



## Reporting a Safeguarding Concern

### I. A Concern Is Identified

You may:

- Observe something worrying
- Receive a disclosure
- Hear an allegation
- Become aware of a safeguarding risk

⚠ **Do not investigate**

⚠ **Do not promise confidentiality**

### 2. Is Anyone in Immediate Danger?

#### YES

- → Call **999** immediately
- → Ensure safety
- → Inform a **Churchwarden** as soon as possible
- → Contact the **Diocesan Safeguarding Adviser (DSA)** - 07741 013 775

#### NO

- → Proceed to Step 3

### 3. Report the Concern (within 24 hours)

Report to **one of the following**:

- → **Churchwarden / Member of the Safeguarding Team**
- → **Incumbent / Oversight Minister**
- → **PCC Chair or Secretary**

*If the concern involves any of the above:*

- → Report **directly to the Diocesan Safeguarding Adviser (DSA)**

#### 4. Contact the Diocese of Sheffield

The Churchwarden / Incumbent will:

- → Contact the **Diocesan Safeguarding Adviser (DSA)** promptly
- → Follow diocesan guidance on next steps

The **DSA** will advise on:

- → Children's Social Care
- → Adult Social Care
- → Police
- → Any safeguarding agreements or risk management

#### 5. Record the Concern

Make a written record **as soon as possible** (forms are in a **red** file on the vestry window ledge):

- Date, time, place
- What was said or observed (facts only)
- Actions taken
- Who was informed

Records are:

- Secure
- Confidential
- Shared only on a need-to-know basis (e.g DSA / group leaders where necessary)

#### 6. PCC Oversight (No Safeguarding Officer)

In the absence of a Parish Safeguarding Officer:

- → **Overall safeguarding responsibility rests with the PCC**
- → **Churchwardens manage concerns** in liaison with the DSA
- → PCC ensures procedures are followed and reviewed

#### 7. Support

- → Victims and survivors are listened to and supported
- → Pastoral care offered appropriately
- → Those subject to allegations are treated fairly
- → Providing with safeguarding support materials (paper copies and electronic)

#### Key Principle

**If in doubt — report it.** Safeguarding is everyone's responsibility.

*Procedure Agreed: January 2026.*