

St Saviour's Safeguarding Concerns Reporting Procedure 2023

1. When a member of the congregation/ children/youth/Trekkers groups receives a disclosure or notices something of concern, they should immediately report their concern.
2. The report should be made to **Annabelle Varley (Parish Safeguarding Officer "PSO")** or to **Hilary Carter (Safeguarding Administrator)** (Collectively the **"Safeguarding Contacts"**) or to a member of the clergy, if the PSO or Administrator are unavailable.
3. The reporter should not investigate or address the matter themselves or inform the family of the person at risk that they have reported a concern.
4. In the event that no Safeguarding Contact, or clergy are available the individual should contact the Diocese Safeguarding Advisor (DSA) directly.
5. Where there is an imminent risk to an individual the Safeguarding Contact will immediately contact the police or social services, and the Diocese Safeguarding Advisor (DSA) will be advised of the situation.
6. If there is no immediate risk the receiving Safeguarding Contact will liaise with the St Saviour's Core Safeguarding Panel which will decide how to proceed.
7. The Core Safeguarding Panel is made up of Graham Shaw, Lucy Webb , Annabelle Varley and Hilary Carter.
8. The DSA will be advised within 24 hours of the concern being passed to one of the Safeguarding Contacts or clergy. In reality, advice from the DSA is usually sought within a few hours of the concern being raised. The advice of the DSA will be acted upon.
9. The person reporting the concern is required to make a written statement, either by email or using a record of concern form, within 24 hours of raising the report. The report should be factual and include date/time, who was present and what was happening at the time. The statement is stored long- term in the safeguarding files by the Safeguarding Administrator, along with the advice of the DSA and a record of subsequent actions taken.

REPORTING PROCESS

Children's volunteer hears a disclosure
or sees / notices something about which
he / she is concerned



Volunteer tells their Group Leader



Group Leader and Volunteer then...

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- (1) Complete a written disclosure form within 24 hours of report being made
 - (2) Inform one of the safeguarding contacts immediately
 - (3) If a safeguarding contact is not available, contact the Diocesan Safeguarding Adviser directly

The Safeguarding Contact seeks advice from the Diocesan Safeguarding Adviser or calls the police if the matter is urgent.