

Appendix 19: Record of Safeguarding Concerns

A record of safeguarding concern must be kept for the lifetime of the person involved. Since children are usually involved it may mean keeping the details for 80+years. Therefore your church must have a robust record keeping system. In addition to this, under GDPR (data protection) legislation all personal details of the kind involved in safeguarding must be kept secure and unable to be accessed except by the person(s) responsible for safeguarding. Please think carefully what system you will adopt. This spreadsheet provides a basic record keeping system. However, if there are accompanying forms (e.g. Appendix 4) or evidence you must also keep those secure. All details relating to the case should be recorded including the names of all involved with relevant dates.

Date	Name of person concerned	Name of person reporting concern	Nature of concern	Action taken (give detail, names and dates)	Follow up	Additional forms

