

### Reporting a Safeguarding Concern

Should you wish to discuss a concern confidentially, please call  
Sue Witney, the Parish Safeguarding Office on 07769 704647

Name: (full names of all key people)
What happened: (use exact quotes where possible, in quotation marks)
How did it happen? (for example, if a youth adviser is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
Where did it take place?
When did it take place?
Why did it happen? (This allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis.)
Action taken: (e.g. who reported to, have you explained that you must share this information)
Report made by: (your full name)

Please email this form to our Parish Safeguarding Officer: [safeguarding@wargravechurch.org.uk](mailto:safeguarding@wargravechurch.org.uk) or alternatively, please **post through our Parish Post Box** located at St Mary's, Wargrave.