

SAFEGUARDING NOTIFICATION AND REFERRAL FORM

Please complete this form when you want to:	Tick as appropriate
<ul style="list-style-type: none"> Notify and refer any allegations, concerns or an incident relating to a child or adult safeguarding matter from within your church to the circuit Safeguarding officers 	
<ul style="list-style-type: none"> Notify the Circuit Safeguarding Team of contact from other agencies regarding adults who pose a risk and/or an adult who requires a contract of care. 	
All safeguarding concerns or incidents should be sent to the District Team within 24 hours of receiving the initial information	

Please retain a copy for your records and send the completed form by post, by hand or via email (password protected see instructions at the end of the form) to:
voamethodistsafeguarding@gmail.com

Section 1 - Details of the person completing this enquiry/notification/referral			
Name			
Address			
Tel no:		Email :	
Role in the church			
Church		Circuit	
Date of this enquiry/notification			

Section 2 - Case related safeguarding concerns and allegations		
Details of child/adult to whom the notification relates		
Name of child/ren/ adult(s) you have concerns about		
Address and contact details of child/adult		
	Tel no:	Email:
Date of birth of child/adult		
Church where alleged incident took place or with which the above person is associated		
Circuit		

Section 3 - Nature of concern or incident that has taken place/is alleged to have taken place. Please use exact words said by child or adult if disclosure was made.

Section 4 - Action that has taken place to date, including details of other Church officers involved or aware of the concerns, and details of agencies and organisations informed.

