

## Appendix 13: Responding to Abuse – Recording Sheet



**CONFIDENTIAL**

Name of church/group \_\_\_\_\_

Name of child/young person \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Male/female \_\_\_\_\_

Name of person reporting incident \_\_\_\_\_

Phone contact number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date and time alleged incident occurred \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_

The Concern:- Sequence of events/actual words used/observations

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Action taken (including person(s) contacted)

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Date and time of written report \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_

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