

Log of Concern about someone's safety and welfare

(for use by any staff/volunteer – this form can be filled in electronically, or if handwritten please write clearly and in ink)

Name of Child/Youth/Adult (the subject of concern) _____

Address _____

Date of Birth ____ / ____ / ____ Other members of the household: _____

Date and Time of incident or observation _____

Date and Time of writing _____

Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (Please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)

How did the concern come to light?

What is the child/youth/adult saying about what has happened?

Any other relevant information. Previous concerns etc.

Name of Person Reporting Concern (you): _____ Role: _____

Date and Time of discussion with Safeguarding Coordinator or their deputy: _____

Please check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Coordinator or their deputy without delay

Guidance Notes for completing a Log of Concern

1. Essential principles of recording the information received/disclosed/observed:

- a. Remember: do not investigate or ask any leading questions
- b. make notes within the first one hour of receiving the disclosure or observing the incident
- c. be clear and factual in your recording of the incident or disclosure
- d. avoid giving your opinion or feelings on the matter
- e. aim to record using the 4 W's and 1 H: When, where, what, why and how
- f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
- g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

2. What constitutes a safeguarding concern? – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

3. Why do you need information regarding 'other household members'? – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

4. Why is the view of the child/adult significant? It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

5. Passing information to the Safeguarding Lead – Your safeguarding coordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.