The Church of England
Diocese of Ely

Logging a Concern about a Child, Young Person or Adult at risk

THE PARISH OF EAST LEIGHTONSTONE

Parish of East Leightonstone 15 Church Road Brampton PE28 4PF	Date of this Log:	dd/mm/yy
	Time of this log:	00:00
Child/Vulnerable Adult's Full Name:		
Address:		Phone no:
		DoB:
		Gender:
Date of Concern/Incident: dd/mm/yy		Time of Concern/Incident: 00:00
Your Name:		Your role:
Describe the incident as **factually** as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary. Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.		
Action taken:		
Signature of reporting person:		
Form received by:		(Safeguarding Officer)
Date:		Time:
Proposed action by the Safeguarding Officer:		

Body Map

