

# Safeguarding Flowchart: What to do, by whom and by when

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

**YES**

Is the Child/Adult at Immediate Risk?

**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.

Parish Contacts:

Concern about a member of the clergy or church officer

Contact the Diocesan Safeguarding Adviser *Heather Bland* or *Jem Carter*  
Contact details on front page of the safeguarding area of the diocesan website.

They will be able to advise on the next steps.

Concern about a member of the congregation

Inform Parish Clergy, and the Parish Safeguarding Officer:

Formally report to the Diocesan Safeguarding Adviser *Heather Bland* or *Jem Carter*

Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and file it securely in the parish office. Send a copy to the Diocesan Safeguarding Adviser.