



# **Safeguarding Policy Supporting Documents**

**Safeguarding children, young people and  
adults at risk**

**Address:** Christ Church Dunstable, West Street, Dunstable, LU6 1SX.

**Tel:** 01582 661 621

**Email:** [safeguarding@christchurchdunstable.org.uk](mailto:safeguarding@christchurchdunstable.org.uk)

**Website:** <https://christchurchdunstable.org.uk/what-we-do/safeguarding/>

## **Supporting Document Contents Page**

Please click on any of the appendices below to go straight to the page.

<b>Appendix D - Flowchart for Safeguarding concerns/allegations against Pastors, Elders, staff and church members</b>	<b>3</b>
<b>Appendix E - Reporting a concern or disclosure</b>	<b>4</b>
<b>Appendix F - Processing concerns or disclosures: The role of the DSL/DDSL</b>	<b>5</b>
<b>Appendix G Standard Document Samples:</b>	<b>6</b>
<b>Incident / Concern reporting form</b>	<b>7</b>
<b>Pastors and Elders Report</b>	<b>9</b>
<b>CCD Safeguard Poster</b>	<b>11</b>

**Appendix D - Flowchart for Safeguarding concerns/allegations against Pastors, Elders, staff and church members**

**Safeguarding Concern/allegation**



**Safeguard Team**

(If a safeguarding issue investigate and liaise, as appropriate, with Pastors)



**With consent, refer for Pastoral support**



**Inform Pastors (where appropriate)**

(If not a safeguarding issue refer to the Pastoral Team and/or CCD's [Complaints policy](#))



**Investigation by DSL or DDSL**

(Where necessary contact LADO and appropriate authorities)



**Outcomes and actions shared**

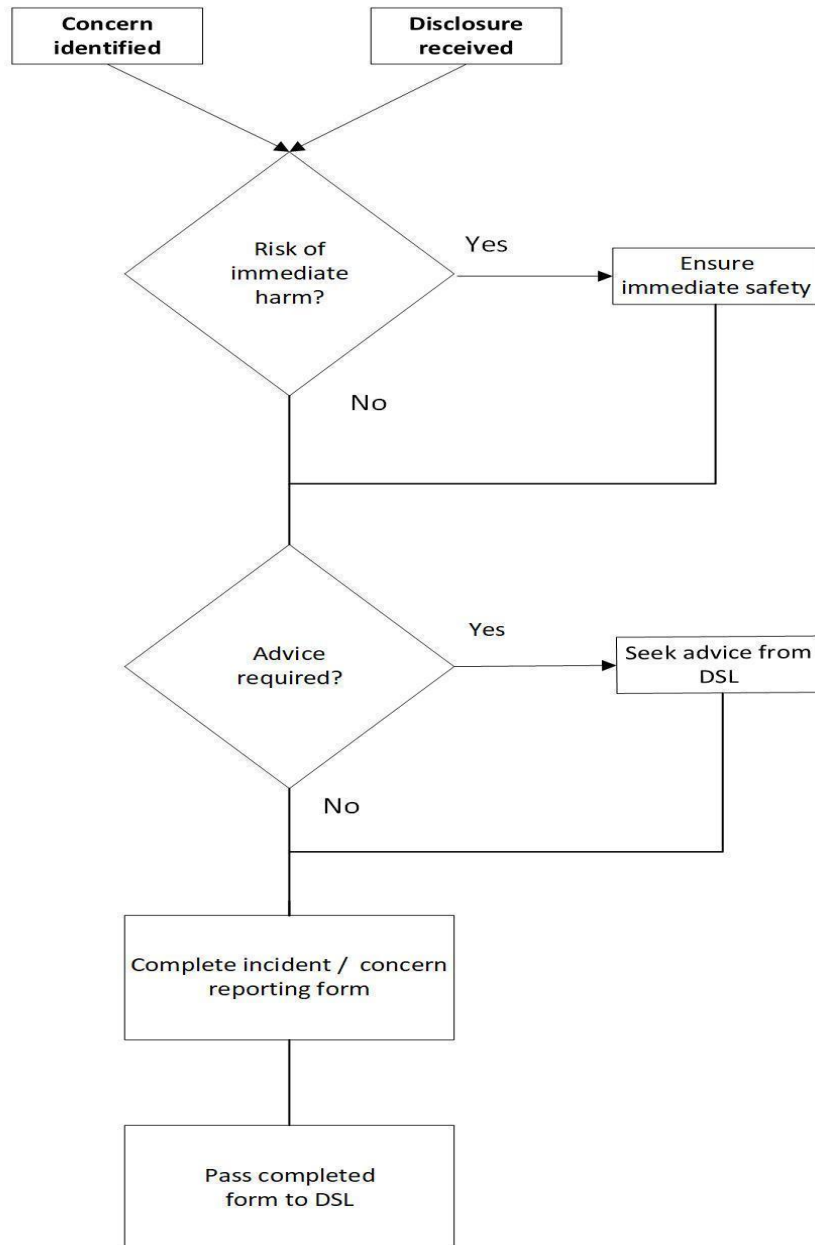


**Further referral if needed:**

Signposts to external agencies including:

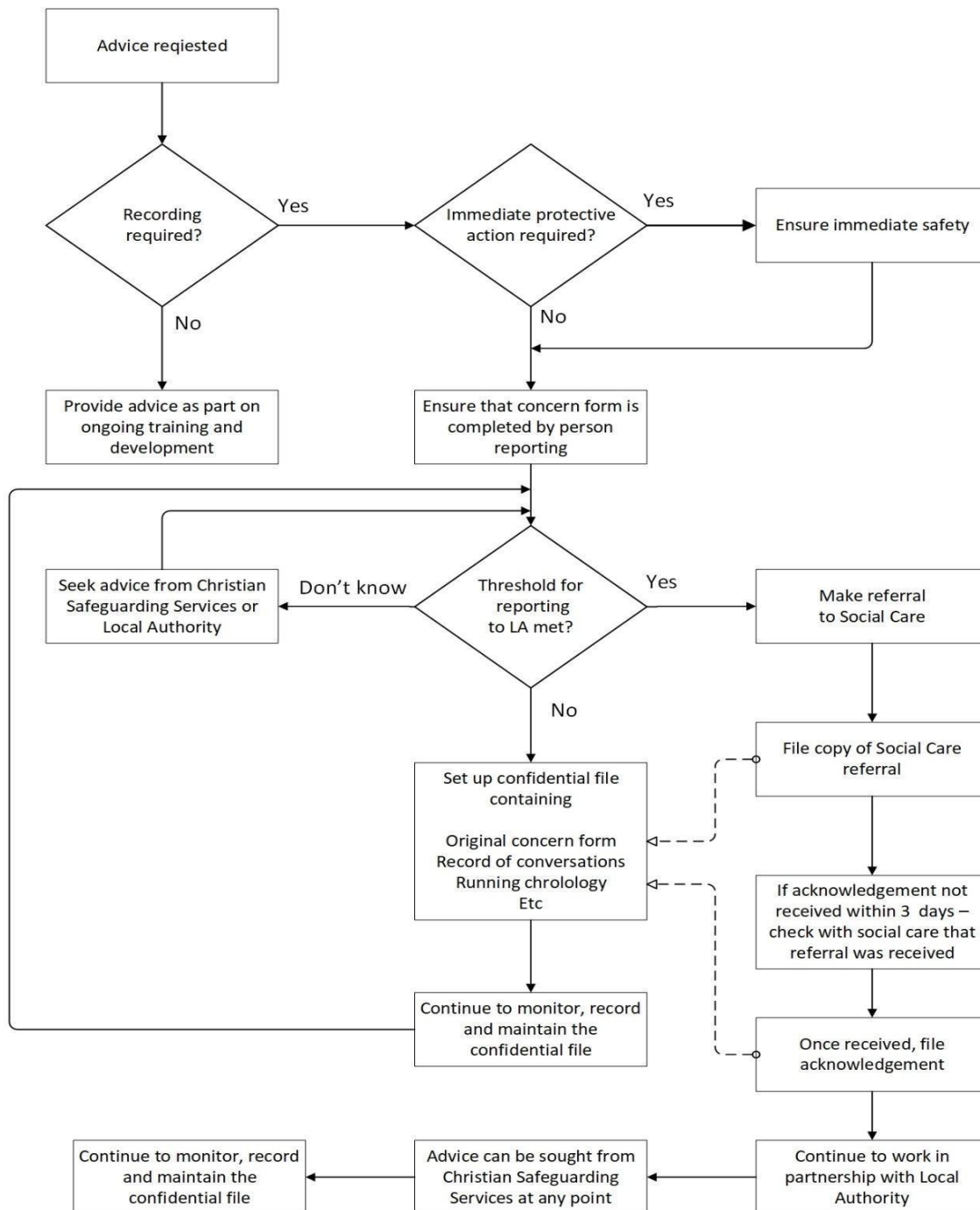
- FIEC women's worker
- Biblical counsellor
- Central Bedfordshire Council Services

## Appendix E - Reporting a concern or disclosure



Christian Safeguarding Services can be contacted for advice at any point in the process.  
Phone 07960 751778 or email [advice@thecss.co.uk](mailto:advice@thecss.co.uk).

## Appendix F - Processing concerns or disclosures: The role of the DSL/DDSL



Christian Safeguarding Services can be contacted for advice at any point in the process.  
 Phone 07960 751778 or email [advice@thecss.co.uk](mailto:advice@thecss.co.uk).

**Appendix G Standard Document Samples**

	Concerns reporting form
	Notes for completion
	Template report from DSL to Pastors and safeguarding elder
	CCD Safeguarding Poster

### Incident / Concern reporting form

About the person completing the referral			
Your name	Your mobile number	Your email address	Date form completed
About the person or people we are concerned about or involved in the incident (If an allegation, the details of the person making the allegation)			
Their name(s)	Their Address	Their Date of birth	Nature of Incident / disclosure / concern
If an allegation, details of the person accused			
<i>Please provide as much information as possible or necessary to identify them</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc? Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			
Date of incident / disclosure		Time of incident / disclosure	
Immediate action taken to ensure immediate safety			
Any other action taken or advice sought e.g. external agencies (if so, please provide contact details)			
Signature			

## **Notes for completion**

### **About this form and the person completing it**

Please complete all sections

### **About the person or people we are concerned about or involved in the incident**

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

### **Details of the incident / disclosure / concern**

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

### **Context of the incident / disclosure / concern**

Please include as much relevant detail as you can

### **Action taken to ensure immediate safety**

Please provide details. If no action was required, please indicate by writing "None".

### **Other action taken or advice sought**

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

### **Signature**

Please ensure that you sign the form.



## Pastors and Elders Report

<b>Report from the Designated Safeguarding Lead and Deputy                      covering the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023</b>	
Report completed by:	Date
Summary of Safeguarding activity	
Number of concern / incident reports received in relation to children	/ (previous year)
Number of concern / incident reports received in relation to adults	/ (previous year)
Number of cases referred to Children’s Social Care	/ (previous year)
Number of cases referred to Adult Social Care	/ (previous year)
Number of allegations received	/ (previous year)
Number of allegations investigated by Local Authority	/ (previous year)
Number of reportable incidents reported to charity commission	/ (previous year)
Were there any common themes or issues in the reports submitted?	Yes / No
If so, what?	
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No
If so, what?	
What training or informal activities have been completed this year?	

Any recommendations to or requests of the Pastors or/and Elders?		
Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		

[CCD Safeguard Poster](#)