



# Safeguarding Reporting Form

**What are you reporting:** Something you have witnessed/noticed  
A disclosure  
An allegation

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Please record exactly what you saw, heard or were told.**  
(Use the words they used/Make it clear who said or did what/Note where and when)

*Please continue on other side if necessary.*

**Context:**

Where were you?

Who else was present?

Have you told anyone?  
Who and when?

Your name

Date and Time

Once completed, please put through the Parish Office letter box in the envelope provided.

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/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 for a chat.

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

(Use the words they used/Make it clear who said or did what/Note where and when)

*Continued*

*Please continue on a separate sheet if necessary.*