



Diocese of Leeds
Safeguarding Resource Pack - Form R Alleg 1

Incident or Concern Report Form - Strictly Confidential

Parish				
1. Details of Incident or Concern				
Information received by	Name			
Telephone number				
Information received at	Date and time			
Information received by	Telephone	Letter	E-mail	In person
This form completed at	Date and time			
This form, and all relevant documents, should be retained securely and forwarded to the Diocesan Safeguarding Co-ordinator as soon as possible.				

2. Alleged victim/survivor, child, young person or vulnerable adult				
Name				
Age/date of birth		Gender	M	F
Address				
Telephone				
Name of parent/guardian				
Telephone				

3. Information received from			
Name		Role	
Address			
Telephone			

4. Person alleged responsible for incident/concern			
Name		Role	
Age/date of birth			
Address			
Telephone			



Diocese of Leeds
Safeguarding Resource Pack - Form R Alleg 1

Information received. Record details of incidents or concerns. If information is given in person, record the location of the conversation and the identities of all persons present.

Continue on a separate sheet as necessary - sign all entries.

Action taken, and further information. Record all actions taken and further information received, with times and dates.

Continue on a separate sheet as necessary - sign all entries.