

**1. Full names and dates of birth (under 18s) of those involved:**

**2. Contact details (parent or carer contact details if under 18):**

**5. Account of the incident:**

*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 and details of any other witnesses*

**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.*