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

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

Supporting Document Contents Page

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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)



Inform Pastors (where appropriate)
(If not a safeguarding issue refer to the Pastoral Team and/or CCD's Complaints policy)

With consent, refer for Pastoral support





Investigation by DSL or DDSL
(Where necessary contact LADO and appropriate authorities)



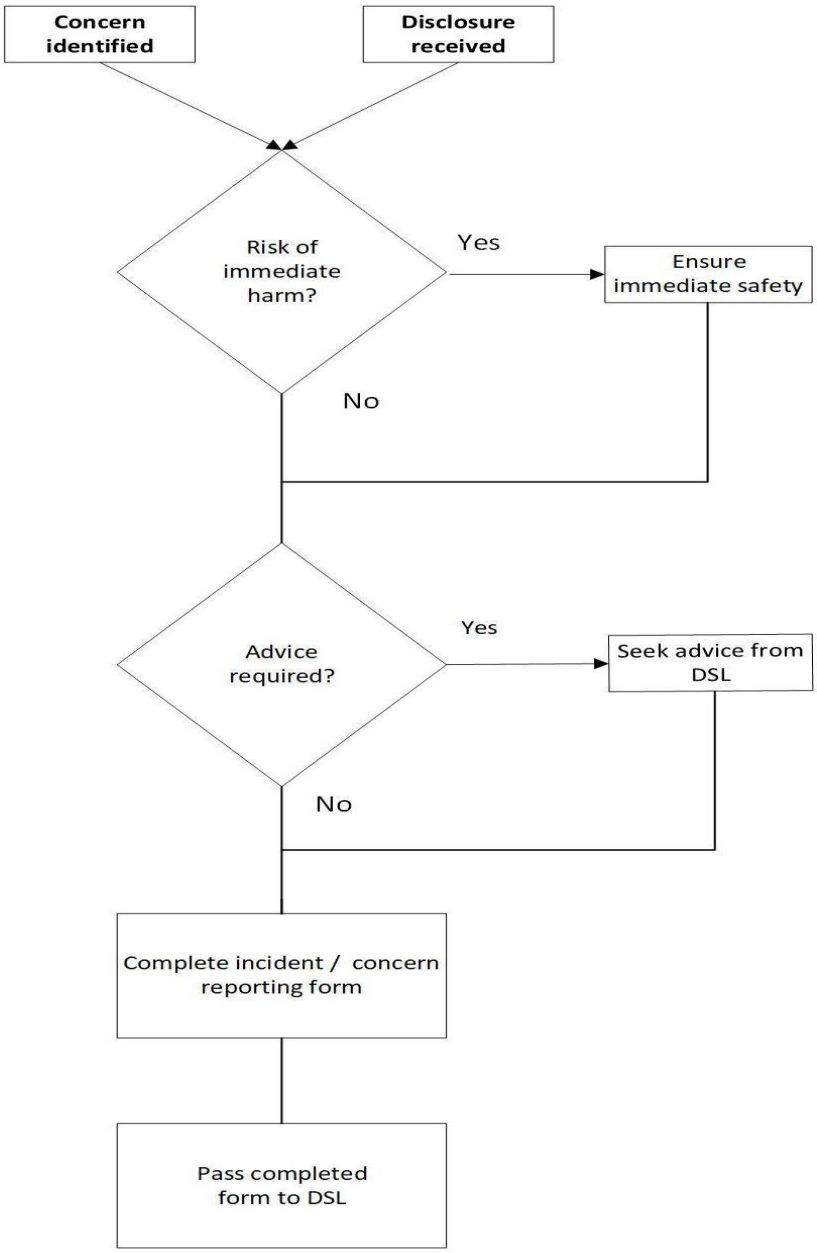
Outcomes and actions shared



Further referral if needed:
Signposts to external agencies including:

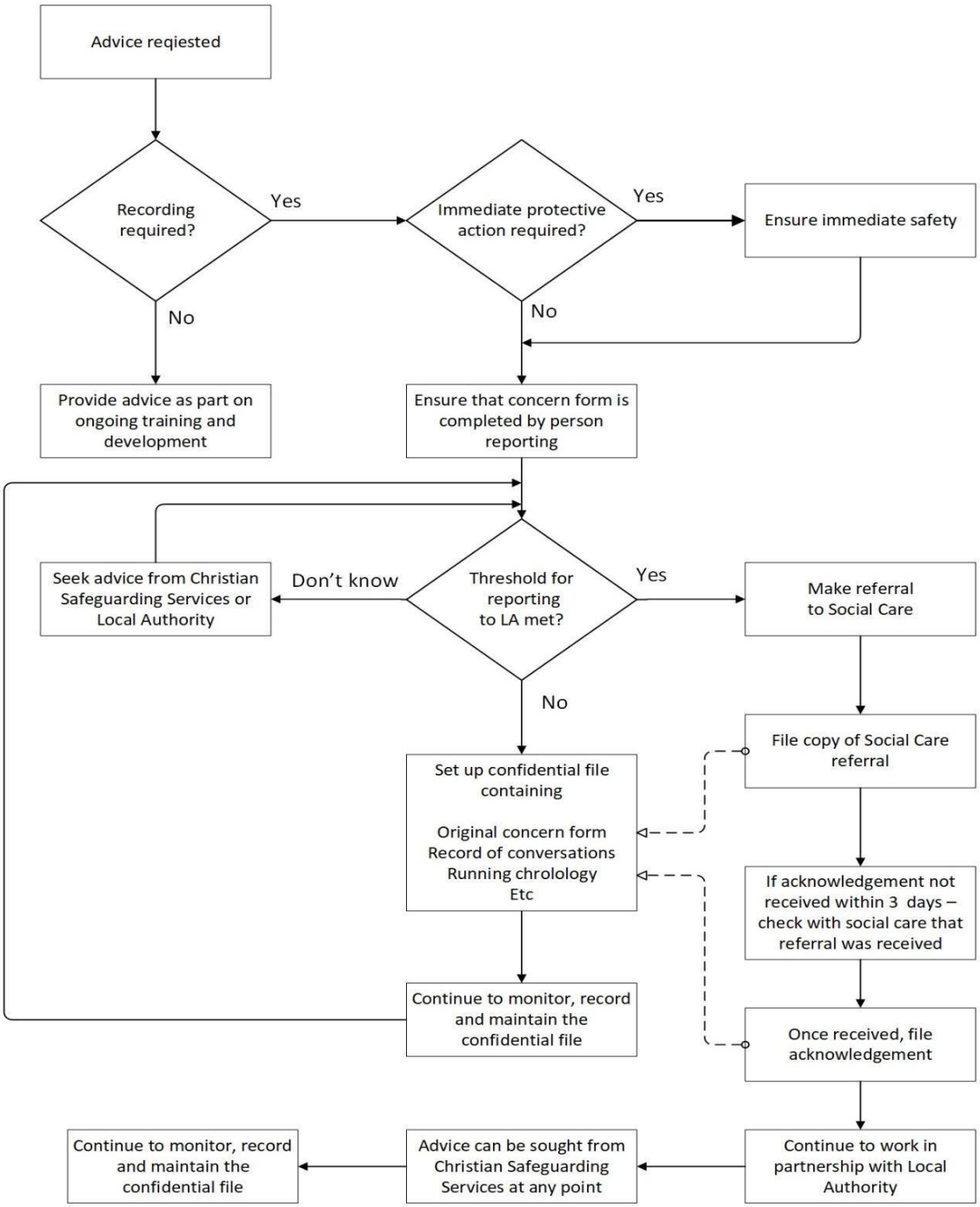
- FIEC women's worker
- Biblical counsellor
- Central Bedfordshire Council Services

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.

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



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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			
Please provide as much information as possible or necessary to identify them			
Details of the incident / disclosure / concern			
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.			
Context of the incident / disclosure / concern			
Where / when / who else was present etc.			
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

Report from the Designated Safeguarding Lead and Deputy covering the period from 1st April 2022 to 31st March 2023	
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? *(CSS can be consulted to check whether any significant changes have occurred)*		
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 Safeguarding Poster

Safeguarding Information

Safeguarding everyone at our church is a priority for us.

Church Name: **Christ Church** Dunstable

Charity Number: 1205718

Our Designated Safeguarding Lead is:

Name: Evelyn Sharpe

Contact Details: 07768 661352



Our Deputy Designated Safeguarding Lead is:

Name: Beth Newton

Contact Details: 07594 680 032



If you have any Safeguarding concerns please speak to Evelyn or Beth or email us on SafeguardingCCD@christchurchdunstable.org.uk

In an emergency call your local authority:

Children's Services: 0300 300 8585 or

Adults' Services: 0300 300 8122/0300 300 8123 or the Police.

Christian Safeguarding Services' Advice Line: 0116 218 4420

Available 7 days a week between 7am and 10pm

Website: www.thecss.co.uk

CSS Christian Safeguarding Services
Training & Consultancy Services

Christ Church Dunstable