

APPENDIX 4

A copy of this form is available by contacting the GVC Administrator or a member of the Safeguarding Team.

Cause for Concern Form

Part 1: Record of concern about a child/adult's safety and welfare

This form should be returned to the Safeguarding Lead once completed.

(This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible.)

Date & time of incident:	Date & time (of writing):
Your Name (print):	
Role/Job title:	
Signature:	
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(Please include as much detail in this section as possible.)</i>	
How did the concern come to light?	
Any other relevant information. Previous concerns, etc.	
Date and time of discussion with Safeguarding Lead:	

Check to make sure your report is clear to someone else reading it.

Part 2: Record of concern about a child/adult’s safety and welfare

(for use by Safeguarding Lead)

Information received by SL:	Date:	Time completed:	From whom:	
Any advice sought, if applicable:	Date:	Time completed:	Source of advice: name/organisation:	
	Advice received:			
Initial Assessment of concern following advice:				
Action taken with reasons recorded: <i>(e.g. Referral completed, monitoring advice given to appropriate staff, etc.)</i>	Date:	Time completed:	By whom:	
	Referral:		To whom:	
	Signposting to other community resources:			
	Pastoral Care and other support from church:			
	Ongoing Monitoring:			
Parent/carer informed?	Who spoken to:	Date:	Time:	By whom:
	Detail reason:			
Any other relevant information:				
Name of Safeguarding Lead:			Signature:	

Part 3: Overview of Actions:

No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Check to make sure your report is clear to someone else reading it.