**SAFEGUARDING INCIDENT REPORT FORM**

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| Name of person submitting the Report  |   |
| Email address of person submitting the Report  |   |
| Name and contact details (email and telephone) of named contact(s) for follow-up queries  |   |
| Who in the Church is aware of the Incident  |   |
| Nature of the Incident |   |
| Details of the Incident: What happened? When and how did it happen? When and how did the church first become aware of it? Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.  |   |
| Is there any on-going risk of harm? If so: * describe what this risk is and who may be at risk; and

 * provide details as to what steps have been taken and who has been informed to reduce any live risk of harm to beneficiaries.
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 Please send completed forms to:

Rich@allsaintsworcester.org.uk and safeguarding@allsaintsworcester.org.uk

All concerns and incidents will be treated with due care, respect and appropriate confidentiality.

If you think that someone is at immediate risk of serious harm you must contact the police on 999. For non-urgent police enquiries use 101.

The Diocesan Safeguarding Advisor is Hilary Higton- hhigton@cofe-worcester.org.uk tel: 07495 060869 .

All Saints Worcester safeguarding policy is displayed in all of our buildings, alongside key information and the number for Childline - 0800 1111, as well as found on the All Saints Worcester website.