

HEXHAM ABBEY  
HERITAGE • WORSHIP • COMMUNITY

# Safeguarding Reporting Form

What are you reporting?

(Delete as appropriate)

*Something you have witnessed/ noticed*

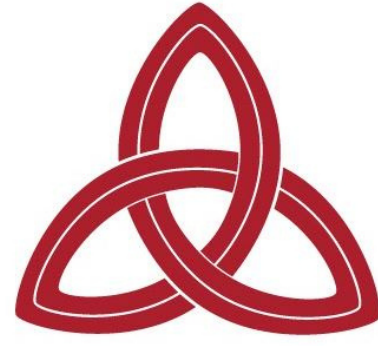
*A disclosure*

*An allegation*

Date and time of incident

**Please record exactly what you saw, heard or were told.**

Remember to use the words they used. Make it clear who said or did what. Please note where and when and give as much detail as possible. Please state whether this is fact, opinion or hearsay.



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Where were you at the time?

Was anyone else present or were there witnesses?

If yes, please give their details?

Have you told anyone else?

If yes, please give their details.

## Your contact details

You are welcome to remain anonymous if you would prefer to do so.

Once completed, please return this form to Kirsty Wills in the envelope provided, through the Parish Office letter box or via a member of the Abbey team.

Please refer to the Safeguarding Quick Guide for advice on when and who to call. Please remember not to discuss any safeguarding issues with anyone other than the Rector/ Parish Safeguarding Officer/ Compliance and Support Manager or Diocesan Safeguarding Officer.

If you are worried or upset by anything you have seen, heard or witnessed; the safeguarding team are there to support you too - please do call them.