

SAFEGUARDING RECORD

MENTORING SAFEGUARDING PROCESS

Safeguarding contact details:

- Ben Harley-Mason (Youth Team Leader): 07503 193906
- Beverley Scott (Parish Safeguarding Officer): 07377 961661

1. Complete this form immediately after the mentoring session. Do NOT complete this form digitally. It must be printed out and hand-written.
2. Contact Ben Harley-Mason (Youth team leader). If they are unavailable, contact Beverley Scott (Parish Safeguarding Officer).
3. Deliver this form to Ben Harley-Mason at the next possible opportunity. This is confidential information and must be stored safely until delivered.

SESSION DETAILS

Event	
Location	
Date	
Time	
Youth team members present	

INCIDENT DETAILS

Who was involved?	
What happened? (Record all conversation and observations. Use direct quotes where possible and avoid interpretation. Use additional pages if necessary.)	
Signature	
Date	

-----This page is to be completed by the youth team leader -----

COURSE OF ACTION

What action was taken?

(Has the parish safeguarding officer been informed? Were the parents/carers contacted?)

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**Youth team leader
signature**

Date