



**Holy Trinity Frome**

# Safeguarding Flowchart

## What to do, by whom and by when?

Start at 1 and follow through as guided.

**PCC Safeguarding Rep:**  
**Ruth Haines**  
**07540 324076**

A safeguarding concern is reported or identified by someone with in the parish or anonymously. Firstly, **is the child or adult at immediate risk?**

**1**

**Inform** the PCC Safeguarding Rep, who must seek advice on the next steps from the Diocesan Safeguarding Adviser Glenys Armstrong (Tel: 01749 685135 or Email: [glenys.armstrong@bathwells.anglican.org](mailto:glenys.armstrong@bathwells.anglican.org)), then continue to 5.

**3**

**YES:** If the person at immediate risk of physical harm or needs medical attention, dial 999 to contact the Ambulance service and/or Police. Follow any advice given. As soon as possible (and within 24 hours) follow the process given on this document.

**2**

**NO:** If the concern is about a member of the clergy, go to 3. If the concern is about a member of the congregation, go to 4.

**Inform** the Parish Clergy and the PCC Safeguarding Rep who will formally report to the Diocesan Safeguarding Adviser.

**4**

Continue to 5.

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

**5**