

Serving locally, connecting the county

**Safeguarding in Lincolnshire District**

**September 2025**

**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

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

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| --- | --- |
| **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 ROS. 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, Regional Officer for Safeguarding (ROS)***

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