

**Forefront Community Church
Safeguarding Record Sheet**

Name of child/adult (print)

DOB/age (if child)

Summary of issue (Please write with as much detail as you remember including dates and the facts of the allegation, you can continue on a separate sheet if you need more space. Use the diagram on the back sheet if there are physical injuries)

Evaluation of information:

Action taken:

Outcome

Recorded by (print)

Signed Date

Safeguarding Officer (print)

Signed Date

Body Chart

To show where injuries have been suffered (if appropriate)

