

**SAFEGUARDING NOTIFICATION AND REFERRAL FORM**

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| **Please complete this form when you want to**:  | Tick as appropriate  |
| * Notify and refer any allegations, concerns or an incident relating to a child or adult safeguarding matter from within your church to the circuit Safeguarding officers
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| * Notify the Circuit Safeguarding Team of contact from other agencies regarding adults who pose a risk and/or an adult who requires a contract of care.
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| **All safeguarding concerns or incidents should be sent to the District Team within 24 hours of receiving the initial information** |  |

Please retain a copy for your records and send the completed form by post, by hand or via email (password protected see instructions at the end of the form) to: voamethodistsafeguarding@gmail.com

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| **Section 1 - Details of the person completing this enquiry/notification/referral**  |
| **Name**  |  |
| **Address**  |  |
| **Tel no:**  |  | **Email:**  |  |
| **Role in the church**  |  |
| **Church**  |  | **Circuit**  |  |
| **Date of this enquiry/notification** |  |

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| **Section 2 - Case related safeguarding concerns and allegations**  |
| **Details of child/adult to whom the notification relates** |
| **Name** of child/ren/ adult(s) you have concerns about |   |
| **Address and contact details** of child/adult |  |
|  | Tel no:  | Email: |
| **Date of birth** of child/adult |   |
| **Church** where alleged incident took place or with which the above person is associated  |  |
| **Circuit**  |  |

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| **Section 3 - Nature of concern or incident that has taken place/is alleged to have taken place. Please use exact words said by child or adult if disclosure was made.**  |
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| **Section 4 - Action that has taken place to date, including details of other Church officers involved or aware of the concerns, and details of agencies and organisations informed.**  |
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| **Section 5 - Any additional information which would assist any subsequent enquiries or action which might be required.** (This might include information about the person’s role in the church, information about any previous concerns, details of family and support networks and potential impact of the concern/allegation) |
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| **Section 6 *- To be completed by the Safeguarding Officer(s)*** |
| **Outcome and response to the enquiry/consultation with the Safeguarding Team**  |
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| **Further actions required by whom and by when:** |
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| **Circuit Safeguarding Officer** |  |
| **Date of response**  |  |
| **Date feedback given to referrer** |  |

To password protect a word document you need to

* click onto **File** in the left-hand corner of the document
* click **Info** on the left-hand column and select **Protect Document**
* select **Encrypt with Password** from the drop-down list
* You are then asked to select a password of your choosing which you then confirm
* then save the document.

Once password protected a document cannot be accessed without the password so it is essential to always keep a list of the passwords for documents. Send the form and password in **TWO separate** emails to voamethodistsafeguarding@gmail.com