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**Internal Report Form**

(To be used by either a clergy / staff member, volunteer)

You may not be able to complete all of the fields in this form and not all sections will be relevant to a particular concern.

**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.**

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| **Name of person**  |
| **Age**  |
| **Address and phone number**  |
| **What is the nature of the concern?**  |
| **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 a adult at risk, 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 DIOCESAN ADULT SAFEGUARDING PANEL USE ONLY****Report received by** **Signed Date**  |