



**Pro-forma for Workers recording allegations or suspicions of abuse or harm**

Name of congregation and/or group .....

Name of child or adult at risk .....

Age .....

Address .....

.....

Name(s) of parents or carers .....

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Describe the nature of the concern (for example, has an allegation been made by the child or adult at risk themselves, or has an allegation been made by a third party, or has a third party raised a suspicion of abuse or harm?) .....

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If a child or adult or adult at risk has made an allegation to you, when and where did they do this? .....

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If applicable, record here what the child or adult at risk actually said to you, using their own words or as near as you can remember them (continue on a separate sheet if necessary)

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If a third party has made an allegation, or raised suspicions of abuse or harm, record here what they have said to you (continue on a separate sheet if necessary)

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If you suspect abuse or harm, what possible signs of this have you observed, either physical or behavioural?.....

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Name of any person who has allegedly abused or harmed the child or adult at risk .....

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Action taken by you - for example, when did you report your concerns/what you have been told and to whom (your Safeguarding Coordinator/Deputy Coordinator/line manager or emergency services) .....

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If applicable, what advice was given by police or social services about what to say to the child's parents or carers? .....

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Signed ..... Date .....