

Procedure for Responding to Concerns

STAGE 1

A worker/church attendee has a concern about the welfare of a child or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person the same day (if late at night then at the earliest opportunity the next day).

(Standard Incident Forms are kept in the Church Hall, with the First Aid book)

STAGE 2

The Designated Person who receives the report of concern then has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person, with any other relevant information, and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

STAGE 3

*After the decision has been made as to what action should be taken
The Designated Person and the Minister, may have a duty to*

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and, where formal referrals are made, reports may need to be made to the local Association, the Independent Safeguarding Authority and the Charity Commission.

If the Designated Person for Safeguarding is not available, any reports or concerns should be passed to the Minister or another member of the Safeguarding Team.

If a child is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services