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| Open | Recording a Concern |

Please report your concern as soon as possible about the well-being of a child, young person or vulnerable adult in your care.

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| Name of Church | St Mark’s Leamington Spa Warwickshire |
| Name and contact number of Vicar | The Reverend Joanna Parker mob. 07981858853 |
| Name and contact number of person completing report |  |
| Date of report |  |
| Date and place of observations or incident |  |
| Name of group (if appropriate) |  |
| Name and address of child/young person/adult |  |
| Date of birth of child/young person/adult |  |
| Name and contact number of parent or carer |  |
| Report (continue on separate sheet if needed) |
| Advice given/actions taken/people spoken to |

Signed: Dated

Please print name:

**This report must be handed to the Vicar and the Parish Safeguarding Officer and should be kept in a secure location in the Parish Office. A copy must be sent to the Diocesan Safeguarding Adviser within 24 hours.**