

Safeguarding Referral Form / Recording Template



PARISH DETAILS (if applicable)					
Parish:					
Parish Safeguarding Officer:					
Name		Tel		email	
Incumbent:					
Name		Tel		email	

WHO ARE YOU REFERRING?			
Alleged Victim or Abuser?		Date of birth (if known)	
Name		Tel	
Address		email	
Alleged Victim or Abuser?		Date of birth (if known)	
Name		Tel	
Address		email	
Alleged Victim or Abuser?		Date of birth (if known)	
Name		Tel	
Address		email	

WHO RAISED THE CONCERN (IF NOT THE ALLEGED VICTIM / ABUSER)?			
Name		Tel	
Address		email	
Notes / further information:			

WHO IS RAISING / REFERRING THE CONCERN TO THE SAFEGUARDING TEAM?			
Name		Role	
Church / Parish / Team		Tel	
Email			

DATES			
Date concern was raised:		Date parish opened the case:	
Date referred to safeguarding team:			

DETAILS ABOUT THE CONCERN			
Is the concern about an adult or child?		Is the allegation about a church officer?	
Type of concern		GP contact details (if known)	
If the case is about a child School / Nursery details (if known)		Church or other community groups that the alleged victim may attend or be involved in (if known)	
Summary of the concern			
Notes / further information *			

* for example any actions taken, such as emergency referral to social care

INSTRUCTIONS FOR USING THIS FORM

1. This form, which is based on the CofE model parish safeguarding template, can be used to record and report any safeguarding concerns and **must** be used when referring concerns to the diocesan safeguarding team.
2. Please refer to the [Parish Safeguarding Handbook](#) for more information about responding to safeguarding concerns or allegations and safeguarding record keeping.
3. The completed form should be used for your own safeguarding records and should be retained by the parish safeguarding officer, cathedral safeguarding lead or diocesan safeguarding team (if no PSO/safeguarding lead).
You can either save the file electronically (using file, save as and an appropriate file name) or by printing a hard copy.
4. The form should then be submitted to the diocesan safeguarding team.
Click on the envelope at the top right of the screen and an email box will appear with the form attached. Send this to safeguardingconcerns@truro.anglican.org
5. A member of the safeguarding team will acknowledge and respond to your concern.
Note that the email address is monitored during office hours Monday to Friday

If the matter is an emergency that cannot wait until office hours please contact MARU 0300 1231 116 and Police 101 or 999.

FOR DIOCESAN SAFEGUARDING TEAM ONLY

This Diocesan Safeguarding Team will respond to your query and send you the following information for your records.

Notes / summary	
Actions taken	