



Log Sheet

Details of concern / incident

(continue to the right if needed)

Official use: Log Sheet Number: ____



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How to use the Log Sheet

The log sheet is for logging anything that concerns you that may impact someone's wellbeing, including disclosures or concerns about abuse. For example, it is good practice to log:

- ❖ Any concerns about abuse
- ❖ Situations where an adult makes a child cry
- ❖ Accidental inappropriate contact
- ❖ Bullying or aggression
- ❖ Any situation where you feel uncomfortable because someone acts inappropriately

If in doubt, log it!

If there are concerns about abuse, or a child or vulnerable adult tells you they have been abused, remember:

RESPOND

Respond by

ensuring you listen carefully without interrupting,
take it seriously,

remain calm, approachable and receptive,
acknowledge you understand how difficult this may be,
offer reassurance that they have done the right thing in telling you,
and tell them what will happen next.

Don't promise complete confidentiality, ask leading or probing questions, investigate, or discuss with people who don't need to know.

RECORD

Record by

completing the log sheet overleaf as soon as possible, including any actual words used by the person if making the disclosure, and factual information and observable things rather than your interpretations or assumptions.

REPORT

Report by

Contacting either the police by calling 999 followed by the Parish Safeguarding Officer in an emergency situation, or in non-emergency contacting the Parish Safeguarding Officer or Vicar, or the Ministry Leader.

Parish Safeguarding Officer (Maureen Cain) phone number: 07917 835 569
24hr advice from charity 'Thirtyone:eight' phone number: 0303 003 1111

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