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For advice and guidance on whether a referral is needed, in the first instance contact the Duty Diocesan Safeguarding Advisor (DSA), on 0207 932 1224 during office hours Monday-Friday 9-5pm. Between the hours of 5pm and midnight, please contact 31:8 on 0303 003 1111, option 2.

**If you have immediate concerns about someone’s safety, please contact the police or your local authority Children or Adult Social Care Services.**

Once completed, please submit this form to [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org) and a DSA will review it and prioritize according to risk and urgency.

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| **Concern form**  **Information record relating to concerns of abuse, harm, or neglect.**  **Parish name:** | |
| **The person/s you are concerned about** | Name:  Are they a complainant/victim/survivor/respondent (please delete as appropriate)  Gender:  Age / DOB:  Ethnicity:  Address:  Contact details:  Parent /carer details if under 18 (name / address / phone number):  Communication and access needs: |
| **Details of what has or is happening**  (Please continue on a separate sheet if necessary)  **Details of what has or is happening**  (continued) | The concern:  How it came to light:  Impact on the person:  The person’s wishes:  Are there any critical mental health issues: Yes/No  Does anyone remain at risk for any reason? Yes/No  Please give details if yes:  Location / Time / Date of concern:  Name, address and date of birth (if known) of anyone you suspect of causing harm, neglect or abuse:  Any witness(es): |
| **Actions** | What action was taken and who has been informed? |
| Have any statutory agencies been informed e.g. police, social care or health? Yes / No  If yes, which one(s)? |
|  | **Form completed by:**  Name:  Mobile phone no:  Email address:  Date:  Role:  Signature (electronic): |

**Please make sure you have included the parish name and a contact number, preferably a mobile.**