

**INCIDENT/ CONCERN REPORT**

This form should be completed as soon as possible after any incident that has occurred, by the responsible person who dealt with/observed the incident. It may also be used for reporting disclosures of abuse or concerns over potential abuse of a young person or adult at risk. Verbal conversations may already have taken place with your Line Manager/Vicar/Parish Safeguarding Representative.

Remember if someone discloses an abuse to you:

• to listen, but do not question or investigate

• not to promise confidentiality with that person; tell them you will need to share this information

• tell them what you are going to do & that they will be kept informed

• assure them they are not to blame

• only tell those who need to know; otherwise, treat the information as **confidential**

• keep this report **factual** – Who, When, Where

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| **Day, date & time of incident/ concern/ observed potential abuse/ disclosure of abuse:** |
| **Where did this take place?** |
| **Who was involved in this incident / concern (insert approximate ages under 18 or elderly, &/or medical condition or identified need, - if relevant)** |
| **Which volunteers / employees dealt with or observed the incident / concern?** |
| **Who else witnessed the incident / concern?** |
| **Describe the incident /concern /disclosure of abuse**  Any physical signs? Behavioural signs? Indirect signs? |
| **Describe any actions you have taken, including dates**  Have you spoken to the person? If so, what was said?  Have you spoken to the parent /guardian / carer (if it is safe to do so)? If so, what was said?  Have you consulted anyone else? Give details |
| Your name and role  Signature: Today’s date: |
| Signature of group leader: Date: |
| **Subsequent Action – report the concern as soon as you can:**  Within your parish in the first instance – to the PSR /Vicar, or if not available or urgent, to the Diocesan Safeguarding Advisor (DSA). Send or give this form to the PSR as soon as possible.  **If the child or adult is at risk of significant harm or is injured, contact MASH (Multi-Agency Safeguarding Hub).**  **If the child or adult is immediate danger, contact the police**    **Referred to?**   |  |  |  | | --- | --- | --- | |  | **Contact number** | **Please tick** | | **Parish Safeguarding Representative – Clare Kent** | **01380-725688**  **safeguarding@st-james-devizes.org** |  | | **Vicar** | **01380-721441** |  | | **Diocesan Safeguarding Advisor –**  **Heather Bland** | **01722-411922** (Mon-Weds 9.00-17.00; Thurs 9.00-13.00) **or** for urgent discussions **07500 664800** (Mon-  Thurs 8.00-21.00)  Outside these hours (Mon-Fri 9.00-17.00) for urgent advice which cannot safely wait until next working day phone thirtyone:eight Tel. 0303 003 11 11 |  | | **MASH** | **Child – 0300 456108 /** out-of-hours **0300 4560100**  **Adult – 0300 4560111 /** out-of-hours **0300 4560100** |  | | **Police** | **999** |  | |

**To be completed by Vicar / PSR**

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| **Name of person taking action** | **Action** | **Date** |
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| **Feedback given to person who raised concern** | **Yes / No**  **Details of conversation** | **Date** |