**Your Name: Parish Role if any :**

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**Your knowledge of and relationship to the child/adult:**

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**Child/Adult’s Name: Date and Place of Birth**

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**Child/Adult’s contact details:**

**Address:**

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**Email: Home Telephone: Mobile:**

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**If Child, details of parents/carers (including contact details)**

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**If Child, are they a Young Carer? Yes No If yes, give details below:**

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**Nature of the incident/concern:**

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**Date, time and location of incident(s):**

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**Observations made by you or to you (e.g. description of visible bruising, other injuries, child/adult’s emotional state etc): *NB: Make a clear distinction between what is fact, opinion or hearsay***

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**Exactly what the child/adult said and what you said (Remember do not lead them-record actual details. Continue on a separate sheet if necessary):**

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**Details of external agencies contacted**

**Police: Yes No**

**Date and Time**

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**Name and Contact Number**

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**Advice Received**

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**Childrens Services: Yes No**

**Date and Time**

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**Name and Contact Number**

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**Advice received**

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**Adult Safeguarding: Yes No**

**Date and Time**

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**Name and Contact Number**

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**Advice Received**

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**Local Authority: Yes No**

**Date and Time**

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**Name and Contact Number**

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**Advice received**

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**Other eg NSPCC /School**

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**Date and Time**

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**Name and Contact number**

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**Advice received**

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**If concern is about a person under 18; has consent to share been obtained from parent/guardian (unless implicated) Yes No**

**If child 16 or 17; has consent to share also been obtained from them Yes No**

**If concern is about an adult has adult concerned given consent to share Yes No**

**If consent has not been sought please detail why?**

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**Details of Witnesses**

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**Details of Referrer:**

**Print name date and sign Parish**

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**Remember to maintain confidentiality and only share with those who need to know**

**Telephone Diocesan Safeguarding Office: 01962 737317 07921 865374**

**Out of Hours Safeguarding Referrals: 0300 5551373**

**Email completed form to: safeguarding@winchester.anglican.org**