**Parish of …………..………… **

**Internal Report Form –*for reporting concerns on adults at risk***

**PLEASE SEE THE ADULT SAFEGUARDING CODE OF GOOD PRACTICE BEFORE COMPLETING**

**NB A clergy / staff member or volunteer should, in the first instance, report to a Diocesan Adult Safeguarding panel member who will report to a statutory agency. For more details on this please consult your Rector**

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| **Name of person** |
| **Address and phone number** |
| **What is the nature of the concern? Outline the circumstances in which you became aware of it.** |
| **If a person has made a disclosure of abuse, state the name of the person he/she spoke to with the date, time and place** |
| **If a person has made a disclosure of abuse, record as precisely as possible what the person actually said.** |
| **If an adult has expressed concern in relation to the safety of another adult, record if he/she is expressing his/her own worries or passing on those from another adult. Record the concerns and ask him/her to confirm that the details as written are correct.** |
| **Have possible signs or indicators of harm been identified? YES/NO**  **If yes, please outline below** |
| **Record the name(s) of the person(s) alleged to have harmed the adult at risk** |
| **Signed by staff member/volunteer Date** |
| **FOR PANEL USE ONLY**  **Report received by**  **Signed Date** |