

## **Safeguarding in Lincolnshire District**

Name of person (s) of concerns raised

September 2022

## **Responding Well - Safeguarding Form**

## **CONFIDENTIAL**

This form should be completed as a record of any concerns and the action taken to respond to them

	. person (e) er conserne raisea					
Form completed by:						
Role:						
Date/Time completed:						
Useful contact details						
Church:						
Minister:						
Circuit:						
<u>Date</u>	Comment/Action					
	Begin by outlining details of those who might need help, including if known family members and/or significant others.					

What are the facts of the concerns?
white the facts of the concerns.
What action has been taken already?

Has anyone been contacted for advice or help and what did they say/do?
Has a privacy notice been given to the person who raised the concerns if personal details have been given? Yes/No
This matter may need to be referred to the Charity Commission – seek advice from the DSO – has this been discussed yet? Yes/No

This form can be photocopied and should sent to your Circuit Safeguarding Officer. If you are a Circuit Safeguarding Officer please forward a copy to the DSO. It should be filed in a central place in a secure and lockable place.

If a Minister is completing this form, please ensure your Circuit Safeguarding Officer knows of an existing concern.

Howard Smedley, District Safeguarding Officer

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