

RECORDING PROFORMA

DO

- Keep calm and listen carefully to what the person is saying
- Take what the person is saying seriously and tell them that you believe them
- Reassure the person that they were right to tell and that the abuse was not their fault
- Be honest and let the person know what will happen next and that you will need to refer to your parish Safeguarding Co-ordinator to help stop the abuse
- Write down immediately, or as soon as possible, what the person has said. Have your signature witnessed and dated

DON'T

- Show shock or disbelief
- Make promises you cannot keep, such as promising that you will not tell anyone
- Push the person into giving details of the abuse; your role is to listen to what the person wants to tell you, not investigate
- Ask direct or leading questions – this could be harmful to the investigation
- Jump to conclusions or put words in the person's mouth
- Discuss what the person has told you with others who are not directly involved with helping the person
- Alert the perpetrator

Hand this report directly to the Parish Safeguarding Co-ordinator (or incumbent/Priest-in-Charge, where appropriate). This report must be kept securely with your parish safeguarding records in perpetuity.

| | |
|---|--|
| NAME & CONTACT DETAILS OF PERSON COMPLETING THIS FORM | |
| PARISH | |
| NAME & CONTACT DETAILS OF PERSON SPOKEN TO / EMAILED | |
| DATE, TIME & PLACE OF CONVERSATION | |



| | |
|--|---|
| | |
| INFORMATION KNOWN ABOUT THE VICTIM – NAME, CONTACT DETAILS etc | |
| INFORMATION KNOWN ABOUT THE VICTIMS FAMILY – NAMES, CONTACT DETAILS etc | |
| INFORMATION KNOWN ABOUT THE ALLEGED PERPETRATOR – NAME, CONTACT DETAILS etc | |
| IF DIFFERENT FROM ALLEGED PERPETRATOR, INFORMATION ABOUT CHURCH OFFICERS INVOLVED – NAMES, CONTACT DETAILS etc | |
| DETAILS OF THE CONCERN OR ALLEGATION: | |
| | |
| WHO HAVE YOU SPOKEN TO ABOUT YOUR CONCERNS: | |
| Child / young person / vulnerable adult you are worried about | Yes / No If yes, DATE: |
| Parish Safeguarding Co-ordinator | Yes / No If yes, DATE: |
| Incumbent / Priest-in-Charge | Yes / No If yes, DATE: |
| Bishop’s Safeguarding Adviser | Yes / No If yes, DATE: |
| Other | Yes / No If yes, DATE: NAME: POSITION: |
| SIGNED | |
| PRINT NAME | DATE |
| GIVE DETAILS OF ALL ACTIONS TAKEN IN CHRONOLOGICAL ORDER (what was said and done and by whom) | |
| | |