**APPENDIX ONE: CONFIDENTIAL DATA SHEET (For incumbent only or Church Warden in a vacancy)**

|  |  |  |
| --- | --- | --- |
|  | yes | no |
| Have there been any safeguarding allegations/concerns regarding children/vulnerable adults since your last safeguarding audit?  Please include concerns about all forms of abuse. |  |  |
| Was this person a church officer (paid or unpaid) at the time? |  |  |
| Is the matter still current? |  |  |

Name of person completing this form: ………………………………………………………..

(please complete one form per case)

Name of person who the concern was about? ………………………………………………………….

How did you respond? …………………………………………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Church Warden | PSO | DSA/ADSA | Other (please specify) |
| Who did you inform?  *(please insert date if known)* |  |  |  |  |
| From whom did you seek or take advice?  *(please insert date if known)* |  |  |  |  |

APPENDIX TWO: CONFIDENTIAL LOG SHEET **(For incumbent only or Church Warden in a vacancy)**

|  |  |  |
| --- | --- | --- |
|  | yes | no |
| Do you have, or have you ever had, any agreements with offenders or those who post a risk to children or vulnerable adults? |  |  |
| **If yes:** | | |
| Please indicate how many? |  | |
| Is the agreement(s) still current? |  |  |
| Has the agreement been reviewed in the last 12 months? |  |  |

Are there any outstanding matters which require attention or support?

Where are electronic or hard copies of the agreements stored?

And who has access to these?

How will you ensure that information is passed on to relevant persons if you move from your post?

Signed: …………………………………………. Date: …………………………………