

## HEBA Safeguarding Document

# A Quick Referral Procedure for Responding to Concerns

Everyone should be aware of clear procedures to be followed if safeguarding concerns arise

**We recommend a three-stage process for responding to concerns:**

## STAGE 1 – RECORD AND REPORT

**When a worker has a concern about the welfare of an adult at risk of harm, a child/young person or the behaviour of an adult towards others. The person who has the concern has a duty to:**

**RECORD AND REPORT** A written record of the concern must be made by the worker and kept and the concern should be reported to the Designated Person within 24 hours. If a person is in imminent danger of harm, a referral should be made to the police or Social Services without delay.

## STAGE 2 – REVIEW AND REFER

**The Designated Person then has a duty to:**

**REVIEW AND REFER** The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others, including the Minister or Regional Minister (RM)) as to what action should follow. If unsure advice can be taken from CCPAS helpline. Any formal referral to Social Services should normally be made within 24 hours of receiving the report. If a person is in imminent danger of harm a referral should be made to the police or Social Services without delay and inform the appropriate leadership (Minister, Designated Safeguarding Trustee/Deacon and RM) as soon as possible.

If a report is passed on to an external agency, then the Minister and RM (Association) need to be informed – unless the concern is about them. If the concern is about the Minister - the Designated Safeguarding Trustee/Deacon and the Regional Minister should be involved and if it is a concern about the Regional Minister, then the matter should be passed on to the Association Team Leader.

All original reports should be retained safely and securely by the Designated Person.

## STAGE 3 – REPORT AND SUPPORT

**After the decision has been made as to what action should be taken  
The Designated Person, the Safeguarding Trustee/Deacon and the Minister share the duty of and responsibility to:**



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**SUPPORT AND REPORT:** Support should be offered to all parties affected by any safeguarding concerns. How support is given and by whom needs careful consideration. This should not be the minister and it could be long-term.

Where formal referrals are made reports should usually be made to the local Association through the Regional Minister, the Independent Safeguarding Authority (LADO Local Authority Designated Officer) and the Charity Commission.

A record should be kept of all safeguarding incidents (a log book is ideal) and should be considered in the annual [review of the church's safeguarding policy](#).

Consideration should be given within churches to ensure that no one person is responsible for dealing with safeguarding issues without the support of others.

### ***Ministers/Deacons***

Ministers and deacons should know to whom they would turn for support, advice and help when facing the pastoral demands of addressing a safeguarding issue. The local Baptist Association may be particularly helpful in this regard, which is why we recommend that whenever a referral is made to the police or Social Services that a Regional Minister should be informed.

HEBA Office

Phone : 0121 4724986

CCPAS Helpline

01322 517817 (Any advice given on this line will be backed up by an email laying out the advice given and a copy will be sent to the HEBA Office as part of our agreement of shared information)

Your Regional Minister is :

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Phone number of RM

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Your Church Designated Person for Safeguarding is :

Phone No of DPS

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