St Leonard's Church
chesham bois

Safeguarding Referral Form

If you have immediate concerns about someone's safety, dial 999 and ask for the Police.

Please submit completed forms to denise@stleonardscb.org.uk - should your concern relate to Denise, please send to the Diocese of Oxford on safeguardingreferrals@oxford.anglican.org.

The person or people you are concerned about

Please advise the child/adult that the details recorded in this form may be shared between agencies including children's and adult services

Name(s)			
Gender			
Age(s)			
If this is a child, has a parent/carer been informed?	❑ Yes	❑ No	❑ n/a
Does the adult or parent (if this is a child) consent to his/her information being shared with other agencies?	❑ Yes	❑ No	❑ n/a
If no, why not?			

The person completing the form

Name	
Role within St Leonard's	
Mobile Number	
Email Address	
Date	

The person reporting the alleged incident (if different)

Name	
Role within St Leonard's (if any)	

The alleged perpetrator

Name	
Gender	
Age or DOB	
Contact Details	
If under 18: Parent / Carer details *(name / address / phone)*	
Role within St Leonard's (if any)	

Details about the alleged incident

Date and time of the alleged incident		
Any witness(es)		
Location of the alleged incident		
Does this concern domestic abuse?	❑ Yes	❑ No
Is this a child safeguarding concern?	❑ Yes	❑ No
Does this involve a vulnerable adult?	❑ Yes	❑ No

Please describe the incident	
What may be the impact on the alleged victim?	
What action has already been taken and who has been informed?	
Which statutory agencies, if any, have been informed e.g. police, social care or health?	

Definitions

Domestic Abuse
Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Vulnerable Adults
Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.