



Recording Safeguarding issues

Please record as soon as you can after the disclosure is made, using the words you were told where possible, not your own interpretation.

Name of person sharing concerns:

Others present:

Presenting Issue:

What happened?

Where did it take place?

When did it take place?

Your name:

Your role:

Date:

Signature:

Please then speak to Sarah Varnom, Parish Safeguarding Officer (07792682776) and pass this written record to her (safeguarding@ducklingtonchurch.org.uk)