



Pro-forma for Safeguarding Coordinators or Deputes 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 or to a Worker in your congregation or group, when and where did they do this?

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Name of the Worker whom the child or adult at risk spoke to

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

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If you, or a Worker, suspect abuse or harm, what possible signs of this have you or the Worker 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, any referral made to police or social 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