



Welfare Log

Concern for a Child or

1. Full Name of Child/Young Person/Adult at risk of Abuse:

2. Address:

3. Date of birth (if under 18):

4. Other members of the family (indicate age if under 18):

5. Account of what happened:

Write what happened factually and as accurately as you can. Include who was involved, what happened (what you saw or heard or were told about), when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was, using a body map sheet if necessary. Use a separate sheet if necessary.

5. Action taken:

What did you do? Whom did you tell? What action was agreed? If you contacted another agency (e.g. Cambridgeshire Direct/Social Care/Police) note down any names, contact numbers or file reference numbers you are given.

6. Your name and role in the church (sign and print):**7. Your contact details**

Telephone/mobile:

E-mail address:

8. Date (include day/month/year) and time of the incident and of this log:

Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the Safeguarding Officer for the parish, or the Vicar.

If your concern involves inappropriate behaviour by a member of the church, you must also contact the Bishop's Safeguarding Adviser. This is currently Rebecca Boswell:
rebecca.boswell@elydiocese.org

Body Map

