

Responding to a Safeguarding Concern:

- ✓ Listen attentively and respond with the utmost sensitivity and respect; do not promise confidentiality.
- ✓ **A child shouldn't return to a situation where they might be in danger. Contact one of the safeguarding officers immediately, and they will seek advice before considering sending a child home.**
- ✓ Complete a Safeguarding Incident Report Form (blue form), found in the safeguarding box file upstairs in the youth room – it can also be found as Appendix 3 of this policy.
- ✓ The form should include as much detail as possible, recorded verbatim in the words of the child or individual concerned. All entries must be clearly dated and timed.
- ✓ Paper Report Forms should be handed directly to one of the Safeguarding Officers at the earliest possible opportunity (in an envelope).
- ✓ Electronic Report Forms (appendix 3) can be submitted via email to safeguarding@minsterchristiancentre.org.uk.
- ✓ You **must immediately** call or text a safeguarding officer to notify them that one has been submitted so it can be dealt with in a timely manner.

Child Safeguarding Co-Ordinator	Rebecca Hope-Gill	07931662822	If relating to children
Adult Safeguarding Co-Ordinator	Clare Gatenby	07960588060	If relating to adults
Deputy Safeguarding Officer	Marion Budd	02920 747398	in absence or suspected implication of the appropriate Safeguarding Co-ordinator(s).

