



Saint Lawrence Church
Stratford sub Castle



Vicar: Currently in vacancy		St Lawrence PSO: Sandra Williams Tel: 07754605647 Email: stlawrencechurchsafeguarding@gmail.com
Parish Safeguarding Officers (PSO): St Francis PSO: Hannah Wilkins Tel: 07800 850723 Email: safeguarding@st-francischurch.org.uk		Hope Church PSO: Hannah Rendall Tel: 07857531237 Email: hannahchristel@hotmail.co.uk
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:		
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>		

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

Agreed Outcome:

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