

LIFE CHURCH

BATH

Record of concern about a child's safety and welfare

*For use by staff and volunteers. Please take care in writing legibly.
(Also found in Appendix A of the Child Protection Policy)*

Date of incident:	
Time of incident:	
Name of person completing this form:	
Signed:	
Dated:	
Child's Name:	
Child's Date of birth or age:	
Child's address (or approx. area):	
Name of parent(s)/carer(s):	
Parent(s)/Carer(s) Telephone Number:	
Other known members of the household:	
Nature of concern: <i>(e.g. disclosure, change in behaviour, demeanour, appearance, injury. Please include as much factual detail as possible. Continue on a separate sheet as necessary.)</i>	

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Exactly what the child said and what you/the person reporting said: <i>(Remember to never lead the child and record exact details of what was said. Continue on a separate sheet as necessary.)</i>	
Any other relevant information:	
Action taken so far:	
Date and time of discussion with a member of the Safeguarding Team:	
Name of Safeguarding Team you discussed this with:	

Please pass this form to the Safeguarding Coordinator or a member of the Safeguarding Team without delay or email to safeguarding@lifechurchbath.com