Logging a Concern about a Child or Adult at Risk

Incident Reference:

Date of this log (include			
day/month/year)			
day/month/year/			
Name and Address of your church	St Michael's Church,		
,	Bailiffgate,		
	Alnwick,		
	Northumberland		
	NE66 1LY		
	NEOU ILI		
Full name of person about whom you			
are concerned			
A d due co			
Address			
Date of birth (if U18)			
Age			
Other members of the family (indicate			
age, if U18)			
uge, e1e,			
Account of v	what happened		
Write what happened	as accurately as you can.		
	as accurately as you can.		
What happened (what you saw or	as accurately as you can.		
	as accurately as you can.		
What happened (what you saw or	as accurately as you can.		
What happened (what you saw or	as accurately as you can.		
What happened (what you saw or heard or were told about)	as accurately as you can.		
What happened (what you saw or heard or were told about) When it happened (day, month and	as accurately as you can.		
What happened (what you saw or heard or were told about)	as accurately as you can.		
What happened (what you saw or heard or were told about) When it happened (day, month and	as accurately as you can.		
What happened (what you saw or heard or were told about) When it happened (day, month and	as accurately as you can.		
What happened (what you saw or heard or were told about) When it happened (day, month and time)	as accurately as you can.		
What happened (what you saw or heard or were told about) When it happened (day, month and	as accurately as you can.		
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What happened (what you saw or heard or were told about) When it happened (day, month and time) Where it happened Who was involved	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	as accurately as you can.		
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PCC Approval Date: 10th November 2021

Page 1 of 4 Next Review Date: November 2026

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Incident Reference: 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.

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Incident Reference:

Running Log of Action – include record of telephone calls, conversations and emails.		
DATE	ACTION	BY WHOM

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