

Concern form



CONFIDENTIAL

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.
Please write clearly in capitals using black ink.

About you

First and last name _____

What is your connection with Sheffield Vineyard?

Staff member ☐ Volunteer ☐ Church member ☐ Member of the public ☐

Phone number _____

Email _____

Date of form submission _____

Tell us about who or what the concern is about

First and last name _____

Date of birth _____

Address (if known) _____

_____ Postcode _____

Ministry group/area

Children (ignite) ☐ Youth ☐ Foodbank ☐ General adult ☐

Other _____

Tell us about the concern or incident

What is the concern or incident, and why do you think it needs action? (Please provide as much information as you can, including names, times and dates.)

When did it happen? _____

Did anyone else see or hear about it?

Action taken (including person(s) contacted)

If you are part of a team at Sheffield Vineyard, please ensure that you have made your team leader aware. If they feel that further action is required, they will contact the Safeguarding Lead (Dave Bishop) or the Safeguarding Deputy (Sarah Wilson). If they are not available and advice is needed urgently, the Thirtyone-eight 24-hour helpline – 0303 003 11 11 can be contacted for help.

If a child or an adult with care and support needs is at risk of immediate harm, the police should be contacted.

☐ I confirm that the information I have included in this form is, to the best of my knowledge, accurate, and I hereby authorise Sheffield Vineyard to contact me at the number provided if further clarification regarding this incident is required.

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.