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| **Please use this form to record your Safeguarding concern** |  |

When completed, please send this form to our Holy Trinity Safeguarding Officers, **Fay Hampshire** and **Jocelyn King** at [**htcasafeguarding@gmail.com**](mailto:htcasafeguarding@gmail.com) You can send a photograph of the completed form, use the scanner in the church office or hand the form directly to either Fay or Jocelyn.

**Please print clearly:**

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| Name of person reporting a safeguarding concern |
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| Phone number of person reporting a safeguarding concern |
|  |
| Position held within Holy Trinity Church, if applicable |
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| Name of person for whom a Safeguarding concern has been raised |
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| When was this Safeguarding concern raised? You must give day, date and time |
|  |
| Give a brief, but detailed, description of the observation or disclosure, including the current risk |
|  |
| When and where did this happen? |
|  |
| Action taken by the person reporting this concern |
|  |

The following section is to be completed by the HT Safeguarding Officer:

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| Action taken by the HTA parish Safeguarding Officer |
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| Date reported to the Diocesan Safeguarding Adviser (DSA) – REQUIRED – Must be actioned. |
|  |
| Case Reference Number ( provided by Diocesan Safeguarding Adviser, DSA) |
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| Is the Parish satisfied with the response from the Diocesan Safeguarding Adviser, DSA? |
|  |
| Is there considered to be a continuing risk? It might be pertinent to give details and reasons |
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