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| St.Philips, Scholes  **CONFIDENTIAL Incident/Cause for Concern Record sheet**  If you have a concern, then this form (or electronic version) must be completed and handed to church safeguarding officer or Rev. Andy Nicholson | | |
| Name and contact details of child/young person experiencing ot at risk of abuse/neglect/at risk | Name  DOB  Address  Telephone  Mobile  email | |
| Date |  | |
| Nature of concern/allegation/behavior /risk  In event of a disclosure – write exact words spoken and questions asked. Do not add own opinions |  | |
| **Your** name and contact details | Name  DOB  Relationship to case subject  Position/role  Address  Telephone  Mobile  Email | |
| Parents/carer/guardian contact details | Name  Relationship to case subject  Address  Telephone  Mobile  Email | |
| Church contact person | Name  Relationship to case subject  Position/role  Address  Telephone  Mobile  Email | |
| Who have you spoken to about your concerns? | The Child/person who is experiencing /at risk of abuse/neglect **yes / no**  Group leader **yes / no**  Vicar **yes / no**  Named safe guarding officer yes/no  Social services **yes / no**  Police **yes / no**  Name and contact details of persons contacted | |
| Running record of actions taken | date | Actions |
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|  | Your signature ……………………………………………………………..date……………………  Safe guarding officer……………………………………………………….. date ……………. | |