Cover Sheet

Granville Street Church Safeguarding Policy

Reviewed October 2026

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Section 1

Details of the organisation

Name of Organisation: Granville Street Church

Address: Granville Street, Aylesbury, HP20 2JR

Tel No: 01296 326 613

General Email address: info@granvillestreetchurch.org.uk

Leadership: (Elders): David Wall, Philip Richardson
(Deacons): Alison Watkins, Sue Giles, Janice Carpenter, Paul Carpenter

Leader Contact: 07826 513 694, philip@granvillestreetchurch.org.uk

Safeguarding Lead Name: Sue Giles

Safeguarding Lead Contact: 07985 624761, gsue1765@gmail.com

Deputy Safeguarding Lead Name: Philip Richardson

Deputy Safeguarding Lead Contact: 07826 513 694, philip@granvillestreetchurch.org.uk

Safeguarding Trustee Name: Philip Richardson

Safeguarding Trustee Contact: 07826 513 694, philip@granvillestreetchurch.org.uk

Charity Number: 1194843

Company Number: CE025586

Insurance Company: Congregational

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults at risk:

We are a Christian church meeting for worship, prayer and Bible study to encourage growth in faith and discipleship, and promoting the Christian faith through local outreach and support of other like-minded organisations locally and around the world.

Our Sunday services are open to all and our regular attenders include older adults and adults with mental and physical health needs. We run a Sunday school class for a small number of children and a monthly drop in group for male carers and young children.

Section 2: Governance and Culture

Our Commitment

We are committed to providing a safe and caring place for children, young people and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why Granville Street Church follows the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children, young people and adults safe.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by ThirtyoneEight:

https://thirtyoneeight.org/help-and-resources/knowledge-hub/our-10-standards/

Governance

Granville Street Church has Trustees with legal responsibility for the organisation. The Trustees help make important decisions and makes sure the organisation follows the law and good practice. The church also has a wider leadership team including Deacons and Elders (some of whom are also trustees).

The leadership team also help create the organisation's culture. Culture means "the way we do things around here". It includes our values, behaviours and how people treat one another. A good culture helps keep people safe.

The Trustees have overall responsibility for safeguarding. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- workers are trained
- policies are followed
- risks are managed
- legal duties are met
- concerns are reported to the Charity Commission for England and Wales

This Safeguarding Policy and Safeguarding Statement are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- workers and volunteers are recruited safely
- workers receive the training they need
- people are accountable for their actions
- workers follow the Code of Conduct
- the organisation's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns

Section 3: Awareness and Prevention

Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children, young people and adults. Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, a child is anyone under 18 years old.

An adult at risk of harm will be defined as any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

We follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that nobody should experience cruel, inhuman or degrading treatment or punishment.

This policy follows the safeguarding laws and statutory guidance that apply where the organisation operates.

- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017
- Care Act 2014
- United Nations Convention on the Rights of the Child (UNCRC)
- Safeguarding Vulnerable Groups Act 2006

Organisational Awareness

We want everyone who comes into contact with Granville Street Church to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

We will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display posters and safeguarding information in our buildings.
- Safeguarding will be discussed at relevant meetings.
- We will remind workers, volunteers and service users how to report concerns.

Granville Street Church will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

Safeguarding Training

Granville Street Church is committed to providing safeguarding training for all workers and volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the organisation to understand:

- what safeguarding is
- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All workers and volunteers will receive safeguarding training that is appropriate for their role. This will include induction training when they start and refresher training at agreed intervals.

Training requirements will be set for:

- Safeguarding Lead **(Every 3 Years)**
- Deputy Safeguarding Lead **(Every 3 Years)**
- Trustees **(Every 5 Years)**
- Leadership team **(Every 5 Years)**

- Children's Workers **(Every 5 Years)**

The organisation will keep records of safeguarding training and make sure people complete the training needed for their role.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

Safer Recruitment

Granville Street Church is committed to recruiting volunteer workers safely. We will follow government guidance and safer recruitment practices to help protect children, young people and adults at risk of harm.

Before someone starts volunteering with us, we will make sure that:

- safeguarding is discussed during the recruitment process
- relevant criminal records checks are completed, including DBS for Sunday School leaders
- a suitable induction and training programme is provided
- the worker or volunteer has access to a copy of the safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the relevant Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who works and volunteers in our organisation. It is an important part of our commitment to safeguarding.

Managing Those Who May Pose a Risk

Sometimes a person who attends the organisation may be known to pose a risk to children or adults at risk of harm. When this happens, Granville Street Church will take steps to help keep everyone safe.

The Leadership will:

- assess the risks involved
- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed
- monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals. Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

Section 4: Management of Workers

Practice Guidelines

As an organisation that works with children, young people and adults at risk of harm, we are committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.
- We have the following guidelines for activities we run:

Pastoral conversations and prayer:

- Should take place in a public context where possible
- Otherwise at least two responsible adults should be present
- Should always be conducted by consent and never pressured

Sunday Club

- There must always be two adults leading the group
- At least one adult must be trained and DBS checked (the second adult may sometimes be a parent)
- Leaders should not initiate unnecessary physical contact with the children
- If children need the toilet they should be supervised by their own parent or care giver
- If children use the back room at other times during the service they must be supervised either by their own parent or else by two adults as above.

Who Let the Dads Out

- Dads/carers are responsible for their own children
- At least one adult from the within the church congregation who is trained and DBS checked will be in attendance as leader.
- Children should not leave the main hall unsupervised
- Unfamiliar adults without children should not be admitted to the building during WLTDO sessions.

We will use risk assessments where needed to identify and manage risks.

We will also use consent forms when they are needed for an activity.

All workers and volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our organisation.

Code of Conduct

Granville Street Church is committed to supporting all workers and volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All workers and volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children, young people and adults at risk of harm.

The Code of Conduct helps workers and volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.
- All workers and volunteers are expected to:
- follow the Code of Conduct
- act in ways that support safeguarding
- treat people with dignity and respect
- follow organisational policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct applies both during organisational activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the organisation.

Additional training and support will be provided where needed to help workers and volunteers understand and follow the Code of Conduct.

[The Code of Conduct can be found in Appendix 2.]

Positions of Trust

All adults who work with children, young people or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

Workers and volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.
- People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

It is illegal in England, Wales and Northern Ireland for a person in a Position of Trust within a faith setting to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.

All workers and volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

Whistleblowing / Raising a concern

Granville Street Church wants people to feel safe speaking up about concerns. We encourage workers, volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised
- listening to concerns carefully
- responding fairly and appropriately
- taking concerns seriously
- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

Workers and volunteers should report concerns if they believe:

- someone may be at risk of harm
- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the organisation at risk
- something does not feel right and needs to be checked.
- People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.
- All concerns will be considered carefully and managed in line with organisational policies and procedures.

Section 5: Partnership Working

We expect Bucks Mind, and other organisation that uses our premises to have their own safeguarding policies that meets our safeguarding standards.

We expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns

- provide a safe environment for children and adults at risk of harm.

Section 6: Responding to Concerns

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it.

All safeguarding concerns must be recorded using the organisation's safeguarding reporting form.

[A copy of the form can be found in Appendix 3.]

If a worker or volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead.

Safeguarding Lead

Name: Sue Giles
Telephone: 07985 624 761
Email: gsue1765@gmail.com

The Safeguarding Lead has been appointed by the trustees or leadership team to manage safeguarding concerns and make referrals to statutory authorities when needed.

Deputy Safeguarding Lead

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead.

Name: Philip Richardson
Telephone: 07826 513 694
Email: philip@granvillestreetchurch.org.uk

Safeguarding Trustee

If the concern involves both the Safeguarding Lead and the Deputy Safeguarding Lead, the concern should be reported to the Safeguarding Trustee.

Name: David Wall
Telephone: 07889 293 584
Email: walldavid1946@gmail.com

Support From Thirtyone:eight

Granville Street Church is a member of Thirtyone:eight; the Safeguarding Lead or other authorised workers may contact the Thirtyone:eight Safeguarding Helpline for advice. Telephone: **0303 003 1111 (Option 2)**

Recording Concerns

The worker or volunteer should:

1. listen carefully
2. take the concern seriously

3. record the information accurately
4. complete the safeguarding reporting form
5. share the information with the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely.

Getting Advice and Making Referrals

The Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Chair of Trustees
- the trustee responsible for safeguarding
- the organisation's insurer
- the relevant charity regulator
- local safeguarding professionals
- statutory agencies.

This may include referrals to:

- Children's Services:
  01296 383962 | 0800 999 7677 (out of hours)
  secure-cypfirstresponse@buckinghamshire.gov.uk
  https://www.buckssafeguarding.org.uk/childrenpartnership/reporting-a-concern/report-a-concern-professional/

- Adult Services:
  01296 383204 | 0300 131 6000 (out of hours)
  ascfirstresponse@buckinghamshire.gov.uk
  https://careadvice.buckinghamshire.gov.uk/adult-social-care-services/contact-adult-social-care/

- Police: 101 or 999 if person at is at risk of harm
- Local Authority Designated Officer (LADO):
  01296 382 070
  secure-LADO@buckinghamshire.gov.uk
  https://www.buckssafeguarding.org.uk/childrenpartnership/professionals/lado/

- Charity Commission for England and Wales:
  https://www.gov.uk/government/organisations/charity-commission

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform the Local Authority Designated Officer (LADO)

Chair of Trustees or trustee responsible for safeguarding may need to contact the insurance company or the charity regulator.

If the Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy Safeguarding Lead should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or police without delay.

Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen. However, we encourage workers and volunteers to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly.

The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy Safeguarding Lead do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

Detailed Procedures Where There Is a Concern About a Child

Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- Children's Social Care (England)
- Thirtyone:eight for advice.

If the concern involves a parent or carer, they should not be informed unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals or Thirtyone:eight.

Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy Safeguarding Lead will act without delay.

They will:

- contact the relevant children's safeguarding service
- contact the police, Police Scotland or the Police Service of Northern Ireland (PSNI), where appropriate
- seek advice from Thirtyone:eight if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will consider whether parents or carers should be informed and will seek advice if they are unsure.

Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- Physical harm or abuse
- Sexual harm or abuse
- Organisational abuse
- Financial harm or abuse
- Discriminatory abuse
- Neglect
- Self-neglect
- Exploitation
- Forced marriage
- Modern slavery and human trafficking
- Domestic abuse
- other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy Safeguarding Lead will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, emergency services should be contacted on **999**.

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

Referrals for Adults at Risk

The Safeguarding Lead may contact:

- Adult Social Care (England)
- Thirtyone:eight for advice.

Concerns About Spiritual Abuse

If there is a concern about spiritual abuse, the Safeguarding Lead will:

- make sure the concern is recorded
- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight
- consider what safeguarding action may be needed.

Allegations Against Workers Who Work With Children

If a concern involves a worker or volunteer who works with children or young people, the Safeguarding Lead will:

- make a referral to the **Local Authority Designated Officer (LADO)**
- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS) or Disclosure Scotland. The organisation will cooperate fully with any safeguarding investigation.

Allegations Against Workers Who Work with Adults at Risk

If a concern involves a worker or volunteer who works with adults at risk, the Safeguarding Lead will:

- liaise with the relevant adult safeguarding service
- follow safeguarding advice received
- consider making a referral to the DBS or Disclosure Scotland
- share information with the police where appropriate. Safeguarding investigations are the responsibility of the relevant statutory agencies, not the organisation.

Allegations of Non-Recent Sexual Abuse

If an adult discloses non-recent sexual abuse, the Safeguarding Lead will:

- listen carefully and take the disclosure seriously
- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk, the Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

Section 7 – Supporting Victim-Survivors

Supporting Those Affected by Harm and Abuse

Granville Street Church is committed to supporting people who have experienced harm, abuse or neglect. We recognise that abuse can have a lasting impact on people and those around them.

We will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, we will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.
- We understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

Adoption of the Policy

This policy has been approved by the leadership of **Granville Street Church.**

The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the organisation.

Review Date: October 2027

Signed: 

Position: Elder

Date: 30th Oct 2026

APPENDIX 1

Safeguarding Statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Organisation: Granville Street Church

Date Agreed: October 2026

Our Commitment

This organisation is committed to safeguarding children and adults at risk of harm and promoting their wellbeing.

We recognise that everyone has a responsibility to help prevent harm, abuse and neglect.

We respect the dignity, rights and wellbeing of every child and adult. Our policies and procedures reflect this commitment.

We believe everyone should be able to take part in the life and activities of the organisation in a safe and welcoming environment.

We are committed to recruiting workers and volunteers safely and responsibly.

We believe that every child and adult should be:

- valued
- safe
- respected
- supported.

We want everyone who comes into contact with our organisation to know they can speak up if they are worried about harm, abuse or neglect.

We Are Committed To:

- following statutory, denominational and specialist safeguarding guidance
- following the procedures in our safeguarding policy
- meeting the requirements of all relevant legislation
- providing training and support for workers and volunteers
- keeping up to date with national and local safeguarding developments
- making sure workers and volunteers understand their safeguarding responsibilities
- supporting people affected by abuse.

Review

We will review this safeguarding statement and our safeguarding policy every year.

Safeguarding Contacts

If you are worried about a child or an adult, contact one of the people below:

Safeguarding Lead

Deputy Safeguarding Lead

A copy of the safeguarding policy is available at:

https://www.granvillestreetchurch.org.uk/Resources/Policies.php

Signed on behalf of the leadership/organisation

Signed: 

Date: 30 Oct 2026

APPENDIX 2

Code of Conduct

Name of Organisation: Granville Street Church

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).
The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Granville Street Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

APPENDIX 3

Cause for Concern Form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)[1, 2, 3]

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): ..... Role/Job title: Signature:		
Other members of the household[4]:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)*		
How did the concern come to light?		
What is the child/adult saying about what has happened[4]?		
Any other relevant information. Previous concerns etc.		

Date and time of discussion with Safeguarding Lead[5]: _____

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).

2. Essential principles of recording the information received/disclosed/observed:
    a. Remember: do not investigate or ask any leading questions
    b. make notes within the first one hour of receiving the disclosure or observing the incident
    c. be clear and factual in your recording of the incident or disclosure
    d. avoid giving your opinion or feelings on the matter
    e. aim to record using the 4 W's and 1 H: When, where, what, why and how
    f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
    g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the

case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding Lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

<table>
<tr><td>Information received by SC:</td><td>Date:</td><td>Time completed:</td><td colspan="3">From whom:</td></tr>
<tr><td rowspan="2">Any advice sought, if applicable</td><td>Date:</td><td>Time completed:</td><td colspan="3">Source of advice: name/organisation:</td></tr>
<tr><td colspan="5">Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="5"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded

(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td>Date:</td><td>Time completed:</td><td colspan="3">By whom:</td></tr>
<tr><td colspan="2">Referral</td><td colspan="3">To whom</td></tr>
<tr><td colspan="5">Signposting to other community resources</td></tr>
<tr><td colspan="5">Pastoral Care and other support from church</td></tr>
<tr><td colspan="5">Ongoing Monitoring</td></tr>
<tr><td></td><td>Y</td><td>Who spoken to:</td><td>Date:</td><td>Time:</td><td>By whom:</td></tr>
</table>

Parent/carer informed?					
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS[3]:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important

before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?

3. ***Overview of actions -*** Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.