



Saint Lawrence Church  
Stratford sub Castle



<p><b>Vicar: Jean De Garis</b>  <b>Tel: 01722 334214</b>  <b>Email: vicar@st-francischurch.org.uk</b></p> <p><b>Parish Safeguarding Officers (PSO):</b></p> <p><b>St Francis PSO: Hannah Wilkins</b>  <b>Tel: 07800 850723</b>  <b>Email: safeguarding@st-francischurch.org.uk</b></p>	<p><b>St Lawrence PSO: Karen Robinson</b>  <b>Tel: 07788851703</b>  <b>Email: krobinson.stlawrence@gmail.com</b></p> <p><b>Hope Church PSO: Jean Filtness</b>  <b>Tel: 01722 330728</b>  <b>Email: jeanfiltness@gmail.com</b></p>
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**Safeguarding Disclosure Form**  
Information recorded about concerns of abuse or maltreatment

Name of child/ young person/ vulnerable adult		DOB (if under 18)
Name person making the disclosure  Your name and position:		
Your contact number:		
Date and time of Incident:		
<p><b>Record:</b>          Who, What, When, Where, How?  <i>Write down, concisely, exactly what is seen, said or heard and make clear where you have added your views or interpretation.</i>  <i>You may find it helpful to use the 4 W's, as follows:</i>  <i>WHO was involved? Full names of the key people where possible.</i>  <i>WHAT happened? Facts not opinions</i>  <i>WHEN did it happen? Date and time</i>  <i>WHO have you referred the issue on to?</i>  <i>(Use reverse side as well if needed).</i></p>		

Once completed this is a confidential document and it needs to be given to your team leader, the Parish Safeguarding Officer or vicar within 24 hours of the disclosure.  
**If the victim is at immediate risk call 999**  
 Please check the flow chart for the full process. Thank you for raising your concern.

**Record continued if needed**

**For Safeguarding Officers use only**

Physical	<input type="checkbox"/>	Domestic Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Financial	<input type="checkbox"/>
Psych/emotional	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>	Organisational	<input type="checkbox"/>
Sexual abuse non-current	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Child Sexual Exploitation	<input type="checkbox"/>	Online	<input type="checkbox"/>
Modern Slavery	<input type="checkbox"/>		
Contacted Diocese Safeguarding Team (DST)		<input type="checkbox"/>	
Sent copy of report to DST		<input type="checkbox"/>	
Social Care Involvement	<input type="checkbox"/>	Police Involvement	<input type="checkbox"/>

Agreed Outcome: