

# Safeguarding Flowchart: What to Do, by Whom and by When

A Safeguarding concern is reported, or identified, by someone within the parish or anonymously



Is the Child/Adult at Immediate Risk?

**YES**



**NO**



If the person is at immediate risk of physical harm or needs medical attention, dial 999 to contact the Ambulance Service and/or the Police, and follow the advice given.

As soon as possible (but within 24hrs) follow the reporting and recording process in green on the right.

## Parish Contacts:

Rev. Suzanne Pattle, Vicar: 01202 883721

## Parish Safeguarding Representative

Debbie Stevenson: 01202 856240

Jo Clayton: 07511 501891

Concern about a member of the clergy



Inform the PCC Safeguarding Rep who must seek advice from the Diocesan Safeguarding Team via [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org) who will be able to advise on the next steps.



Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and file it securely in the parish office. Send a copy to the Diocesan Safeguarding Adviser.

Concern about a member of the laity



Inform the Parish Clergy, and the PCC Safeguarding Rep :



Formally report to the Diocesan Safeguarding Advisers via [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org) or thirtyone:eight 0303 0031111 from 5pm Friday – 8am Monday

