



St Mary the Virgin, Amersham with All Saints' Coleshill

Reporting A Safeguarding Concern

Please use the standard form to report a worrying incident or to record any safeguarding concerns you have,
Especially any involving children or vulnerable adults.

Copies of the report should be available in this pack,
With a copy of our Parish Safeguarding Policy.
(Please email one of the PSOs if either is missing.)

This Safeguarding Information is displayed on both churches' noticeboards.

Alternatively, you can download a copy of the report form via the Safeguarding link on the St Mary's or Coleshill Village websites. Save the copy onto your device, complete the form and send it, or print it and give it, to one of the Parish Safeguarding Officers.

Having done that, and received confirmation from the PSO, please then delete your file and do not discuss what you have written with anyone.

You can also report a concern by speaking directly to one of the Parish Safeguarding Officers.

Safeguarding information is always stored securely, in line with safeguarding requirements and the GDPR.

The Parish Privacy Policy is available on the Parish website.

Parish Safeguarding Officers (PSO):

Clare Samuels
Melissa Jackson

07966 425206
07388026976

clarenoinclare.co.uk
mgiddings@rocketmail.com



St Mary the Virgin, Amersham with All Saints' Coleshill

Record of a Safeguarding Concern

Name of person about whom you have a concern:	Date of birth or approximate age
Name and position of person completing this form (please print)	
Time and date of particular incident or general nature of your concern:	

Further details of a particular incident and the nature of your concern (who, what, where, when).

If the subject is under the age of 18 and might be at risk in any way, please record the actual words used, as much as you can.

Please you reverse or a second sheet if needed.

Use this space to continue from first side, if necessary.

Any other relevant information
(who else is aware of the information; witnesses: immediate action taken?)

Any action taken by you, other than this report of your concern.

Your signature (if not emailing):

Date

Please also print your name here:

Passed/sent to PSO: time and date

Indicate to which of the PSOs you sent the report: Steve or Clare (underline or tick)

Please note:

1. This record should exist in one form only and in one place only, so if you have written or sent the information using a computer, please make sure the original file or email is deleted once a Parish Safeguarding Officer has confirmed receipt of your report.
2. Please do not discuss the information with anyone other than – at the time – with those directly involved, or with the Parish Safeguarding Officer to whom you sent the report form.

Parish Safeguarding Officers:

Clare Samuels
Melissa Jackson

07966 425206
07388026976

clarenoiinclare.co.uk
mgiddings@rocketmail.com

Title: Safeguarding Policy & Procedures - St Mary the Virgin, Amersham with All Saints' Coleshill

Summary: As per title

Date: 16/09/25

Review: 16/09/26

Version: 1.0

Author: Mrs Susan Pounce

Validated by: The Revd Jonny Rapson

Signed:

