



Recording a Concern

Please report your concern as soon as possible about the well-being of a child, young person or vulnerable adult in your care.

Name of Church	St James Church, Southam, Warwickshire
Name and contact number of Vicar	The Reverend Vikki Bisiker 07983 402614
Name and contact number of person completing report	
Date of report	
Date and place of observations or incident	
Name of group (if appropriate)	
Name and address of child/young person/adult	
Date of birth of child/young person/adult	
Name and contact number of parent or carer	
Report (continue on separate sheet if needed)	

Advice given/actions taken/people spoken to

Signed:

Dated

Please print name:

This report must be handed to the Vicar and the Parish Safeguarding Officer and should be kept in a secure location in the Parish Office. A copy must be sent to the Diocesan Safeguarding Adviser within 24 hours.