

# Safeguarding Flowchart: What to do if you have a safeguarding concern

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

**YES**

Is the Child/Adult at Immediate Risk?

**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.

Who to raise safeguarding concerns to in your Parish (*unless they are subject to your concern*):

Parish Safeguarding Officer: Libby Thomson,  
libbythomson@aol.com,  
07909 891050.

Clergy: Revd Katrina Hutchins (Vicar),  
katrinahutchins94@yahoo.co.uk,  
01604 812907 / 07710 464675

Diocesan Safeguarding Advisory Team: 01733  
887040 / 887041

Concern about a member of the clergy or church officer anyone appointed/elected by or on behalf of the Church to a office, post or role, whether they are ordained or lay, paid or unpaid

Contact the Diocesan Safeguarding Adviser (DSA): Bev Huff or Assistant DSA: Samantha Jackson  
Tel: 01733 887040 / 887041  
[bev.huff@peterborough-diocese.org.uk](mailto:bev.huff@peterborough-diocese.org.uk)  
[samantha.jackson@peterborough-diocese.org.uk](mailto:samantha.jackson@peterborough-diocese.org.uk)  
They will be able to advise on the next steps to take.

**REMEMBER:** Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and file it securely. Send a copy to the Diocesan Safeguarding Adviser. Use the safeguarding report form: (<https://www.peterborough-diocese.org.uk/church-resources-safeguarding/what-to-do-if->) listed under downloads

Concern about a member of the congregation

Inform the Parish Clergy and the Parish / Benefice Safeguarding Officer. *If they are subject of the concern inform the DSA directly.* They will:

Formally report to the Diocesan Safeguarding Adviser (DSA):  
Bev Huff or Assistant DSA:  
Samantha Jackson  
Tel: 01733 887040 / 887041