

Concern form

Information record relating to safeguarding concerns

St Nicholas Cole Abbey

<p>The person about whom the concern has been raised</p>	<p>Code / Name (Typically use X/Y/Z unless the concern is public):</p> <p>Gender:</p> <p>Contact details (only if needed):</p> <p>Parent /carer details if under 18 (name / address / phone number):</p> <p>Any communication or access needs:</p>
<p>The abuse, neglect or other issue that may be taking place / has taken place</p>	<p>The concern:</p> <p>How it came to light (inc date, time):</p> <p>Its impact on the person:</p> <p>The person's wishes in relation to the disclosure:</p> <p>The setting / occasion(s) where / when it took place:</p> <p>If any alleged perpetrator(s), their full name, address and date of birth (if known and needed):</p>

	<p>Any witness(es):</p> <p>Any other relevant information:</p>
Action taken	<p>What action was taken and why (rationale)?</p> <p>Who was contacted? (For support / advice / to report)</p>
	<p>Name of person making record:</p> <p>Date:</p> <p>Role:</p> <p>Signature (typed is fine):</p> <p>This form will be shared with:</p> <p><i>This confidential record will be stored securely in accordance with the Data Protection Act 1998, and in accordance with the SNCA Record Keeping Policy</i></p>