The Methodist Church
Serving locally, connecting the county

Safeguarding in Lincolnshire District

September 2021

Responding Well - Safeguarding Form

CONFIDENTIAL

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

Name of person (s) of concerns raised	
Form completed by:	
Role:	
Date/Time completed:	

Useful contact details

Church:	
Minister:	
Circuit:	

Date	Comment/Action
1.	**Begin by outlining details of those who might need help, including if known family members and/or significant others.**

2.	**What are the facts of the concerns?**
3.	**What action has been taken already?**

4.	**Has anyone been contacted for advice or help and what did they say/do?**
5.	**Has a privacy notice been given to the person who raised the concerns if personal details have been given? Yes/No**
6.	**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
Mobile: 07758 239286

Email: safeguarding@lincolnshiremethodist.org.uk