

Safeguarding Disclosure Form

Part 1

Name of child/vulnerable adult:	Date of Birth:
Date:	Time:
Note the reason(s) for recording the incident:	
Record the following factually:	
Who was involved?	
What happened?	
Where did it happen?	
When did it happen?	
Signature of child/vulnerable adult if present when report is written:	

Part 2

Offer an opinion where relevant (how and why might this have happened?)

Substantiate the opinion. Note action taken, including names of anyone to whom your information was passed:

Name:

Position:

Print:

Signature:

Check to make sure your report is clear – and will also be clear to a stranger reading it next year.

PLEASE PASS THIS FORM TO THE

PARISH SAFEGUARDING OFFICER (PSO)

or

NOMINATED PERSON FOR VULNERABLE ADULTS

(see notice board or web site for contact names)