DIOCESE OF CHICHESTER
TO KNOW · LOVE · FOLLOW JESUS

Reporting Concerns About A Child

This form should be used in conjunction with the procedure for dealing with concerns about a child.

Details of Child and Parents

Name of Child:		
M/F:	Age:	D.O.B:
Ethnicity:	Language:	Additional Needs
Name(s) of parent(s)/carer(s):		
Child's home address and address(es) of parents (if different from child's):		

Your Details

Your Name:	Your Position	Date & Time of Incident (if applicable)

Are you reporting your own concerns or that of someone else? If the concerns came from someone else, how did you become aware of them?

If someone else, please give their name, and the nature of their relationship to the child:

Please give details about the name of the incident/concern (*any details you have, incl. time, date, location, who else was present, observations that led to concern, injuries, behaviour of child and others - especially observed changes in behaviour, first incident or pattern, anything else of relevance:*

Please continue on a separate sheet if necessary

Please give any details about how the child described this incident/concern (*please use the child's own words if you know them)*:

Please continue on a separate sheet if necessary

Details of anyone alleged to have caused the incident or be the source(s) of concern:

Details of anyone who observed the incident or shares the concern:

PLEASE NOTE: concerns should be discussed with the family unless:
- a family member is the cause of the concern
- someone may be put in danger if the family is told
- telling the family may interfere in a criminal investigation

If any of these apply, please contact the Local Authority Children's Services Department first.

If you have discussed the concerns with the family, please record their reaction here:

Are you aware of any previous incidents or concerns, which may aid the understanding of this present concern:

Please give details of who else you have discussed this with in the church, and/or Diocese:

Details of referral with Local Authority Children's Services:
What has happened since the above referral? *(Please note: you may not be made aware of actions taken by the local authority):*
What actions have your church taken since the referral? (*Eg pastoral care, etc)*:

Signed:	Position:	Dated: