**Cornerstone Baptist Church - Cause for Concern Form (Confidential)**

A close up of a piece of paper

Description automatically generated

**Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the *Designated Person for Safeguarding*** \* **(Mark Twine, Liz Chennels or Scott Halligan)**

**Name of individual**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Gathering/Group Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and role of person completing form**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Of observed behaviour/discussion/disclosure)**

**Nature of incident/concern including relevant background (Record individual’s words verbatim)**

**Where?**

**What has been observed/discussed/disclosed?**

**Who is involved?**

**Other relevant details/notes:**

Signed:

Action/passed to:

**Hand this document directly to the Designated Person for Safeguarding, if they are unavailable, then hand directly to the Deputy Designated Person for Safeguarding and if they are unavailable hand directly to the Designated Trustee for Safeguarding**.

*Contact details for all the Designated Safeguarding Officers can be found at the end of this document.*

***For Designated Child Protection Officer use***

|  |  |  |
| --- | --- | --- |
| **Action Taken** | **By Whom** | **Outcome** |
| **Contact Carers – please tick**  **Telephone Call \_\_\_\_\_\_**  **Meeting \_\_\_\_\_\_** |  |  |
| **Safeguarding Incident Form** |  |  |
| **Check Safeguarding Incident Record** |  |  |
| **Refer to Social Care** |  |  |
| **Other (Please specify)** |  |  |

|  |  |  |
| --- | --- | --- |
| Designated Person for Safeguarding:  **MARK TWINE** | A person sitting on a red carpet  Description automatically generated with low confidence | Email – [mark.twine@cbcl.org.uk](mailto:mark.twine@cbcl.org.uk)  Mobile – 07783759020  SPBC Office – 0113 2754989 |
| Designated Deputy Person for Safeguarding:  **LIZ CHENNELS** |  | Email – [liz.chennells@cbcl.org.uk](mailto:liz.chennells@cbcl.org.uk)  Mobile – 07985504694 |
| Designated Trustee for Safeguarding:  **SCOTT HALLIGAN** |  | Email – [scott.halligan@cbcl.org.uk](mailto:scott.halligan@cbcl.org.uk)  Mobile – 07790772471 |