

ON RECEIPT OF A DISCLOSURE OR CONCERN

regarding a child or vulnerable adult
or behaviour of a volunteer / staff.

Panel staff will make a careful note of the matter
and offer interim advice and support to the reporter



**Panel Safeguarding Officer to complete
INITIAL RISK ASSESSMENT**
to ascertain any immediate /urgent
or precautionary action necessary.

Give advice to reporter as necessary.
Verbal advice to be followed up with an email confirmation



REFER TO SOCIAL SERVICES IF REQUIRED.

including a section 5 referral for a person in a position of trust

Seek external independent advice / confirmation as necessary
e.g. Social services, thirtyone:eight



INFORM THE VICTIM / REFERRER OF DEVELOPMENTS if possible

Offer support as appropriate

If concern relates to the behaviour of an employee/volunteer inform the “employer”
whilst maintaining strict confidentiality - not compromising any statutory processes



STATUTORY SERVICES PROCEEDING WITH CASE

Follow advice and guidelines and
cooperate fully with any strategy
meetings

NO STATUTORY SERVICES INVOLVEMENT

Convene Panel Bach to consider or
confirm any safeguarding steps
necessary



**Inform the relevant church / denomination of any recommendations
and actions including any review required.**

Confidentially inform and advise and relevant parties as appropriate