



Contagious Safeguarding Communication Sheet

This form is to be used by the Safeguarding Officer to record full details of each communication (phone call, email, letter) in relation to a safeguarding issue or pastoral concern raised at a Contagious conference. It should be signed as a record of what was communicated.

Following the event the form will be collated with any other paperwork and sent to Nick Jackman by scanning or taking a photo of all documents and emailing them to safeguarding@contagious.org.uk for secure storage.

Name of the Conference/Region _____

Communication in relation to _____
(name of child/young person and DoB)

Date & Time	Name of Person Communicated with and their role.	Contact Details	Form of communication	Detail & outcome; Attach any written communication

(please use additional sheet if more space required)

Name of Person Completing the form; _____

Signed _____

Date _____