**Concern Form**

*The Cathedral Church of St Mary the Virgin, Blackburn*

### Form: CF VA

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| **Concern form in respect of Vulnerable Adults**  **Information record relating to concerns of abuse or maltreatment** |
| **1. Details of the person about whom the concern has been raised** |
| Name:  Gender :  Age / DOB:  Ethnicity:  Address:  Contact details  Parent /carer details if under 18 (name / address / phone number)  Communication and access needs? |
| **2. Details of the abuse or neglect that may be taking place** |
| The concern  Please include:  Date and time of the observation, discussion or disclosure:  How it came to light:  The exact words of the person:  Its impact on the person:  The names of any other persons present at the time:  The person’s wishes in relation to the abuse / neglect:  The setting / occasion(s) where / when it took place:  The alleged perpetrator(s), full name, address and date of birth (if known)  Any witness(es): |
| **3. Action taken** |
| Please include:  What action was taken and why (rationale)?  Discussions with the Safeguarding Co-ordinator:  Who was contacted? (For support / advice / to report) |
| **4. Your details** |
| Name of person making record:  Date:  Role:  Signature: |
| **This information should be passed on verbally, initially by contacting Stewart Hopkinson, the Vulnerable Adults Safeguarding Co-ordinator on 07515652776** **or by email to** [**SafeguardingAdult@blackburncathedral.co.uk**](mailto:SafeguardingAdult@blackburncathedral.co.uk)  **Upon completion this form must be sent immediately to Stewart Hopkinson or the Dean via a member of the Cathedral Clergy or a Church Warden in an envelope marked SAFEGUARDING.** |

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| *This confidential record will be stored securely in accordance with the terms of the Data Protection Act 1998* |