

# **Greenstead Evangelical Free Church**



## **SAFEGUARDING POLICY (*Children & Vulnerable Adults*)**

**Adopted by the Trustees Meeting on 07/11/2018**

**This document cancels and supersedes all other  
previously adopted child protection policies.**

**Designated Safeguarding Co-ordinator – Mrs D. Slatter  
Deputy Safeguarding Co-ordinator – Dr John Ford**

affiliated to **fiec**   
the FELLOWSHIP of INDEPENDENT EVANGELICAL CHURCHES

## **1. OUR COMMITMENT**

As a church, we believe that God created human beings in his own image: *“So God created mankind in his own image, in the image of God he created them;”* (Genesis 1:26), and that God is especially concerned for our wellbeing: *“What is mankind that you are mindful of them, human beings that you care for them?”* (Psalm 8:4). As bearers of God’s image, all humans have an intrinsic value and dignity and we are the recipients of God’s special care. All humans should be treated accordingly.

We therefore recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We also recognise that we are part of a wider safeguarding system, and that everyone who comes into contact with children, their families/carers, and vulnerable adults, has a role to play in safeguarding.

As a local church, we have therefore adopted the procedures set out in this safeguarding policy. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The church undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures;
- Provide ongoing safeguarding training for all its workers (paid and voluntary), and will regularly review the operational guidelines attached;
- Ensure that the members of the church are fully engaged with this safeguarding policy;
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive;
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Ensure that there is an appropriate and effective system for obtaining and storing registration data on children attending groups/events at the church on an annual basis.

## **2. ROLES AND RESPONSIBILITIES**

All adults working on behalf of the church with children or vulnerable adults have a responsibility to protect them, and to provide a safe environment in which they can thrive and discover the good news of Jesus Christ. However, there are certain key individuals within the church who have specific responsibilities.

### **Managing Trustees**

The Managing Trustees will:

- Ensure that the policies, procedures and training in the church relating to safeguarding are in place and effective and comply with the law (see ‘Our Commitment’ above). The Managing Trustees will review (though not necessarily change) this policy annually;

- Ensure that there is a named Designated Safeguarding Coordinator (and Deputy) in place and that those individuals fulfil their duties appropriately and effectively (see below);
- Work with the Designated Safeguarding Coordinator (and Deputy) to ensure that correct and effective procedures are followed with regard to appointing people to work with children and/or vulnerable adults.

### **Designated Safeguarding Coordinator (and Deputy)**

The Designated Safeguarding Coordinator takes the lead in managing safeguarding referrals, safeguarding training, and raising awareness of safeguarding within the church. The Designated Safeguarding Coordinator:

- Ensures that all church workers (paid and voluntary) are aware of the procedures in this policy;
- Ensures that the procedures contained below are followed at all times;
- Acts as a source of advice and support for church workers on matters relating to safeguarding;
- Ensures that timely referrals are made where necessary.

The Deputy Safeguarding Coordinator will support the Coordinator in their work, and if, for any reason, the Coordinator is unavailable, the Deputy Designated Safeguarding Coordinator will act in their absence.

### **All church workers**

There are many individuals who work on behalf of the church with children and vulnerable adults. They, and other members of the church who may come into contact with children and/or vulnerable adults, all have a responsibility to provide a safe environment and to take seriously these safeguarding procedures.

## **3. UNDERSTANDING AND RECOGNISING ABUSE**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or by failing to prevent harm. Very often, though certainly not always, the abuser is known or in a trusted relationship with the child or adult. Abuse may be carried out by an adult or adults, or by children.

Children and adults in need of protection may be abused within a family, an institution or a community setting. We recognise our duty to identify and respond to indications of abuse at home (e.g. whilst a child is in the care of parent(s), legal guardian(s) or any other person), as well as to safeguard children and adults from abuse within the church setting.

There are four main types of abuse:

- Physical
- Emotional

- Sexual
- Neglect

### **Safeguarding awareness**

We aim to develop a culture of awareness of safeguarding matters to help protect everyone. All those who are appointed to work with children and/or vulnerable adults will receive safeguarding training at induction, which will be regularly updated. The Leadership is committed to providing opportunities for ongoing safeguarding training and development.

Because abuse is such a complex issue, it may not always be apparent when abuse is taking place. There may not be a direct allegation made, or clear indicators that lead to a suspicion. Nevertheless, a worker might have a concern about a child/vulnerable adult that may or may not be an indicator of abuse. It is important that these are all recorded because it may contribute to a picture that develops over time that leads to a suspicion of abuse.

### **Children and adults with special educational needs (SEN) and/or disabilities**

Our church offers a welcome to everyone, and we make every effort to ensure that includes children and adults with SEN and/or disabilities. Group leaders aim to cater for their particular needs. However, we recognise that those with SEN and/or disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group. These barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the person's disability, without further exploration;
- Individuals with SEN and/or disabilities can be disproportionately impacted by things like bullying, without outwardly showing signs;
- Communication barriers and/or difficulties in overcoming these barriers.

Workers will take these considerations into account when dealing with children and adults in this category. Specific training or guidance may be sought (e.g. from CCPAS) if required.

## **4. PROCEDURE**

If a worker has a safeguarding concern regarding a child/vulnerable adult, a Safeguarding Report Form must be completed as soon as possible, regardless of how significant the concern might seem.

Such a concern might include:

- The child/vulnerable adult makes an allegation of abuse;
- You become suspicious that abuse might be taking place because of physical signs or things the child/vulnerable adult says;
- Unusual or concerning behaviour, e.g.:
  - Verbal – unusual aggression, concern at a conversation etc
  - Emotional – distress for no apparent reason etc
  - Precocious – inappropriate or suggestive behaviour etc

The following procedures should be observed at all times:

- Under no circumstances should a worker (paid or voluntary) carry out their own investigation into an allegation or suspicion of abuse. Details of their concern should be documented fully on a Safeguarding Report Form.
- This form should then immediately be passed to the Designated Safeguarding Coordinator (named on the front of this policy) who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of abuse or neglect, including referring the matter on to the statutory authorities if appropriate.
  - In the absence of the Designated Safeguarding Coordinator, or if in any way the suspicions or allegation involves the Safeguarding Coordinator, the report should be made to the Deputy Designated Safeguarding Coordinator (named on the front of this policy).
  - If the suspicion or allegation implicate both the Safeguarding Coordinator and Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) by telephoning 0845 120 4550, who will offer advice as to the appropriate action.
- Upon receipt of the Incident Form, the Safeguarding Coordinator (or Deputy) will decide whether a referral to a statutory agency is required. As noted above, a concern might not warrant immediate referral, but may instead contribute to a developing picture.
  - Advice may be sought from CCPAS to determine whether a referral is appropriate (0845 120 4550).
- In cases of allegations or suspicions of abuse, a referral will be made to the relevant statutory agency:
  - Where the concern is about a child, the Safeguarding Coordinator (or Deputy) should contact Children's Social Services:
    - Tel. (office hours) 0345 6037634
    - Tel. (out of hours emergency) 0345 6037634
  - Where the concern is about an adult, the Safeguarding Coordinator (or Deputy) should contact Adult Social Services:
    - Tel. (office hours) 0345 6037630
    - Tel. (out of hours emergency) 0345 6037630
  - The Police Protection Team telephone number is 101
- The Safeguarding Coordinator (and/or Deputy) will inform the Church Elders that a referral is being made.

- The Safeguarding Coordinator (and/or Deputy) may need to inform others depending upon the circumstances and/or nature of the concern (e.g. a Designated Officer (formerly LADO) will need to be informed if allegations have been made against an individual who has a role with under-18s elsewhere).
- Suspicions must not be discussed with anyone other than those nominated above as Safeguarding Coordinator and/or Deputy.
- A written record of conversations will be documented on the Safeguarding Report Form and stored in a secure place.
- The Leadership will support the Safeguarding Coordinator (and Deputy) in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of both the Safeguarding Coordinator and their Deputy should not delay referral to Social Services or the Police if required, or taking advice from CCPAS.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, or to seek advice from CCPAS. However, the Leadership hope that Church members will use and follow the procedure. If, however, an individual with the concern feels that the Safeguarding Coordinator (or Deputy) has not responded appropriately, or where they have a disagreement regarding the appropriateness of a referral, they are free to contact an outside agency directly. We hope that by making this statement, the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

#### **4a. Detailed procedures where there is a concern about a child**

##### ***Allegations of physical injury, neglect of emotional abuse***

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator (or Deputy), will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns (e.g. poor parenting), encourage the parents/carers to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.

- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services.

### ***Allegations of sexual abuse***

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator (or Deputy) will:

- Contact the Children's Social Services department Duty Social Worker for children and families, or the Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CPPAS if, for any reason, they are unsure whether or not to contact Social Services or the Police. CCPAS will confirm its advice in writing for future reference.

### **4b. Detailed procedures where there is concern that an adult is in need of protection**

#### ***Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse***

If there is concern about any of the above, the Safeguarding Coordinator (or Deputy) will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Coordinator (or Deputy) will:

- Identify support services for the victim (e.g. counselling or other pastoral support)
- Contact CCPAS and in discussion with them, will consider appropriate action with regards to the scale of the concern.

### **4c. Allegations of abuse against a person who works with children/young people or with adults with care and support needs**

Whilst following the procedure outlined above, an accusation may be made against a person who works with children/young people or with adults with care and support needs. The person who is accused may be working as a volunteer or as a paid member of staff either at the church or at another establishment.

- If the accusation is against a person working with children/young people, the Safeguarding Coordinator (or Deputy) will, in accordance with Local Safeguarding Children Board (LSCB) procedures, will liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer, formerly called a Local Authority Designated Officer (LADO).

- If the accusation is against a person working with adults with care and support needs, the Safeguarding Coordinator (of Deputy) will refer the matter to Adult Social Services whose responsibility it is to investigate.

If the accusation is made against a church worker (whether a volunteer or paid member of staff), the church elders will also be informed in order that they may take appropriate action.

## **5. PREVENTION**

This Safeguarding Policy reflects not only our reaction against safeguarding issues, but also our commitment to proactively prevent them from occurring. The Leadership seeks to prevent Safeguarding issues in the following ways.

### **Recruitment**

The Leadership will ensure that all workers (paid and voluntary) will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. We acknowledge that almost invariably, those who work with children/young people and adults with care and support needs on behalf of the church are those from within the church membership (or who are regular attendees) who begin to serve in existing ministries (e.g. Sunday School). However, we will ensure that a rigorous procedure is followed in order to ensure that our safeguarding principles are maintained.

This includes ensuring that:

- There is a written job description/person specification for the post
- Those applying have completed an application form and a self-declaration form
- Safeguarding has been discussed prior to appointment
- Written references have been obtained, and followed up where appropriate
- A Disclosure & Barring Service (DBS) check has been completed where necessary, using the CCPAS Disclosure Service
- Qualifications (where relevant) have been verified
- A suitable training programme is provided
- The applicant has been given a copy of this Safeguarding Policy and our Code of Conduct, and knows how to report concerns.

The Leadership has also adopted a policy on the Recruitment of Ex-offenders, which is included as Appendix D.

### **Management of workers – Code of Conduct**

As a Leadership, we are committed to supporting all workers and ensuring that they receive support and supervision. All workers are issued with a Code of Conduct – either relating to Children & Young People or to Adults with Care and Support needs, depending on which is relevant.

These Codes of Conduct are included as Appendix B and Appendix C.

All workers with children, young people and adults with care and support needs will be subject to a DBS check as appropriate. These DBS checks will be repeated every three years.

## **6. PASTORAL CARE**

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been affected by abuse and who have contact with, or are part of, the church.

Each individual case is different and presents with differing needs, but pastoral care and support may be provided by:

- Pastoral counselling with a pastor and/or elders
- Outside support that the church might seek to access on behalf of an individual concerned

When someone attending the church is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership is committed to ensuring that safeguarding principles are kept paramount. We adopt the Policy on the Recruitment of Ex-offenders, which is included as Appendix D.

## **APPENDIX A: SAFEGUARDING STATEMENT**

Greenstead Evangelical Free Church acknowledges its responsibility to protect everyone entrusted to its care. This includes those who are church members and those who regularly attend our services, as well as those who attend groups or events that the church runs and those group leaders.

- We recognise that we all have a responsibility to help prevent the physical, sexual or emotional abuse and neglect of children and young people (those under the age of 18), and to report any such abuse that we discover or suspect.
- We believe that every child should be valued, safe and happy. We want to ensure children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs, and to report any such abuse that we discover or suspect.
- We believe all adults should enjoy, and have access to, every aspect of the life of the church unless they pose a risk to the safety of those we serve.

### **We are committed to**

- Taking proper care in the appointment of all those who will work on behalf of the church with children, young people and adults with care and support needs.
- Ensuring that workers adhere to the agreed procedures of our Safeguarding Policy and the guidelines established in our Code of Conduct.
- Supporting the Safeguarding Coordinator (and Deputy) in their work and in any action they may need to take in order to protect children, young people and adults with care and support needs.
- Supporting parents and families and nurturing, protecting and safeguarding children and young people.
- Supporting all who come into this church who are affected by abuse.

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as Safeguarding Coordinators for this Church:

MRS DOROTHY SLATTER  
DR JOHN FORD

Safeguarding Coordinator  
Deputy Safeguarding Coordinator

## **APPENDIX B: CODE OF CONDUCT (WORKING WITH CHILDREN & YOUNG PEOPLE)**

The following Code of Conduct should be adhered to at all times by those working (either in a paid or voluntary capacity) with children or young people. These measures will help to safeguard the children and young people, as well as helping to protect our workers from false accusations.

### **GENERAL GUIDELINES**

- Treat all children with respect and dignity. At all times bear in mind their age and therefore carefully consider your choice of language, tone of voice, and how close you stand to the child.
- Some children enjoy, or need, physical contact. Workers should, however, be careful to ensure that any physical contact with a child is visible for others to see, and is in no way inappropriate. Any concerns regarding inappropriate behaviour must be recorded on a Safeguarding Report form.
  - Do not let children or young people involve you in excessive attention seeking that could be sexual or physical in nature.
- Never engage in any of the following:
  - Invading the privacy of children when toileting
  - Sexually provocative or excessively rough games
  - Making suggestive comments about, or to, a child or young person
  - Inappropriate and intrusive touching of any form
  - Any scape-goating, ridiculing or rejecting of a child
- Any concern, no matter how insignificant it might seem, about a child's welfare must be recorded on a Safeguarding Report Form. This includes things you may have seen or heard from the child, or concerns about his/her unusual or inappropriate behaviour.

### **ADULT:CHILD RATIOS**

- The following Adult-to-Child ratios are guidelines issued by NSPCC:

<b>Age of children</b>	<b>Adult:Child ratio</b>
2-3	1:4
4-8	1:6
9-12	1:8
13-18	1:10

- As far as possible, a worker should not be alone with a child where their activity cannot be seen. On church premises, this may mean leaving doors open or two groups working in the same room.
  - In a counselling situation with a child or young person, where privacy and confidentiality are important, make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be nearby and the young person should know they are there.

### **TOILETING**

- If a child needs any kind of help in toileting, make sure another adult is present.

- If another adult is not available, make sure another child from the group (the same sex as the child you are helping) is present.

### **FIRST AID**

- First Aid (apart from plasters, etc) should be administered only by those trained to do so.
- Be willing to comfort a hurt or distressed child, but be careful to ensure that any physical contact is not inappropriate.
- If administering First Aid that necessitates physical contact of an intimate nature, ensure that another adult is present.

### **BEHAVIOUR AND DISCIPLINE**

- Control and discipline should be exercised without using physical punishment.
- A written record must be kept of all incidents which have resulted in action being taken against a child, or has warranted a visit/call to the child's parents. A copy of the record should be given to the Safeguarding Coordinator to be kept on file.
- There are occasions when a child's behaviour means that he/she cannot reasonably or safely remain on the Church premises. In such cases, the parent/guardian must be contacted immediately to collect the child.
- A temporary or permanent ban should only be used as a last resort, and the decision shall be taken by the Team Leader.

### **AWAY FROM THE CHURCH PREMISES**

- Never invite a child or young person to your home alone. If, for example, organising a Youth Group event, ensure that a group is invited and that someone else is in the house. Make sure all the children's parents know where the children are.
- You should not give lifts to children on your own – make sure that there is another adult present. Written permission should always be obtained in advance from the parent/guardian.
- Adults must not share sleeping accommodation with children or young people if an overnight event is arranged either at the Church or at another venue.

### **WHISTLEBLOWING**

- If you see another member of the team not following the above guidelines, or in any way acting in a way that could be misconstrued, be prepared to speak to them or to the Team Leader about your concerns.
- There should be an atmosphere of mutual support and care, which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## **APPENDIX C: CODE OF CONDUCT (WORKING WITH ADULTS WITH CARE AND SUPPORT NEEDS)**

The following Code of Conduct should be adhered to at all times by those working (either in a paid or voluntary capacity) with children or young people. These measures will help to safeguard the children and young people, as well as helping to protect our workers from false accusations.

### **GENERAL GUIDELINES**

- Treat everyone with dignity and respect. At all times bear in mind the needs of the adults with whom you are working, and therefore carefully consider your choice of language, tone of voice, and how close you stand. Some behaviours may be easily misconstrued.
- Try to avoid situations where a male worker would be alone with a female adult with care and support needs.
- Never engage in any of the following:
  - Invading privacy
  - Sexually provocative behaviour
  - Making suggestive comments about, or to, an adult with care and support needs
  - Inappropriate and intrusive touching of any form
  - Any scape-goating, ridiculing or rejecting of an adult with care and support needs
- Any concern, no matter how insignificant it might seem, about a person's welfare must be recorded on a Safeguarding Report Form. This includes things you may have seen or heard from the person, or concerns about his/her unusual or inappropriate behaviour.
- If you are acting on behalf of the Care Team, ensure that the Care Coordinator knows what support you are giving, and how regularly.
- If you are acting in a pastoral manner, ensure that the elders know what support you are giving, and how regularly.
- Discuss with the Care Coordinator and/or elders if you are unsure about anything you are asked to do to help an adult with care and support needs.
- Avoid giving help on financial matters alone – try to ensure that another worker is with you.

These guidelines are intended to apply to work with adults with care and support needs with whom we come into contact. We do not intend them to impinge upon the demonstration of loving care to brothers and sisters in Christ within the church fellowship.

## **APPENDIX D: POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

### **PURPOSE**

Greenstead Evangelical Free Church is willing to consider ex-offenders for any role (either paid or voluntary) within our organisation. This willingness is a reflection on our belief in the importance of giving people a 'second chance,' and that in the mercy of God, individuals can come to repentance and newness of life.

There may be times when ex-offenders attend the church for services of worship, and they may be encouraged to get involved in other aspects of church life. If there is a risk to children, young people or adults with care and support needs, the elders and Safeguarding Coordinator will carry out a risk assessment and put in place a plan for that individual in order to minimise and manage risk.

### **POLICY**

As stated in our Safeguarding Policy, we ensure that robust recruitment and management procedures are in place when appointing workers (either paid or voluntary) to positions where there is a degree of risk – e.g. working with children, young people, or adults with care and support needs.

- DBS checks will be sought, and it will be made clear to the applicant when a post requires disclosure of criminal record information.
- Applicants will be given the opportunity to complete a self-disclosure prior to a DBS check being requested.
- Applicants will be judged on merit – i.e. do they meet the requirements identified in the person specification, do they have the skills required etc?
- Disclosed information may be taken into account when appointing workers in order to judge the suitability of the candidate and ensure appropriate risk management.

In addition:

- Existing workers will be re-checked by the DBS every three years.
- Existing workers (paid or voluntary) who are found to have a criminal conviction (or receive a conviction whilst working for us) should not be dismissed as a matter of course. They will normally be suspended whilst it is determined whether or not the conviction impacts upon the safety of them continuing in their role.
- Only after a full appraisal of the situation, including the risks involved, should dismissal be considered.

## **APPENDIX E: PHOTOGRAPHY AND SOCIAL MEDIA POLICY**

We take seriously the safeguarding of all those who attend Greenstead Evangelical Free Church, either for our Sunday services of worship or at any other groups or events that we run.

### **Photographs**

- We may take photographs at events, some of which may be used for promotional purposes (e.g. on our website, in leaflets or presentations).
- Parents/guardians will be asked when completing their child's registration form to give their consent for photographs to be taken and used for such purposes. They may withdraw that consent at any time.
- We will not use personal details (including contact details) or full names of any child or young person in a photographic image on our website or in printed publications. If we use photographs of individual children or young people, we will not use the name of that child in accompanying text or caption.
- We may use group photographs with general labels, but will not identify specific children.
- We will only use images of children and young people who are suitably dressed.

### **Social media**

- We will not put photographs of children on our social media sites without the express permission of the parent/guardian.
- At events where parents accompany their children and may take photographs (e.g. nativity plays, toddler group), we will make it clear that parents/carers should take photographs only of their own children, and that photographs containing images of other children must not be put on social media.

## **APPENDIX F: STORING INFORMATION**

In order for children to attend children's groups or activities at the church, parents/carers are required to complete a Registration Form. These must be completed on an annual basis. Registration Forms may be completed in person or online.

We will not give out any details on the Registration Form to any other party. The details on the Registration Form will be kept securely:

- Paper copies will be kept in a locked cabinet
- Paper copies will be kept for at least three years, and will be destroyed securely
- Electronic data will be password protected, and will be destroyed after three years

We may use the data we hold to contact parents/guardians concerning their child whilst at a church event or group. From time to time, we may use the data we hold to contact families regarding other activities or events we organise.

## APPENDIX G: SAFEGUARDING REPORT FORM

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern.

About the individual concerned	
Name:	Date of birth:
Address:	

About the incident	
Date of incident:	Time of incident:
Are you recording your own concerns, or recording concerns expressed by someone else? <input type="checkbox"/> Recording my own concerns <input type="checkbox"/> Recording concerns expressed by someone else* * Please give their name:	
Details of the incident or concerns: Please give as much detail as possible. What was said? Why are you concerned?	
Child's account of the incident:	

If necessary or useful, please use a Body Map sheet and staple it to this form.

Your details	
Name:	Role:
Address:	
Telephone number:	
Signature:	

PLEASE GIVE THIS FORM TO THE SAFEGUARDING COORDIANATOR (OR IN THEIR ABSENCE, THE DEPUTY SAFEGUARDING COORDINATOR) IMMEDIATELY. THANK YOU.

**To be completed by the Safeguarding Coordinator (or Deputy)**

**Date & time you received this form:**

**Is there an ongoing Safeguarding file on this individual? YES / NO**

**Have you sought advice from CCPAS? YES / NO**

**Date & time:**

**Advice given:**

**What action is to be taken?**

**Has a referral been made to an external agency? YES / NO**

**Date and time of referral:**

**Record any conversations with external agencies (including names of individuals you spoke to):**

**What action is to be taken?**

**Has the child's parents/guardians been informed? YES / NO**

**If so, record details of the conversation:**

**Outcome:**

**Signed:**

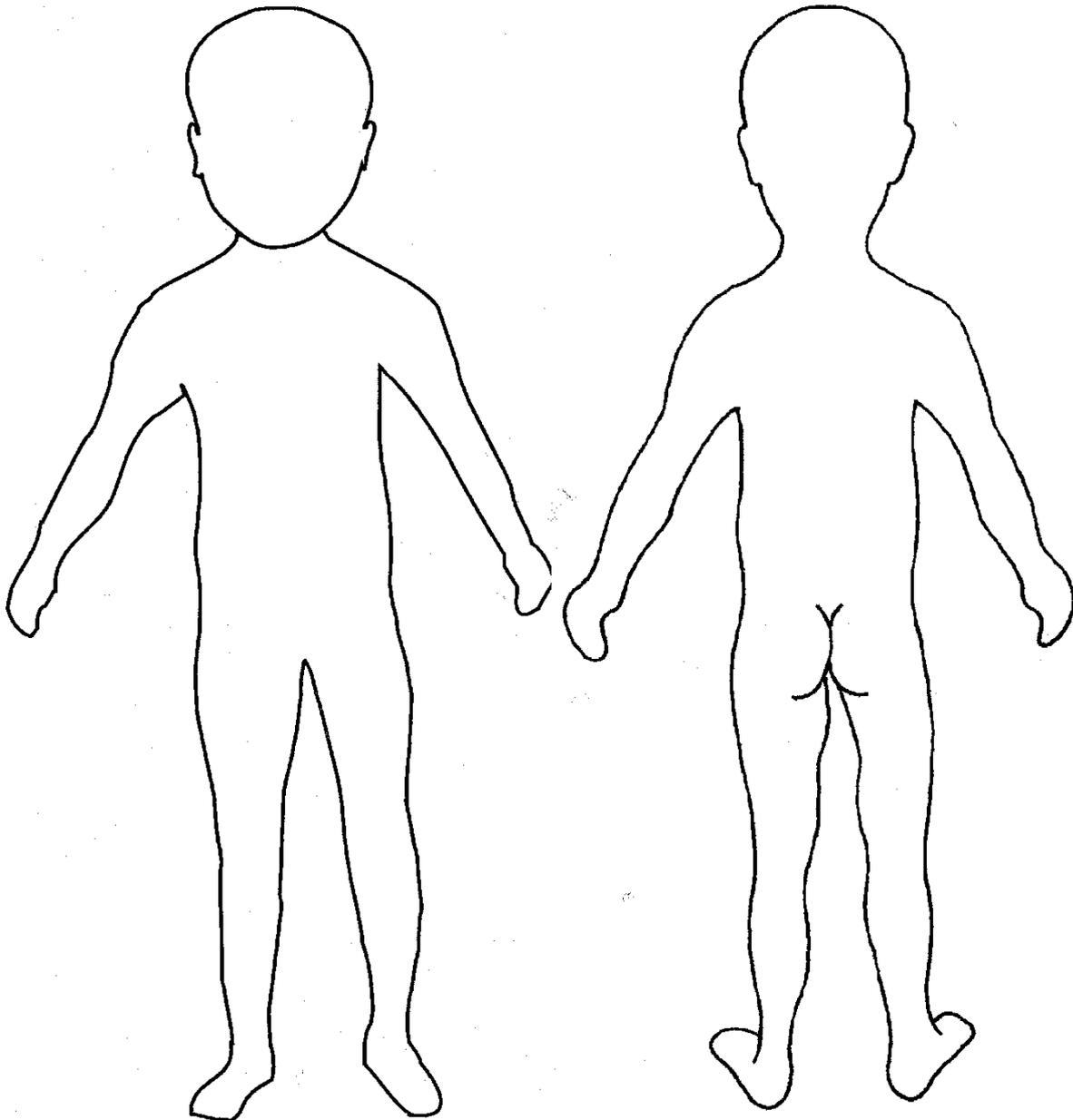
**Date:**

**Print name:**

**BODY MAP**

Please use this only to record any physical signs of suspected abuse. This form must be stapled to the Safeguarding Report Form.

Please be as specific as possible as to the location, and relative size, of any injury.



<b>Child's name:</b>	
<b>Your name:</b>	<b>Date:</b>
<b>Your signature:</b>	

