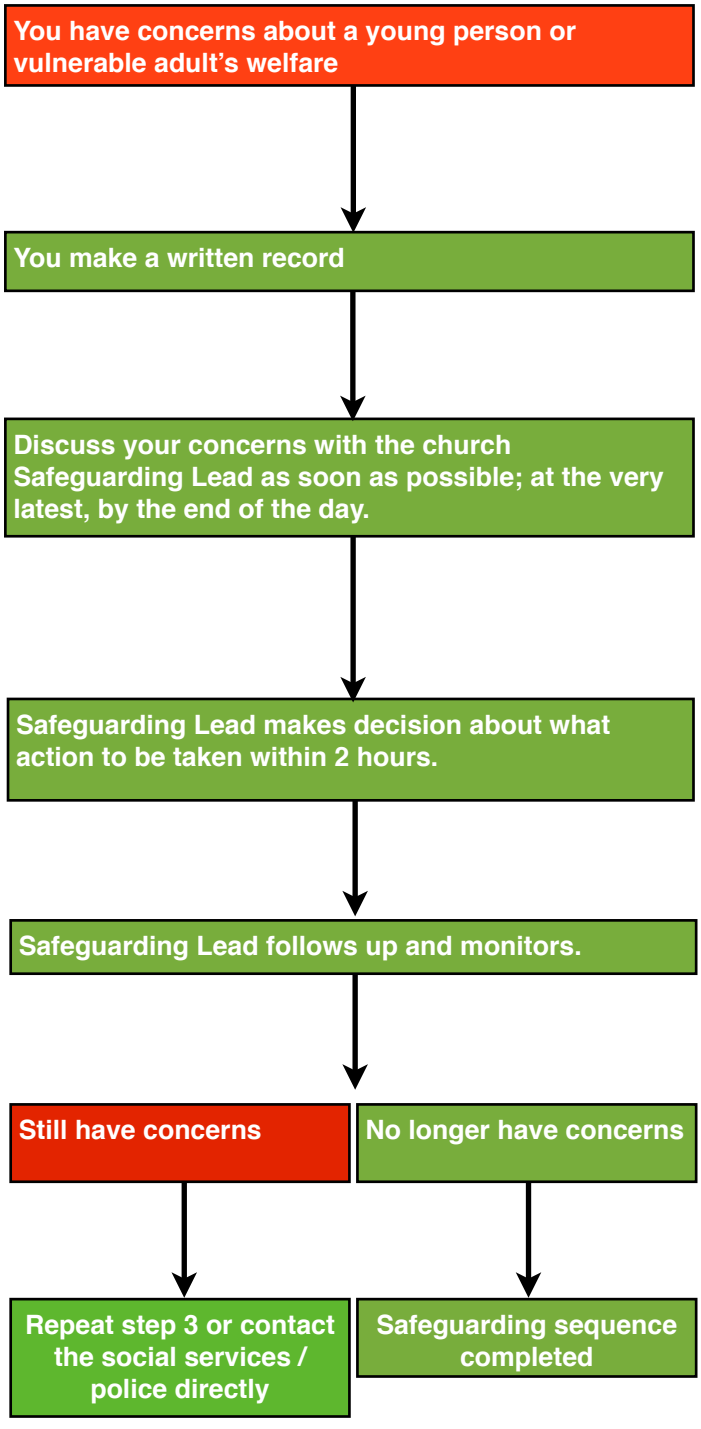
Safeguarding Process Flowchart.



- Something you have been told by the young person or vulnerable adult.
- Something you have been told by someone else.
- Something you have observed in their appearance.
- Something you have observed in their behaviour.
- Anything else that would cause you to have concern over their welfare.

- The person's name, address and date of birth.
- The date and time of the observation / disclosure.
- An objective record of the observation / disclosure.
- The *exact* words spoken by the person.
- Your name, date and time.
- Names of other people present or involved.

- Contact your church safeguarding lead for local related issues. Contact the WRU Safeguarding Officer or the General Secretary for questions, or national issues.
- All concerns should be referred to the church safeguarding lead.
- The church safeguarding lead will act according to the church's policy. In any event, the issue should be reported to the police or relevant agency asap.

- The safeguarding lead will make this decision within 2 hours and carry it out within 12 working hours.
- If the safeguarding lead isn't available or it is considered inappropriate to contact them, the deputy safeguarding lead should be contacted. ***If neither are available, contact social services for issues with a young person or the police for issues with a vulnerable adult.***

- If appropriate, the safeguarding lead will agree action with the person who raised the concern.

- If you still have concerns, or you are unsatisfied with the response from the safeguarding lead, you are well within your rights to bypass them and contact the social services or the police directly. ***Remember, it is better to be safe than sorry.***

If in doubt;

Reflect **-** do you have concerns for a child or young person or vulnerable adult's well being?

Record **-** make a written record of your concerns (as described above).

Report **-** report your concerns to your safeguarding officer.

Repeat **-** if you still have concerns.