

Procedures to follow in the event of suspicion or disclosure

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the procedures below:

Report concerns to the Designated Safeguarding Lead **Catherine Kang (Children and Young People) 07423 723255** or **Sue Duraikan (Adults) 07879 631426**.

They will collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Where the concern is about a child they will contact Children's Social Services. Where the concern is about an adult in need of protection, they will contact Adult Social Services or take advice from Christian Safeguarding Services (CSS).

In the absence of both DSLs, report to Tim Chapman, tel no: 01223 830169

- If Catherine, Sue and Tim are unavailable, or away, or if all are implicated in the suspicions, the report should be made to **Christian Safeguarding Services CSS: 0116 218 4420**.
- Alternatively, or in an emergency, contact **Social Services** or the **police**.
- You are also entitled to go directly to Social Services or the police anyway, though the elders hope you will use the church's own procedures to handle things.

- You **must not** discuss your suspicions or information with anyone other than those nominated above.
- You **must** make a written record of the concerns using the CCSC Reporting Form and keep it in a secure place. Liaise with Catherine or Sue on this.
- The Reporting Form is available on the CCSC website Members Section. Reporting forms are also available in the equipment box of each children's group; **follow the outline of the form to ensure that all required information is collected at the time**.