Responding promptly and appropriately to every safeguarding concern or allegation

**Concern/allegation**
You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation

**Emergency – immediate**
If a child or adult is in immediate danger or requires medical attention, call the police and/or social services immediately on 999

Record and report all information to the incumbent and PSO

**Non-emergency – within 24 hours**
Record and report to the incumbent/PSO or activity leader. Agree who will inform the DSA

Record and discuss with the DSA within 24 hours

The DSA will provide advice and guidance
OUTCOME

- No longer have concerns
  - Record and inform incumbent/PSO of no further action/church support offer
- Still have concerns about a child or adult
  - Agree who will refer to child/adult social care and/or police
  - Refer to child/adult social care or police within 24 hours
  - Share information and follow advice of child/adult social care and/or police. Keep DSA updated
- Still have concerns about a church officer
  - DSA refers to Local Authority Designated Officer and/or police
  - Ongoing liaison with statutory agency
  - DSA convenes core group within 48 hours

OUTCOME

- No further action
- Child/adult protection conference
- Criminal prosecution
- Disciplinary procedures
- Risk management

RECORD ALL ACTION – Consider the support needs of all those affected by allegations of abuse at all points in the above stages. Remember the safety and welfare of any child or adult takes precedence over all other concerns.