



# Woodlands Church Safeguarding Incident Report Form

This form is to be used to record basic information about a disclosure made, an allegation or a suspicion about a safeguarding concern.

**In the event of immediate danger call the Police 999 first, followed by:**

Safeguarding Lead - Dave Lambert 07775 600792

Deputy Safeguarding Leads - Ruth Rimmer 07443 119809 or Anna Pilgrim 07542 796906

Trustee responsible for Safeguarding - Jon Butler 01332 971420

<b>Date:</b>	<b>Time:</b>	<b>Church Group Name:</b>
<b>Your Name:</b>	<b>Position held:</b>	<b>Your Relationship with the person of concern</b>
<b>Church address and phone number:</b> Woodlands Church, Blenheim Parade, Allestree, Derby DE22 2GP. <b>Phone:</b> 07862 734229.		<b>Your address and phone number:</b>
<b>Name of person you have safeguarding concern:</b>		<b>Age:</b>
<b>Please give details of the incident. Include time, date, persons involved. Record anything that was seen or said. (Please continue overleaf if necessary.)</b>		

**Action taken (Reported to SGC, DSGC, Elder/trustee, Police called. Form filed etc...):**

Phone one of the following people in an event of an emergency or if a concern has been filed. Dave Lambert, Ruth Rimmer, Anna Pilgrim or Jon Butler - phone numbers at the top.

