The Order of the Cross
Safeguarding concern record

This form contains the necessary information that you must record if a safeguarding concern comes to your attention. Ensure that you complete this form to the best of your ability, as it will help everyone involved in the case to get a full picture of the situation.

Optionally, the WWW version of this form should be and then brought to the attention of the OOC safeguarding officers.

Please use extra pages if necessary. If you use this as a paper form as an initial record, it must be transposed to the WWW for forwarding to the Officers. This paper form should then be securely destroyed.

Details of reporter (you)

Name		
Office held		
Contact details		

Details of person for whom there is concern

Full name	
Contact details	
Other information	

Details of the person making a disclosure

Name of person making a disclosure	
Their Contact details	
Their relationship to the affected person	
Date and time disclosure or concern was made or witnessed	
Any Other details	

Details of the Disclosure or concern

Date of incident being disclosed	

Details of the concern or disclosure. Be factual, if recording a verbal disclosure made by the person affected or a witness, use only their words.

Detail any evidence

Information about the alleged miscreant

Name	
Contact details	
Relationship to the person of concern	

If there were any witnesses to the incident, detail them here.

Witness name(s)	
contact details	

Safeguarding response

Detail here any action taken immediately, e.g. calling police, ambulance

Details of any action to be taken by the OOC.

Name and contact details of other person(s) made aware of the concern.

Signature of person filling in form and date and time of signing.

Signature	
Date, time	