

**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 and a separate sheet if needed.)

Evaluation of information: (to be filled in by Safeguarding Coordinator)

Action taken: (to be filled in by Safeguarding Coordinator)

Outcome: (to be filled in by Safeguarding Coordinator)

Recorded by (print)

Signed

Date

Safeguarding Coordinator (print)

Signed

Date

Please return to one of the Safeguarding coordinators in person, or to their email adult.safeguarding@forefront.org.uk or child.safeguarding@forefront.org.uk, as soon as possible.

Body Chart

To show where injuries have been suffered (if appropriate)

