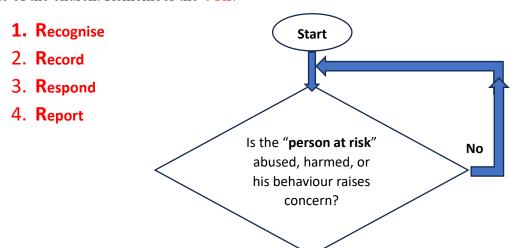
Procedure for Recognizing, Responding to, and Reporting Abuse

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church. Remember the 4 Rs:



STAGE 1 - The Worker

Yes

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to (within **24 hours**):

RECOGNISE, RESPOND AND RECORD

The <u>record</u> must be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

STAGE 2 – The Designated Person for Safeguarding (DPS)

The **DPS** receives the report of concern and then has a duty to:

REVIEW AND REPORT

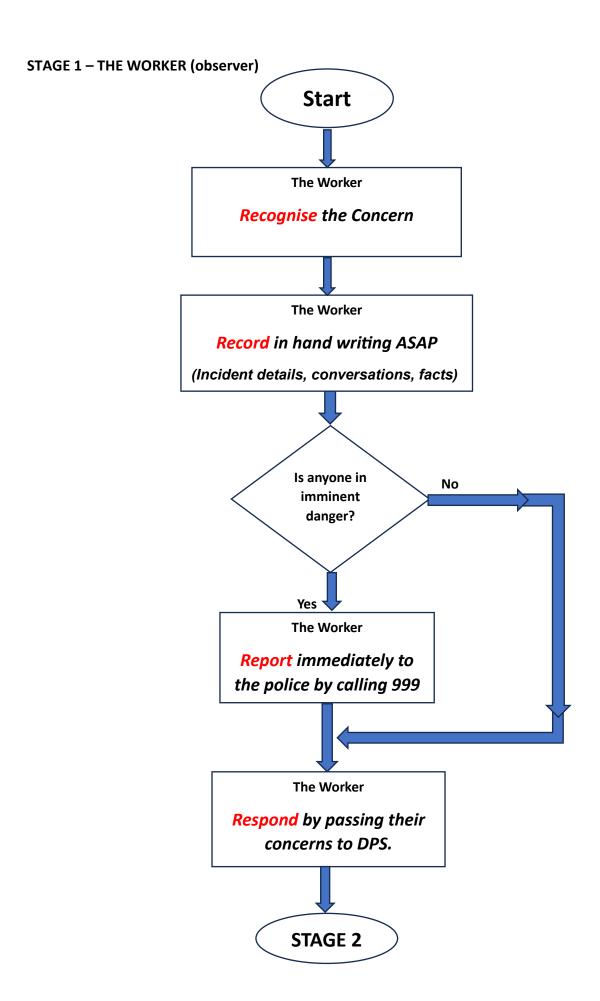
Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report. The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

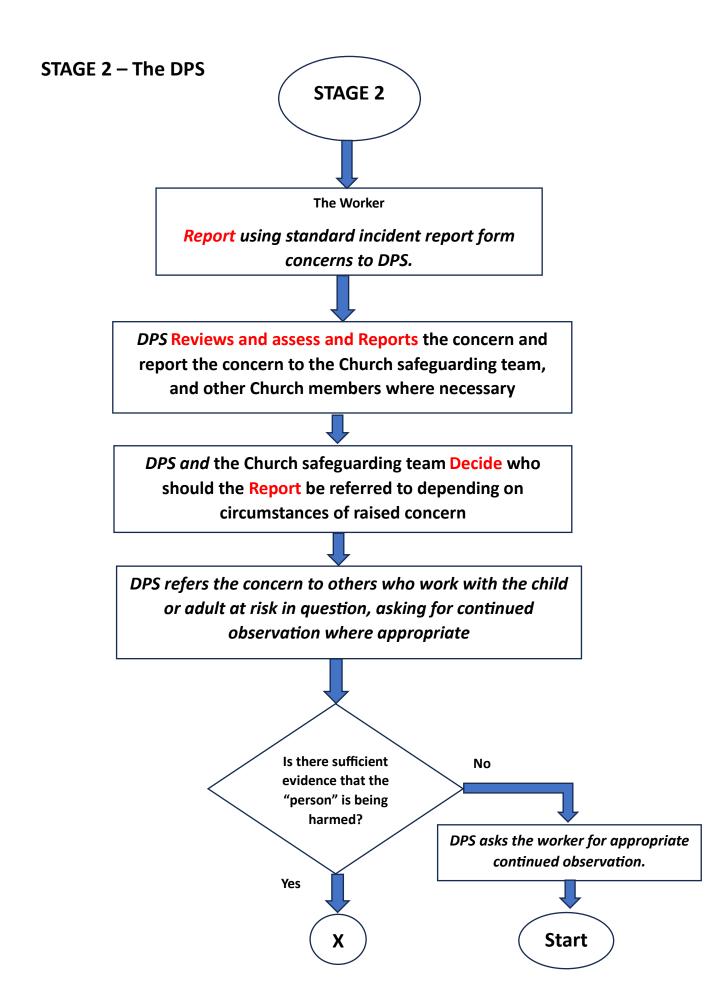
STAGE 3 - The Next Steps

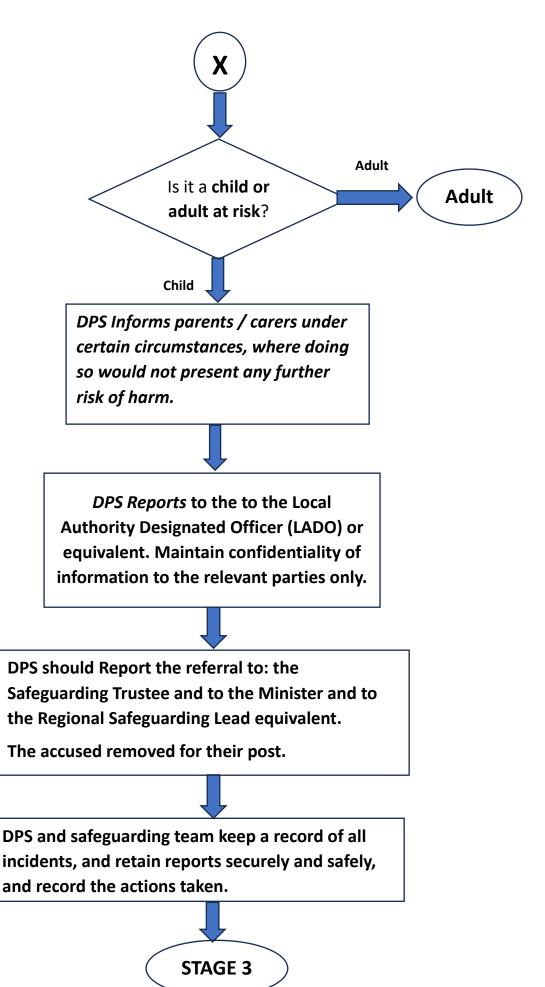
After the decision has been made as to what action should be taken, the **DPS**, Safeguarding Trustee and the Minister may have a duty to:

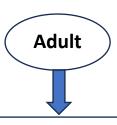
SUPPORT AND REPORT

Support should be offered to all parties affected by the incident









DPS makes a formal referral to the police or local Social Services team.

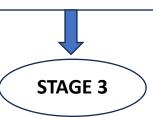
In case: the person lacks the mental capacity, or is at risk of harm or in order to prevent a crime, then DPS can Report to the police or the statuary authorities without their consent.

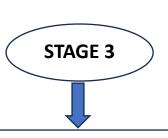


DPS should Report the referral to: the Safeguarding Trustee and to the Minister and to the Regional Safeguarding Lead equivalent



DPS and safeguarding team keep a record of all incidents, and retain reports securely and safely, and record the actions taken.





Responsibilities:

Report

Support

The Church offers support to all those who have been affected:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team

