**Case Number: leave blank**

**Parish:**

✓ - this can be cut and paste into the relevant box below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject 1**  Alleged Victim  ✓  (if relevant)  DOB  or approx. age | **Name and Address**:  Church attended and position held | | | **Tel/Mob/Email**  Email  T: | |
| **Subject 2**  Alleged Abuser  ✓  (if relevant)  DOB  or approx. age | **Name and Address:** | | | **Tel/Mob/Email**  Email  T: | |
| Contact Person (Referrer) | | Position | Church/Agency | | Tel/Mob/Email |
|  | |  |  | |  |
| (Leave blank)  (Leave blank)  date(s) referred date opened/reopened date(s) closed | | | | | |
| ✓  ✓  Children Adults Allegation  (church Officer)    Physical Domestic Abuse  Neglect Financial    Emotional Discriminatory  Sexual abuse Institutional    Sexual abuse non-current Other  CSE Notes | | | | | |

**Initial information: See report below**

|  |  |
| --- | --- |
| Name, age, address and contact details of parent / guardian / carer |  |
| Position and church of person causing concern |  |
| Nature of the concern, including dates, time etc. of any specific incidents: (allegation / behaviour / risk that is causing concern) |  |
| Who have you spoken with about the concern and what was said |  |
| Have you spoken with the parent / guardian / carer – if so when and what was said |  |
| Has anybody spoken with the person causing the concern? If so when and what was said |  |
| Are there any risks to any person – if so what and what action has been taken to deal with any risks |  |
| Have you consulted anyone else within the church – if yes when and who? |  |
| Have you consulted anyone else outside the church – if yes when and who? (e.g. police, multi- agency safeguarding hub, adult care etc.) |  |
| Detail any advice or instructions that have been provided to you or to any parties detailed within this report. When was the advice given and who gave the advice? |  |
| Is the person the concern is about aware that this matter has been referred? Yes or No  If Yes: Have they consented? Yes or No |  |

Report completed by:

Date (including year):