

**FOLLOW THIS GUIDE
to REPORT
ANY CONCERNS**

YOU WITNESS, SUSPECT OR ARE TOLD ABOUT ABUSE.

This may relate to recent or non-recent situations involving the well-being of a child, young person or adult. It may relate to the behaviour of another child, young person or adult.

IS THE CHILD, YOUNG PERSON OR ADULT AT IMMEDIATE RISK OF HARM ?

If yes, and the situation requires an immediate response, the appropriate emergency services should be contacted by calling 999 immediately.

ARE YOU AT AN ENCOUNTER STOKE (ES) EVENT ?

YES AND ITS RUN BY ENCOUNTER STOKE

Report the concern to the Designated Safeguarding Officer (DSO) at the first available opportunity,

DSO to review and respond appropriately. If required, call 999 if not already done.

YES BUT IT IS NOT RUN BY ENCOUNTER STOKE

Follow the safeguarding policy and procedure of the event that you are at. Report the concern to the identified Safeguarding Lead.

If you are worried with how your concern is being handled follow the steps below .

NO

FOLLOW THE STEPS BELOW

CALL THIRTYONE:EIGHT FOR ADVICE : 0303 003 1111

For ES, it is the responsibility of the DSO to make this call to ensure a coordinated response. However, anyone with a concern, including ES staff, volunteers and members of the public can contact 31:8 for safeguarding advice free of charge.

AWAIT WRITTEN ADVICE BEFORE TAKING ACTION

31:8 will provide verbal advice to the caller and written confirmation will follow (by email) to the caller and the ES safeguarding team. Do not take action until you have spoken with the ES safeguarding team (details below), unless the situation changes and emergency services are required.

CONTACT THE DIOCESE OF LICHFIELD SAFEGUARDING TEAM

At an ES event, the DSO should call the diocese advice line on **01543 306030** as soon as possible to confirm contact with 31:8 and discuss the next steps.
For all other safeguarding concerns, please contact the Safeguarding Manager or the Operational Safeguarding Lead.
neil.spiring@lichfield.anglican.org

DON'T FORGET

KEEP DETAILED NOTES - The ES/diocese safeguarding team will provide you with a timeline to complete so that we can maintain accurate and thorough records.

LOOK AFTER YOURSELF AND YOUR TEAM - Let the safeguarding team know if support is needed.

