Safeguarding Flowchart: What to do if you have a safeguarding concern

A Safeguarding concern is reported or identified by someone within the parish or anonymously

Is the Child/Adult at Immediate Risk?

Yes

No

If the person is at immediate risk of physical harm or needs medical attention, dial 999 to contact the Ambulance Service and/or the Police, and follow the advice given. As soon as possible (but within 24hrs) follow the reporting and recording process in green on the right.

Concern about a member of the clergy or church officer - anyone appointed/elected by or on behalf of the Church to a office, post or role, whether they are ordained or lay, paid or unpaid.

Contact the Diocesan Safeguarding Adviser (DSA): who will be able to advise on the next steps to take.

Inform the Parish Safeguarding Officer. If they are unavailable inform the incumbent or leader of your team. Decide together whether to seek advice or make an immediate referral to the police or social services.
You can contact the DSA for advice and should notify them of any referrals.

REMEMBER: Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and store it securely.