

Logging a Concern about a Child or Adult at Risk

Incident Reference:

Date of this log (include day/month/year)	
Name and Address of your church	St Michael's Church, Bailiffgate, Alnwick, Northumberland NE66 1LY
Full name of person about whom you are concerned	
Address	
Date of birth (if U18) Age	
Other members of the family (indicate age, if U18)	
Account of what happened Write what happened as accurately as you can.	
What happened (what you saw or heard or were told about)	
When it happened (day, month and time)	
Where it happened	
Who was involved	
The names of any other witnesses, and contact details, if you know them	

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If your log includes an injury, describe it in as much detail as you can and say exactly where it was on the person's body.	
ACTION TAKEN	
What did you do?	
Whom did you tell? (Give name, role, and contact details)	
What action was agreed?	
If you contacted another agency (eg CAMHS direct or Social Care or Police) note down any names, contact numbers or file reference numbers you are given	
Your name and role in the church (sign and print)	
Your contact details:(Telephone/mobile/e-mail)	
Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the Parish Safeguarding Officer for the parish, or the Vicar.	

