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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 | NameDOBAddressTelephoneMobileemail |
| Date |  |
| Nature of concern/allegation/behavior /riskIn event of a disclosure – write exact words spoken and questions asked. Do not add own opinions |  |
| **Your** name and contact details | NameDOBRelationship to case subjectPosition/roleAddressTelephoneMobileEmail |
| Parents/carer/guardian contact details | NameRelationship to case subjectAddressTelephoneMobileEmail |
| Church contact person | Name Relationship to case subjectPosition/roleAddressTelephoneMobileEmail |
| 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/noSocial 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 ……………. |