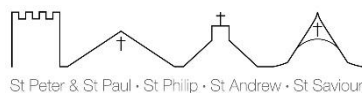


Safeguarding Concerns Report Form

Tonbridge Parish Church



Person reporting concerns:			
Name in full:			
Contact number:			
Email address:			
What happened (remember facts not opinions):			
Name of Person(s) involved in the situation:			
Date of Incident (if known):	Date first became aware of Incident:	Date reported to PSO:	Date form completed:
Signed:			
(date)			

GUIDELINES to completing the form

RECOGNISE

- Signs and indicators (physical, emotional, neglect, sexual, absence, injuries, comments, interactions, vulnerability)

RESPOND well

- Be caring
- Listen actively
- Keep calm
- Reassure

DO NOT

- Interrogate
- Investigate or act alone
- Excuse, minimise / blame
- Promise secrecy
- Never address the abuse with the alleged perpetrator

RECORD

- Complete details on above form
- Record the following accurately: Nature of concern (eg disclosure, change in behaviour, appearance, injury)
- Child's own words (what happened)
 - Clarify - do not lead
 - How did the concern come to light?
 - Any other relevant information?
 - Any witnesses?

REPORT

Record quickly and pass on to PSO asap (in emergency, contact 999)

REFLECT

- What worked well?
- Did you encounter any problems?
- How could any identified risks be avoided in future to safeguard children and ourselves?