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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** |