# **Appendix 4 – Template Case Management Update Tool**

This form should be completed following the Initial Case Summary and is used to provide an overview of the case. This should be easily accessed when storing information and should be regularly updated throughout the case management process.

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| --- | --- |
| Details of Respondent:Name:DOB:Age:Role in Church i.e. ordained etc.:Address:Contact details (telephone / email): |  |
| Nature of Concern or Allegation: Dates / age / gender / broad outline of allegation / frequency / number of alleged victims etc.Sole respondent or co- respondent? |  |
| Response to Concern or Allegation (both from the respondent and the statutory agencies) |  |
| Legal Status:* Convictions
* Investigation in process – including bail conditions
* Awaiting Crown Prosecution Service decision
* No complaint to Police
* Outcome of investigation by Social Care
* Finding of a professional body such as the Church of England, Armed Forces, British Medical Association
 |  |
| Status of Ministry/Role |  |
| Sex Offender Registration / Civil Orders* Yes/No
* Duration
* Conditions
 |  |
| Agencies involved in management and supportInclude details of all relevant persons within the statutory agencies and their contact details – (Police, Probation, Social Care etc.)  |  |
| Risk detail: * What is the risk?
* To whom is there a risk?
* When is it most likely to happen?
* What are the triggers for an increase in risk?
 |  |
| Monitoring arrangements* Frequency
* By Whom
 |  |
| Review Date |  |