; it should be kept in a secure location in the Parish Office.

A copy must be sent to the Diocesan Safeguarding Adviser within 24 hours.

Guarding the Safety of those we meet



A brief guide as to what to do if you are concerned about a child, teenager or adult who you feel might be in a vulnerable situation.

Have you noticed, or are aware of something that doesn't seem right in those you meet, perhaps outwards signs (bruising, cuts, or behavioural patterns that do not seem normal).

You notice signs of potential abuse in a child, teenager or adult.

You notice a specific vulnerability in a child, teenager or adult.

A child, teenager or adult mentions something to you that doesn't sound normal.

You notice abnormal behaviour regarding a possible offender against a child, teenager or adult.

You suspect radicalisation of a child, teenager or adult.

You suspect a child, teenager or adult may be being abused via social media (e.g. receiving inappropriate texts or images).

Concerned? Need to talk to someone?

Follow this escalation procedure to find someone to talk to:

- 1 Ask any of the church leaders who is the Safeguarding Officer.
- 2 Contact the Diocesan Safeguarding Adviser Office

phone: 024 7652 1345

mobile: 07906 627052

email: Carol.Clarke@CovCofE.org

- 3 For emergencies, don't hesitate to call 999 and ask for advice.

Make notes about the issue on the back of this leaflet.