

Church of England – Parish Safeguarding Handbook

Model Parish Recording Template

A copy of this form should be retained confidentially in the parish by the **Parish Safeguarding Officer**.

A copy should be e mailed to the **Diocesan Safeguarding Adviser**.

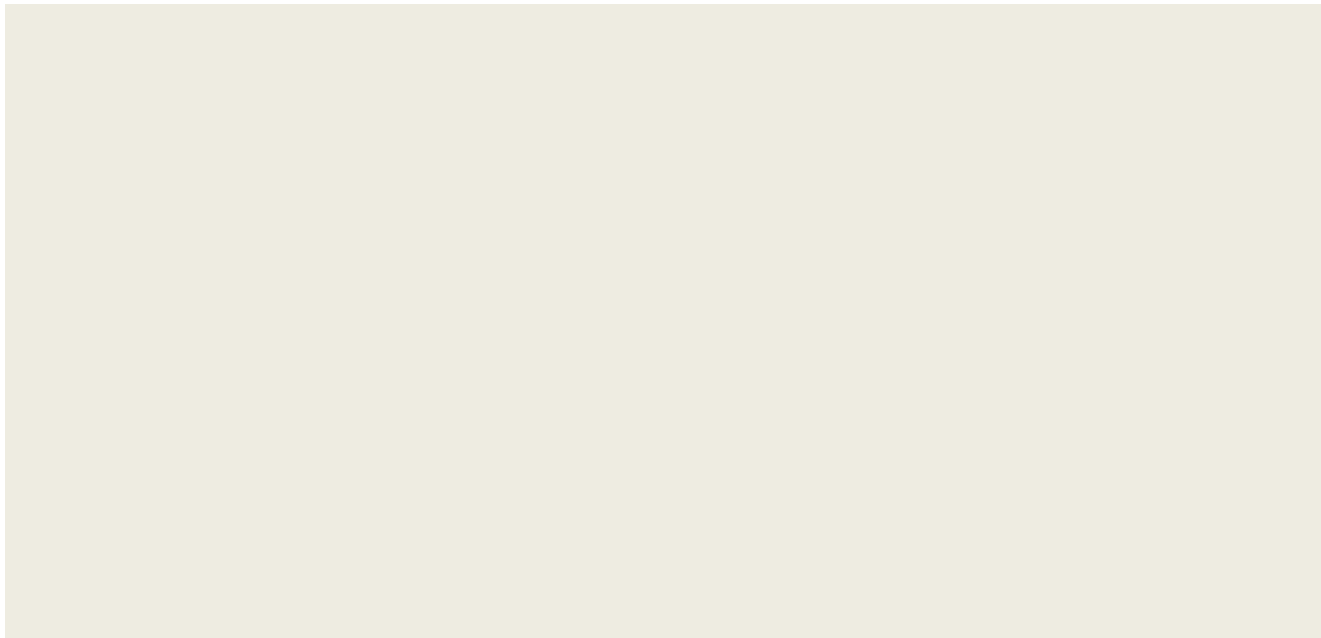
Parish:	PSO:		
Benefice:	Tel:		
Archdeaconry: Newark / Nottingham	Email:		
Deanery:	Incumbent:		
Out of Diocese:	Tel:		
	Email		
Subject	Name & Address	Contact details	
Alleged Victim <input type="checkbox"/>		Tel:	
Alleged Abuser <input type="checkbox"/>		Mob:	
DOB:		Email:	
Adult / Child			
Subject	Name & Address	Contact details	
Alleged Victim <input type="checkbox"/>		Tel:	
Alleged Abuser <input type="checkbox"/>		Mob:	
DOB:		Email:	
Adult / Child			
Contact Person (Referrer)	Position	Church/Agency	Tel;Mob/Email
Date(s) Referred	Date Opened	Date(s) Closed	
Type of Concern: Existing / Non-Current	Subject: Victim / Concern		

Type of enquiry	Physical	Neglect	Emotional Psychological	Discriminatory	DBS Blemish	Sexual Abuse	Adult Survivor
	Domestic Abuse	Self Neglect	Financial Material Abuse	Spiritual	Clergy Conduct	Capacity & Suitability for Ministry	Organisational / Institutional Abuse
	Online	Modern Slavery	Adult who poses a risk	Other:			
Church Officer: Yes / No				Referral to Statutory Agencies: Yes / No			

Initial Information as Reported:

Initial Action Taken:

Signed: _____



Ongoing Record (Most recent to the top)

Date	Time	Detail	Initials