

Logging a Concern About a Child, Young Person or Vulnerable Adult

Please complete this form within 24 hours of an incident occurring

Church Name:	Date of this Log:	dd/mm/yy
	Time of this log:	00:00
Child/Vulnerable Adult's Full Name:		
Do you have permission and/or consent from them to report this concern Y/N		
Address of child/vulnerable adult:	Phone no:	
	DoB:	
	Gender:	
	Role (if applicable):	
Date of Concern/Incident: dd/mm/yy		Time of Concern/Incident: 00:00
Your Name:		Your role:
<p><i>[Describe the incident as factually and in as much detail as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed. Please reference the signs and symptoms of abuse which describes different forms of abuse.]</i></p>		

<p>Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.</p>	
<p>Action taken: Please return to Sarah Pickles, Benefice Safeguarding Officer or Revd Nolan Robson, Rector of Thrapston, Denford & Islip.</p>	
<p>Name of Reporting Person:</p>	
<p>Signature of Reporting Person:</p>	
Form received by:	Position:
Date:	Time:
<p>Proposed action:</p>	
<p>Date of Review:</p>	