The Methodist Church

Serving locally, connecting the county

Safeguarding in Lincolnshire District

September 2022

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
	Begin by outlining details of those who might need help, including if known family members and/or significant others.

	What are the facts of the concerns?
	What action has been taken already?

	Has anyone been contacted for advice or help and what did they say/do?
	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

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