

**Logging a concern about a child's or Adults safety and welfare  
(Form 1)**

<b>Child/adults Name:</b>	<b>Date of Birth:</b>	<b>Group:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	
<b>Name:</b> .....		
<b>Print</b>	<b>Signature</b>	
<b>Job Title:</b>		
<b>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child/adult use their words)? Where? When (date and time of incident)? Any witnesses?</b>		
<b>What is the individual's account/perspective?</b>		
<b>Professional opinion (where relevant and if in attendance)</b>		
<b>Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</b>		
<b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>		

**Check to make sure your report is clear to someone else reading it.  
Please pass this form to Parish Safeguarding Officer.**