

What To Do When Safeguarding Concerns Arise



Safeguarding concerns can arise in many different situations. When they do, they must be Recognised, Responded to, Recorded and Referred.

SAFEGUARDING CONCERNS MAY ARISE THROUGH

- A disclosure from a child or adult
- Concerns raised by someone else
- Something you witness or observe
- Information shared during conversation
- Information that becomes known during recruitment or safeguarding checks

Always take concerns seriously. Even non-recent abuse must be reported to safeguarding professionals.

RECOGNISE

- Be alert to the signs or disclosures of abuse.

Not everyone will use safeguarding language when they share a concern. A disclosure may be indirect or tentative. If something does not feel right, take it seriously even if you are not certain of what you are hearing.

RESPOND

- Listen carefully, remain calm and allow the person to speak at their own pace. Do not investigate or ask leading questions.

Do not rush this conversation. Give the person time and space to share what they are ready to share. Let them know gently that as a Church Officer you have a safeguarding responsibility and that what they share may need to be passed on to keep people safe.

RECORD

- Make a written record of the concern as soon as possible, including what was said, who is involved and relevant details. Records must be signed, timed and dated.

Be open with the person about where their information will be recorded and who may see it. If you need to come back to them for further details, let them know. Clarity at this stage helps people feel respected and informed.

REFER

- Safeguarding concerns must be referred promptly to the Safeguarding Officer and relevant authorities. If there is immediate risk of harm, contact emergency services without delay

Where you can, let the person know who the concern is being referred to and why. If there is space, ask whether they have any preferences about next steps. Being heard at this stage matters. Your DSO is there to guide you through what happens next.

