The Methodist Church
Serving locally, connecting the county

# Safeguarding in Lincolnshire District

**September 2024**

## Responding Well - Safeguarding Form

**CONFIDENTIAL**

This form should be completed as a record of any concerns and the action taken to respond to them

| | |
|---|---|
| **Name of person (s) of concerns raised** | |
| **Form completed by:** | |
| **Role:** | |
| **Date/Time completed:** | |

Useful contact details

| | |
|---|---|
| **Church:** | |
| **Minister:** | |
| **Circuit:** | |

| Date | Comment/Action |
|---|---|
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| | Begin by outlining details of those who might need help, including if known family members and/or significant others. |
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| | **What are the facts of the concerns?** |
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| | **What action has been taken already?** |
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| | **Has anyone been contacted for advice or help and what did they say/do?** |
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| | **Has a privacy notice been given to the person who raised the concerns if personal details have been given? Yes/No** |
| | **This matter may need to be referred to the Charity Commission – seek advice from the DSO – has this been discussed yet? Yes/No** |

*This form can be photocopied and should sent to your Circuit Safeguarding Officer. If you are a Circuit Safeguarding Officer please forward a copy to the DSO. It should be filed in a central place in a secure and lockable place.*

If a Minister is completing this form, please ensure your Circuit Safeguarding Officer knows of an existing concern.

***Howard Smedley, District Safeguarding Officer***

***Mobile: 07758 239286*** **Email: safeguarding@lincolnshiremethodist.org.uk**