

# Safeguarding Flowchart

What to do if you see concerning behaviour or a disclosure of abuse is made

Is the child or adult at immediate risk?

**YES**

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. Follow any advice given.

As soon as possible (within 24 hrs) follow the process in green on the right.

## Parish Contacts:

Parish Safeguarding Officer:  
Geoffrey Woodhouse 01793 854143

Vicar:  
Canon Jane Curtis 01793 977395

**NO**

If the concern relates to a member of the clergy

Inform the Parish Safeguarding Officer, who will seek advice from the Diocesan Safeguarding Adviser, Heather Bland, on 01722 411922 or [heather.bland@salisbury.anglican.org](mailto:heather.bland@salisbury.anglican.org).

If the concern relates to a member of the laity

Inform the Vicar and the Parish Safeguarding Officer

Formally report to the Diocesan Safeguarding Adviser

The Vicar and/or Parish Safeguarding Officer will record the concern (who, what, when, where and how) within 24 hours of an issue being identified and file it securely in the Parish Office. A copy of the report must be sent to the Diocesan Safeguarding Officer.

**Remember – you are an Alerter not an Investigator**