



BUCKDEN COUNCIL SAFEGUARDING RECORD OF CONCERN

Name of person completing form and designation i.e. Councillor or Designated Safeguarding Lead	
Date of concern	
Date of record being completed.	
Name of child or adult at risk including first and last names where known and if known by a different name, that name also.	
Gender and approx. age of child or adult at risk	
Their address where known and contact details where known (phone number, email etc)	
Details of Concern	
Name and if available address and contact details of person(s) who raised the concern	
Where it is believed the concern took place, exact location if known	

i. Date adopted 12 May 2020, reviewed in May 2021, 11 July 2023, 9 September 2025

ii. Minute number 09-085/1

iii. Version control 4

iv. Date for review – Every 3 years or when required

Type of abuse suspected/ observed and detail of events. PLEASE NOTE: TAKE DOWN DETAILS BUT DO NOT INVESTIGATE, investigation is the role of the statutory authorities, not BPC.	
Record the name of who has been consulted in relation to decision taken and when (time and date) i.e. designated Councillor	
Decision taken Refer onwards, or decision <i>taken not to refer</i>?	
Reason for decision, in either case	
Where referred on to the local authority and/or the Police record the name of person to whom referral made, their designation and their contact details. Where referral made it is necessary to obtain the email address of the person to whom the referral was made and <u>confirm the referral by email to them either using anonymous information about the subject or by using the secure email advised by the local authority or Police.</u>	

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Safeguarding Records of Concern

Version Control Record

Version	Date	Author	Reason for update
2/17.4.2020	12 May 2020	Clerk	Adopted
V2	May 2021	Clerk and CAG	Reviewed
V3	July 2023	Clerk	Reviewed
V4	Sept 2025	Clerk and CAG chair	Reviewed

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