

Model Safeguarding Concern Record

This document is intended primarily for your chaplaincy records, but please do return the full document or specified sections of the document upon request from your Archdeacon or the Diocesan Safeguarding Team.

01

**Role
information**

Date Concern Initially
Raised

02

**Person
referring the
concern
contact
details**

Title

Surname

Forenames/s

Role/s (if applicable)

Chaplaincy/Church Name

Email address

Telephone

Current address
(house number, street
name, town)

Country

Postcode

03

**Respondent
contact
details**

Title

Surname

Forenames/s

Role/s (if applicable)

Chaplaincy/Church Name

Email address

Telephone

Current address
(house number, street
name, town)

Country

Postcode

04

Alleged Victim/ Survivor contact details

Title

Surname

Forenames/s

Role/s (if applicable)

Chaplaincy/Church Name

Email address

Telephone

Current address
(house number, street
name, town)

Country

Postcode

05

Description of the concern

Provide a brief description of the concern (including the nature of the concern and whether it is current non-recent).

06

Reporting the concern

Has the concern been reported to the relevant agencies (e.g. the police, local child/adult services)?

Yes

No

If so, by whom, to whom and when?

Date concern reported to
the Diocesan Safeguarding
Team

Who in the chaplaincy has
been alerted to the concern?

07

Outcome of the concern

Describe the outcome of the concern as notified by the relevant agencies and the Diocesan Safeguarding Team

08

Ongoing record of the concern

Use this space to keep an ongoing record of any updates regarding the concern. Include:

- Date and time of the update;
- Name and contact details of the person updating the record;
- Detail of the update and action(s) taken.

All relevant documents should be attached to and securely filed with this form (including emails).

Use this space to keep an ongoing record of any updates regarding the concern.

Where to send this form?

Please return your completed form directly to:

Email: europa.safeguarding@churchofengland.org

Post: The Safeguarding Administrator,
Diocese in Europe, 14 Tufton Street,
London, SW1P 3QZ, United Kingdom

For any queries, please email the
Diocesan Safeguarding Team at
europa.safeguarding@churchofengland.org