Safe Church Concerns Report Form

The completed form should be given to a member of your Safe Church Concerns Team. The member of the Safe Church Concerns Team is to act in accordance with the church's reporting procedure.

This documentation is to be kept in a locked filing cabinet.

NOTE: In instances where a child or vulnerable adult is at risk contact the appropriate authorities.

Church name: _____

Name of Safe Church Concerns Team member reported to: _____

Name of person making the report: _____

Name of the person you are concerned about (who is at risk): _____

Age of person you are concerned about (date of birth if known): _____

Address of person you are concerned about (if known): _____

Name of the person you allege has behaved inappropriately (if known): _____

Describe your concerns: including what was observed or what was said. It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions. If you reporting a disclosure please use the exact wording to the best of your ability. Also include any dates and times of conversations or observations. Attach additional pages if necessary.

Date:_____ Signature: _____

FOLLOW UP by SAFE CHURCH CONCERNS TEAM (where necessary)

Call to Ministry Standards Manager date and time: _____

MRG report printout attached: YES/ NO

CHILD PROTECTION HELPLINE (date & time of call & any reference number given) _____

POLICE REPORT (date & time of call, name of officer and any reference number given) _____