



PLEASE ENTER NAME OF CHURCH OR ORGANISATION

COMO BAPTIST CHURCH

Anecdotal Record

To be completed by a leader who wishes to report concerns about another person, either relating to the code of conduct; or concerning behavior either in a leader or program participant. This includes raising concerns of abuse. The completed form should be given to the team leader, who will pass the information onto the Safe Church Reporting Officer, and then kept in a locked filing cabinet.

Name of person filling in this report	
Name of Team Leader	
Name of child/young person	
Age of child/young person	
Relationship to the child	
Date and time of incident or observation	
Describe your concerns, what was observed or what was said.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Note: It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions; jumping to conclusions, or making 'value' judgments.

Signature		Date/Time	
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Please return the completed form (marked CONFIDENTIAL) to your Team Leader.