



Saint Lawrence Church
Stratford sub Castle



<p>Vicar: Jean De Garis Tel: 01722 334214 Email: vicar@st-francischurch.org.uk</p> <p>Parish Safeguarding Officers (PSO):</p> <p>St Francis PSO: Hannah Wilkins Tel: 07800 850723 Email: safeguarding@st-francischurch.org.uk</p>	<p>St Lawrence PSO: Sandra Williams Tel: 07754605647 Email:</p> <p>Hope Church PSO: Jean Filtness Tel: 01722 330728 Email: jeanfiltness@gmail.com</p>
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Safeguarding Disclosure Form
 Information recorded about concerns of abuse or maltreatment

Name of child/ young person/ vulnerable adult		DOB (if under 18)
Name of person making the disclosure		
Your name and position:		
Your contact number:		
Date and time of Incident:		
<p>Record: Who, What, When, Where, How? <i>Write down, concisely, exactly what is seen, said or heard and make clear where you have added your views or interpretation.</i> <i>You may find it helpful to use the 4 W's, as follows:</i> <i>WHO was involved? Full names of the key people where possible.</i> <i>WHAT happened? Facts not opinions</i> <i>WHEN did it happen? Date and time</i> <i>WHO have you referred the issue on to?</i> <i>(Use reverse side as well if needed).</i></p>		

Once completed this is a confidential document and it needs to be given to your team leader, the Parish Safeguarding Officer or vicar within 24 hours of the disclosure.
If the victim is at immediate risk call 999

Record continued if needed

For Safeguarding Officers use only

Physical	<input type="checkbox"/>	Domestic Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Financial	<input type="checkbox"/>
Psych/emotional	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>	Organisational	<input type="checkbox"/>
Sexual abuse non-current	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Child Sexual Exploitation	<input type="checkbox"/>	Online	<input type="checkbox"/>
Modern Slavery	<input type="checkbox"/>		
Contacted Diocese Safeguarding Team (DST)		<input type="checkbox"/>	
Sent copy of report to DST		<input type="checkbox"/>	
Social Care Involvement	<input type="checkbox"/>	Police Involvement	<input type="checkbox"/>

Agreed Outcome:

Please check the flow chart for the full process. Thank you for raising your concern.