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| Parish Safeguarding – Checklist for recording a Concern/Allegation | http://www.trurodiocese.org.uk/wp-content/uploads/2013/08/logo-final-signature.jpg |

When recording a safeguarding concern/allegation parishes should follow the guidance in section 7 of the Parish Safeguarding Handbook and use the **Model Parish Recording Template.**

The following checklist provides additional guidance about what information is required for case management and reporting to external bodies, such as the Charity Commission.

**Questions to consider when completing the Model Parish Recording Template**

(you can either include this in the Initial Information as Reported section or complete this checklist and append it to the template)

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| Details of the Incident:  What happened?  When and how did it happen?  When and how did the charity first become aware of it?  Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details. |  | |
| Has the Incident been reported to the police, the local authority or to any other relevant regulator?  If so, provide the name, date of the relevant regulator and the (e.g. crime) reference number (if appropriate) |  | |
| Who in the trustee body is aware of /have you spoken to about the Incident? e.g. person experiencing or at risk of harm, Senior staff / line manager / clergy |  | |
| Who in the charity is involved (trustee, office holder, employee, volunteer, beneficiary) and what is their role in the charity? Are you aware of any positions they also hold in other charities?  Will any disciplinary action need to be taken against an individual? Has the person resigned? If so, provide details. |  | |
| What action have you taken; anticipated next steps | |  |

**Additional Information required by the Charity Commission**

In order to avoid the need to ask parishes to provide additional information it is recommended that this information is added to the Parish Recording Template – either in the Initial Information as Required Section or by attaching this completed checklist.

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| Is the concern / incident related to a partner organisation? If so provide details. |  |
| connection to the PCC of the person who may be responsible for the incident and / or the connection to the charity of the person alleged to have suffered abuse or mistreatment |  |
| what impact the incident has had on the PCCs beneficiaries, finances, staff, operations or reputation |  |
| Name and contact details of parent / guardian or carer, IF APPROPRIATE |  |
| Full name and address of the charity (PCC) |  |
| Charity registration Number |  |
| Who in the trustee body is aware of the incident |  |
| Provide details of the charity’s internal policies and procedures that relate to the Incident:  Explain how the policies and procedures were followed (and, if not, why not)?  Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain.  Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring |  |