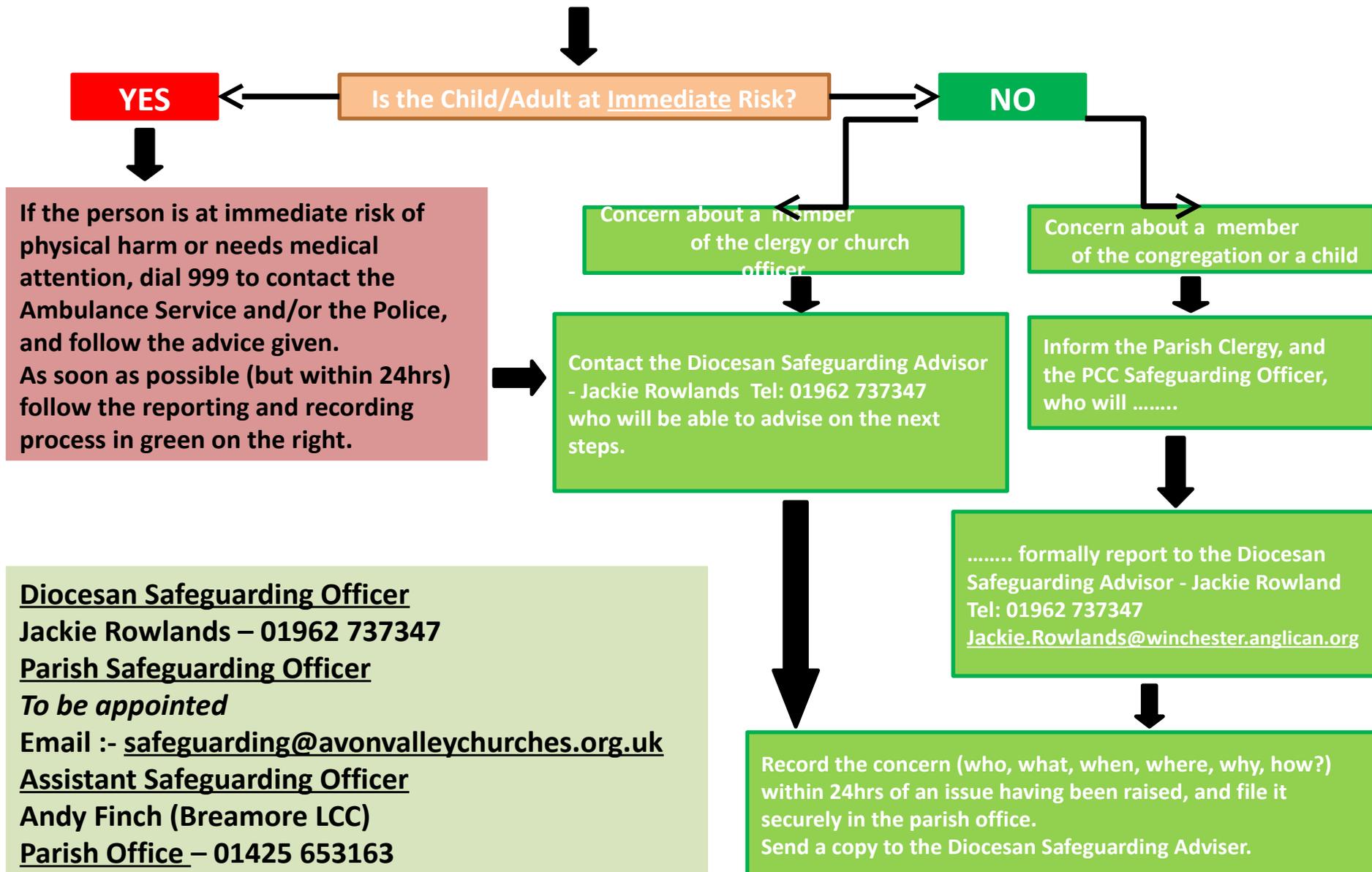# SAFEGUARDING FLOWCHART: What to do, by whom and by when -

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

Is the Child/Adult at Immediate Risk?

YES → **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.

Concern about a member of the clergy or church officer

Concern about a member of the congregation or a child

Contact the Diocesan Safeguarding Advisor - Jackie Rowlands Tel: 01962 737347 who will be able to advise on the next steps.

Inform the Parish Clergy, and the PCC Safeguarding Officer, who will ....

.... formally report to the Diocesan Safeguarding Advisor - Jackie Rowland Tel: 01962 737347 Jackie.Rowlands@winchester.anglican.org

Diocesan Safeguarding Officer
Jackie Rowlands – 01962 737347
Parish Safeguarding Officer
To be appointed
Email :- safeguarding@avonvalleychurches.org.uk
Assistant Safeguarding Officer
Andy Finch (Breamore LCC)
Parish Office – 01425 653163

Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and file it securely in the parish office.
Send a copy to the Diocesan Safeguarding Adviser.