

## SAFEGUARDING NOTIFICATION AND REFERRAL FORM

Please	e complete this form when you want to:	Tick as appropriate
•	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	
•	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						
<b>Name</b> 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						
<b>Church</b> 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.

**Section 5 - Any additional information which would assist any subsequent enquiries or action which might be required.** (This might include information about the person's role in the church, information about any previous concerns, details of family and support networks and potential impact of the concern/allegation)

Section 6 - To be completed by the Safeguarding Officer(s)

Outcome and response to the enquiry/consultation with the Safeguarding Team

Further actions required by whom and by when:

To password protect a word document you need to

- click onto File in the left-hand corner of the document
- click Info on the left-hand column and select Protect Document
- select Encrypt with Password from the drop-down list
- You are then asked to select a password of your choosing which you then confirm
- then save the document.

Once password protected a document cannot be accessed without the password so it is essential to always keep a list of the passwords for documents. Send the form and password in **TWO separate** emails to <u>voamethodistsafeguarding@gmail.com</u>