



**SAFEGUARDING  
CHILDREN AND VULNERABLE ADULTS**

**REPORTING CONCERNS AND  
INCIDENTS**

Please use this form to log any concerns you have about or disclosures made by a child or vulnerable adult. Please complete this form at the earliest opportunity after the disclosure has been made and place it in a sealed envelope and pass the envelope ASAP to the Parish Safeguarding Officer:

**Name and role of person completing this form:**

**Group/activity the child/vulnerable adult is part of:**

**Date and time of incident/disclosure/concern:**

*Please use this space to give details of the incident/disclosure/concern. Be as specific as you can, and continue overleaf if needed.*

**FOR OFFICE USE ONLY:**

**Name person receiving this form:**

**Actions agreed:**

**Signed:**

**Date:**