

## Safeguarding: Record of Help

If someone requests help of any kind from the church in support of an Adult At Risk then all involved need to keep basic records for accountability purposes. Any information is to be kept confidential and only discussed with the safeguarding team. If there is a team approach (such as helping with lifts) this data can be collated and submitted by one approved person (as agreed) on a monthly basis assuming no incidents. Once information is recorded below, please destroy any other notes (advise others to do the same) to avoid confusion. If there is any incident or near miss, this must be recorded and reported ASAP.

Please send emails to [safe@warwickbaptists.org.uk](mailto:safe@warwickbaptists.org.uk) or hand a paper copy directly to your safeguarding link.

### DETAILS OF ADULT AT RISK

Full name:

Safeguarding Link:

### RECORD OF HELP

DATE	TIMES	NAME OF HELPER	DETAIL (activity/reason/people)	ANY CONCERNS?
<i>e.g. 19/12/21</i>	<i>1-2pm</i>	<i>Kevin Johnson</i>	<i>Help collect medication, Boots in Warwick. Walking together.</i>	<i>Slight trip but no injury</i>

*Continue overleaf...*

**I confirm this record is accurate to the best of my knowledge.**

**SIGNED:**

**PRINTED NAME:**

**DATE:**

