

Safeguarding Written Record & Referral Form

In line with our Adults at Risk and Children's Safeguarding Policies, please use this form to report any incidents/allegations of abuse. Please email or hand it directly to the relevant person.

This information is for the attention of:

- Kirsty de la Haye** ADULT SAFEGUARDING CO-ORDINATOR
 Serena de Gruchy CHILDREN SAFEGUARDING CO-ORDINATOR

- Tim Bond or Ben Bluemel** PASTORS
 Pastoral Leadership Team

Your name	
Your contact details	
Your role/ relationship to the person you are referring	
When did the incident happened?	
Where did the incident happen?	
Who was involved? (please give names & relationships if known)	
Please give details of the concern or alleged abuse. <i>Please remember to record facts accurately & clearly and be explicit if you are presenting opinion rather than fact. Please use the other side of this form if more space is needed.</i>	
What action was taken and was another organisation involved e.g. police, ambulance?	
Please explain here if you believe there is an immediate or future risk to the person.	

Signed: _____ Date: _____