**Church Safeguarding Notes Template**

|  |  |  |
| --- | --- | --- |
| **Church:** | **Circuit:** | **Date of occurrence:** |
| **Name of person reporting:** | **Role of person reporting:** | **Signature:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Address** | **Age/DOB** | **Contact Number** |
| **Victim** |  |  |  |  |
| **Alleged Perpetrator** |  |  |  |  |
| **Other** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Is the victim:** [ ]  A child (aged 0-18 years)[ ]  A vulnerable adult [ ]  A survivor of church related abuse[ ]  A Methodist member *(please state role)*[ ]  Other *(please state)* | **Is the alleged perpetrator:** [ ]  A child (aged 0-18 years)[ ]  A vulnerable adult [ ]  A survivor of church related abuse[ ]  A Methodist member *(please state role)*[ ]  Other *(please state)* | **Are you aware if the victim has any of the following vulnerabilities?**[ ]  A physical disability/illness[ ]  A learning disability[ ]  A mental health illness[ ]  Alcohol/substance misuse [ ]  Risk of exploitation[ ]  Other *(please state)*Or[ ]  No apparent vulnerability | **Are you aware if the perpetrator has any of the following vulnerabilities?**[ ]  A physical disability/illness[ ]  A learning disability[ ]  A mental health illness[ ]  Alcohol/substance misuse [ ]  Risk of exploitation[ ]  Other *(please state)*Or[ ]  No apparent vulnerability |

|  |  |  |
| --- | --- | --- |
| **Nature of Abuse:**[ ]  Physical Abuse[ ]  Emotional/Psychological *(incl Domestic Abuse and Violence)*[ ]  Neglect[ ]  Self-Neglect[ ]  Child Sexual Exploitation[ ]  Child Sexual Abuse *(current)* |  [ ]  Child Sexual Abuse *(non-current)*[ ]  Financial[ ]  Discriminatory[ ]  Organisational[ ]  Spiritual[ ]  Online [ ]  Other *(please state)* | **Information shared with: *please indicate all contacted***[ ]  Minister[ ]  Church Safeguarding Officer[ ]  Circuit Safeguarding Officer[ ]  District Safeguarding Officer[ ]  Other *(please state)* |

|  |
| --- |
| ***When record keeping consider: who, what, where, when, actions taken*** |
| **Date and Time** | **Notes relating to issue** | **Author****Role****Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |