**Reporting a Safeguarding Issue or Concern**

**All Saints’ Church, St Anne’s Church and St Mary’s Church**

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| **Who has raised the issue or concern?**  *(This could be the ‘victim’; a member of the congregation; or a member of the public)* |
| **What is the issue or concern?**  *(Report facts and not opinions or presumptions. Do not ask leading questions when gathering information)* |
| **When was the issue or concern raised?**  *(Log the date and time that this was first reported)* |
| **What action has been taken?**  *(Seek advice immediately from the Safeguarding Team if the subject(s) is in danger)* |
| **What is the subject(s) of the issue or concern expecting to happen next?**  *(Do not promise that the issue or concern can remain confidential)* |
| **To whom in the Safeguarding Team and when was the issue or concern reported?**  *(Refer to Safeguarding Policy. Reporting should happen within 24 hours of the issue or concern being raised)* |
| **Name and contact details of individual reporting the issue or concern.** |