

Guidance on Completing Disclosure Report Form

The form is a simple template to enable anyone in a parish to report either a disclosure of abuse (child, young person or vulnerable adult) or where abuse has been observed. It should be completed as soon as possible after the event. The information should be communicated to the Diocesan Safeguarding Adviser, initially by phone. A copy of the form should be sent to the DSA in an envelope marked 'Strictly Confidential'. The original should initially be stored in a confidential place and kept under lock and key as it may be needed as evidence in any court proceedings.

The template offers a way of recording the information in a way that is acceptable as evidence in that it is factual, and the Who, When, Where information that is required.

Heather Bland

DSA

13 November 2014