

**RECORDING PROFORMA  
CONCERNS ABOUT, OR ALLEGATIONS OF, CHILD ABUSE**

**DO**

- Listen and take time
- Reassure the child that he/she is right to tell
- Be honest with the child
- Be clear that, in order to help the child, you cannot keep this information to yourself: Explain to the child what will happen next, and reassure that you will support them
- Write down immediately what the child has said. Have your signature witnessed and dated
- Report to the Bishop's Child Protection Adviser (BCPA) or the Social Services Department

**DON'T**

- Show shock or try to silence
- Ask leading questions
- Keep the secret or agree to keep the secret, or make promises you can't keep
- Jump to conclusions
- Alert the perpetrator

<b>Name of Person completing Report</b>	
<b>Date of Report</b>	
<b>Date and place of observations or incident</b>	
<b>Name of Group (if appropriate)</b>	
<b>Address of Child/Young Person</b>	
<b>Date of Birth of Child/Young Person</b>	

<p><b><u>REPORT</u></b>  (Continue on Separate Sheet  if necessary)</p>	
<p><b>Action Taken/Advice  Given</b></p>	
<p><b>Signed</b></p>	
<p><b>Please Print Name</b></p>	

*Hand this report directly to the incumbent.*

*This report must be kept under lock and key in the Parish Office in the folder provided.*

*For office use only*

*Copy to SSD*            *(tick)*  
*Copy to BCPA*     

*Date sent .....*