

KING'S CHURCH



King's Church  
(Hastings Community Trust)

and

Hastings Centre  
(Hastings Centre Trading Ltd)

# **Safeguarding Adults at Risk Policy and Procedures**

Date: March 2025

Date for review: March 2027 or sooner if legislative changes occur

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## Contact Details

### Safeguarding team

The church leadership team (trustees, elders and designated pastors) have appointed the following to be safeguarding representatives. Any allegation or concerns about abuse should be directed to these people. They will follow the guidelines and procedures for responding to any allegations of abuse. The leadership will support the coordinator and the safeguarding team in their roles and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need-to-know basis.

### Designated safeguarding lead:

Name: Anita Rose  
Contact Number: 01424 755990 (during office hours) out of office hours please use email below Email: [safeguarding@kings1066.org](mailto:safeguarding@kings1066.org)

### Responsible elder:

Name: Steve Young  
Email: [steve.young@kings1066.org](mailto:steve.young@kings1066.org)

### Safeguarding team

Kate Thurston	Deputy safeguarding lead
Paula Morrison	Deputy safeguarding lead (Bexhill Venue)
Dan Glover	Deputy safeguarding lead (0-18s Hastings Venue; Youth)
Becki Ingall	Safeguarding team member
Chris Bunt	Safeguarding lead recruiter
Janet Johnson	Safeguarding recruiter
Malcolm Rose	Safeguarding training coordinator
Sarah Webb	Safeguarding audits/support

### Other Contacts

**Contact the police on 999 if you have concerns about an Adult's immediate safety**

### Health and Social Care Connect (H&SCC)

8am to 8pm 7 days a week including Bank Holidays

- Phone: 0345 60 80 191
- Text: 07786 208001
- Email [HSCC@eastsussex.gov.uk](mailto:HSCC@eastsussex.gov.uk)
- [Online form](#) (also can be accessed via the East Sussex County Council website).

### Adults – Out of hours (emergency) support

Telephone: 0345 60 80 191 and select menu option 2 to connect Emergency Duty Service

## Introduction

King's Church 1066 and Hastings Centre Trading Ltd recognise their responsibilities for the safeguarding of all who have contact with our organisation. This Safeguarding Adults Policy and Procedure applies to all within the employ of King's Church 1066 or the Hasting Centre Trading Ltd', (*'employ' means any person who is employed, has a pastoral/leadership role, a volunteer working in any sphere within church life, working as an intern or on work experience or has a contract of service with Kings Church 1066 or the Hasting Centre Trading Ltd*).

Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding adults. Like other organisations who work with adults at risk they need to have appropriate arrangements in place to safeguard and promote the welfare of all adults. The church aims to provide a safe and secure environment within which every adult will be treated with respect and dignity.

The Care Act 2014 was a major step forward in safeguarding adults who are experiencing, or are at risk of, abuse or neglect, and are unable to protect themselves. Sections 42 to 47 of the Care Act sets out the legal duties and responsibilities in relation to adult safeguarding. The legal framework for the Care Act 2014 is supported by Care and Support Statutory Guidance which provides information and guidance about how the Care Act should operate in practice. The guidance has statutory status which means that there is a legal duty to have regard to it when working with adults with needs for care, support and carers.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about working together to support people to make decisions about the risks they face in their own lives and protecting those who lack the mental capacity to make those decisions.

### **Aim of policy and procedure**

Within King's Church we have a culture of safeguarding which means protecting an adult's right to live in safety, free from abuse and neglect. For us it is about working together to support our church family and service users to make decisions about the risks they face in their own lives and protecting those who lack the mental capacity to make those decisions.

The aims of safeguarding adults are to:

- Actively seeking to protect and safeguard the physical, emotional and spiritual welfare of adults at risk in the care of the church by stating, at Exploring Membership, that all members who wish to be involved with adults at risk, including social action projects, will be DBS checked before taking part in such work.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Stop abuse or neglect wherever possible.
- Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults concerned.
- Raise public awareness so that communities play their part in preventing, identifying and responding to abuse and neglect.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise concern about the safety or wellbeing of an adult.
- Ensuring all workers working with adults at risk, including the social action projects, within the church attend safeguarding training once every year (or earlier if there are legislative changes). This will either be face to face or via e-learning.

- Maintaining good links with the statutory authorities and other organisations.
- Reviewing and auditing the Adult at Risk Policy and Procedures every two years.

The aim of this policy and procedure is to provide guidance for those working, whether paid or voluntary, within King's Church 1066 and the Hastings Centre Trading Ltd to ensure the principles of safeguarding adults are embedded in all aspects of practice within King's Church 1066 and the Hastings Centre Trading Ltd.

## Section 1: Policy

### Definitions

#### Who is an adult at risk?

The Safeguarding Adults policy applies to people who are aged 18 years or more, and:

- *Have needs for care and support (whether, or not, these are currently being met) and*
- *Are experiencing, or are at risk of abuse or neglect, and*
- *Because of those needs are unable to protect themselves against abuse or neglect or the risk of it.*

This includes adults with physical, sensory and mental impairments and learning disabilities, whether present from birth or due to advancing age, illness or injury. Also included are people with a mental illness, dementia or other memory impairments, and people who misuse substances or alcohol (where this has led to impaired physical, cognitive or mental health).

#### What is safeguarding?

Safeguarding means protecting an adult's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognize that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances (Care Act guidance Section 14).

#### What is abuse & how to recognise it?

The Care Act gives guidelines on the types of abuse associated with adults. Abuse can take many forms, and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. And can be found in **APPENDIX 1**.

All those working within King's Church 1066 and the Hastings Centre Trading Ltd need to be aware of these different types of abuse and the possible indicators of abuse. Seriousness of harm or the extent of the abuse is not always clear at the point of the concern. All reports of suspicions or concerns should be approached with an open mind and could give rise to action under this Safeguarding Adults at Risk policy and procedures.

Abuse can happen anywhere, for example:

- At home
- In a care home, hospital or day service
- At work or college
- In a public place or in the community

Abuse can be caused by anyone, for example:

- A partner, carer, relative, child, neighbour or friend
- Health, social care or other worker, whether they are paid or a volunteer
- A stranger
- An adult with care and support needs.

### **Making Safeguarding Personal**

Making Safeguarding Personal (MSP) means safeguarding should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety. King’s 1066 and Hastings Centre Trading Ltd will not tolerate the abuse of adults and will ensure that adults are involved in their safeguarding arrangements, and each individual is dealt with on a case-by- case basis. As adults may have different preferences, histories and lifestyles, the same process may not work for all.

## **Section 2: Procedure**

### **Context**

All adult safeguarding activity aims to protect an adult’s right to live in safely, free from abuse and neglect.

It involves people & organisations working together to

- Prevent and stop risks and experience of abuse or neglect.
- Promote adult’s well-being.

Adult safeguarding work at King’s Church 1066 and the Hastings Centre Trading Ltd takes place within the context of:

<b>The Care Act 2014</b>	This sets out the duties and powers in law around adult safeguarding issues. It says the local authority is the lead agency on responding to adult safeguarding concerns and that Safeguarding Adults Boards (SAB) have the strategic lead for their area.
<b>The Care and Support Statutory Guidance</b>	This gives detail about what must and should be done in relation to adult safeguarding issues. As its statutory guidance, it must be followed unless there’s good reason not to.
<b>The Sussex Adult Safeguarding Policy and Procedures</b>	This is our local authority policy and gives the framework adopted across Sussex to create consistency for multi-agency responses to adult safeguarding concerns.
<b>The Mental Capacity Act</b>	This promotes and safeguards decision-making within a legal framework. It does this in two ways: (i) by empowering people to make decisions for themselves wherever possible and by protecting people who lack capacity, by providing a flexible framework that places individuals at the heart of the decision-making process (ii)By allowing people to plan ahead for a time in the future when they might lack the capacity to make specific decisions

<b>Thirtyone:eight</b>	Thirtyone:eight is an independent Christian safeguarding charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. Whilst this is not a legislative organisation or Act we recognise the oversight and support of Thirtyone:eight. They support us actively with our safer recruitment process through their DBS service.
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**Responding to an adult safeguarding concern**

**What to do if abuse is alleged or suspected**

If you suspect that abuse has taken place or is current, you have an individual responsibility to report your suspicions to the team/venue safeguarding co-ordinator, and/or the King’s 1066 designated safeguarding lead. The safeguarding team are identified on posters in and around each location. In venues outside of the Hastings Centre, the meeting stewards will have copies of these posters. Doing nothing is not an option.

Allegations or concerns of abuse must not be discussed with anyone other than those nominated above.

If your immediate leader is not available, you can contact another named person on the contacts list (found at the beginning of this policy) for advice or failing that, contact the Thirtyone:eight 24- hour helpline for advice. The number is on the safeguarding poster.

If you have a concern about the behaviour of your safeguarding co-ordinator you can contact the safeguarding lead listed in this policy or contact the Thirtyone:eight 24-hour helpline for advice. There is further advice in the staff whistleblowing policy.

Because we are a church with venues and activities in locations remote from the Hastings Centre offices, each location has designated safeguarding coordinators to supplement the oversight given by the safeguarding lead.

When a cause for concern is received by the safeguarding coordinators in any of our locations it will be sent to the safeguarding lead who will action the report in partnership with the relevant authorities and advise what action if any should be taken.

The designated safeguarding lead and venue based safeguarding deputies form the Safeguarding team. They meet to regularly review safeguarding procedures and matters arising. The designated safeguarding lead has the mandate and authority to call the team for a review panel to deal with any safeguarding matter as it arises. The names of the Safeguarding team are listed at the front of this policy and readers should acquaint themselves with the appropriate names for the Venue(s) noting any contact details for easy access should a safeguarding emergency arise.

Serious incidents will be reported to King’s Church Trustees who hold ultimate responsibility for safeguarding.

## How to respond when abuse is disclosed

When a concern is raised about an adult it is important to:

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the designated safeguarding lead/or a member of the Safeguarding team who may, in turn, report it to the statutory authorities.

It is not easy to give precise guidance, but the following may be of help. Also see flow chart, in the appendices, for guidance.

### General points

- Above everything else listen carefully and keep calm. Do not display shock or disbelief.
- Reassure the person that they have done the right thing in telling someone and that it is not their fault.
- Show acceptance of what is being said.
- Look at the person directly.
- **DO NOT** promise confidentiality- Tell the person you will need to let someone else know and what you will do next.
- Be aware that the person may have been threatened or bribed not to tell.
- Never push for information. Only ask questions to clarify information.
- As soon as possible write down what has been shared (see section “recording and reporting a concern”)

### Actions to be followed (see flow chart in Appendix 2)

- Report the concerns to the team safeguarding lead or venue co-ordinator who will pass the concerns on to the safeguarding lead. Do this as soon as possible to enable them to take forward the concerns.
- If you consider an adult to be at serious risk of further abuse, contact the safeguarding lead immediately. In their absence you might have to consider referring to Health and Social Care Connect Team (details at the front of this policy) or the Police immediately.
- For allegations of sexual abuse or rape contact Health and Social Care Connect Team. If it has not been possible to get an immediate response from Health and Social Care Connect Team, contact the police. DO NOT try to investigate the matter. Do not touch or tamper with any evidence, such as stained clothing. DO NOT tell other people, including the family members/ carers; they could be involved. Keep information on a need-to-know basis so that any alleged perpetrator is not ‘tipped off’.
- Should the **designated person(s) for safeguarding** not feel it necessary to refer the matter to the Health and Social Care Connect Team but you (or anyone else) have serious concerns for an adult’s safety, then you should contact the relevant authorities directly. The safety of the adult overrides all other considerations.
- If the allegation is against a church leader who has responsibility for implementing the policy, you should refer it directly to Health and Social Care Connect Team.
- Consider your own feelings and seek pastoral support if needed.

### **Recording & reporting a concern**

You need to make a careful written record of what has been observed as follows:

- Complete a Safeguarding concern record form (obtainable from your safeguarding team/venue lead). Make notes as soon as possible, providing a clear account of your concern.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g., a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up. These notes will be passed on to the safeguarding lead to assist them should the matter need to be referred to Health and Social Care Connect Team. Any referral to Health and Social Care Connect Team will be confirmed by the referrer in writing within 48 hours. All documents, including copies of everything sent to Health and Social Care Connect Team, will be signed, dated and stored electronically in a protected access file.

Please be aware that any allegations or suspicions are covered by confidentiality, and therefore church members have no rights to this information. The sharing of information is limited to a “need to know” basis. This will protect the interests of all the parties concerned.

### **Third party allegations and referrals**

Where a third party alleges abuse towards an adult, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the safeguarding lead and may result in a referral to the Health and Social Care Connect Team with their details. This is so that the team can contact them if necessary.

### **Allegations against workers and volunteers**

Where an allegation is made against a worker or volunteer (however unlikely the allegation may sound) you **must** ensure that it is recorded within one hour and the safeguarding lead is informed as soon as possible. As well as following the procedure above, please also ask the adult if there were any witnesses. **Do not discuss the event or conversation, or show the written notes to anyone else, including the worker or volunteer concerned.**

- The suspension of a worker following an allegation would be considered, by definition, a neutral act to protect both parties.
- The advice of Health and Social Care Connect Team and the police will be sought.
- It may be necessary, for the sake of the adult (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

### **Support to those affected by abuse**

The church is committed to offering pastoral care and will endeavour to provide appropriate assistance to those who may be affected by abuse, whether the abuse was recent or historic and occurred many years in the past. This assistance may include the provision of spiritual counselling and prayer, or referral to other organisations as appropriate

### **Race, culture & religion**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

It is important that the above signs are not taken as indicating that abuse has taken place, but that the *possibility* should be considered far more than in the past. Any concerns or doubts can be discussed with your team safeguarding co-ordinator or the safeguarding lead.

### 5 helpful r's to remember in the responding process:

- R – Recognise the abuse.**
- R – Respond to the abuse.**
- R – Record the abuse.**
- R – Report the abuse.**
- R - Refer**

### Monitoring of policy

The leadership, or appointed representatives, shall review this policy, its effectiveness and its implementation every two years (or earlier if there are any legislative changes.) The policy will be monitored through training and the number and quality of referrals. Also request for advice to the safeguarding team will be audited from the time the policy is disseminated. Further monitoring will occur via the audit of concerns, in situ observations and staff training.

### Safeguarding training

The leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All workers working with adults at risk, including the social action projects, within the church attend safeguarding training once every **TWO** years (or earlier if there are legislative changes). Furthermore, all our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

### Legislation and guidance

- **The Care Act 2014** - <https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets>
- **The Mental Capacity Act Code of Practice** - <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>
- **Vulnerable People in the NHS – Accountability and Assurance Framework** - <https://www.england.nhs.uk/publication/safeguarding-children-young-people-and-adults-at-risk-in-the-nhs-safeguarding-accountability-and-assurance-framework/>
- **Female Genital Mutilation: Mandatory reporting of female genital mutilation: procedural information**, Home Office 2015
- **Thirtyone:eight**: <https://thirtyoneeight.org/>
- **East Sussex Safeguarding Adults Board (SAB)** [Home - East Sussex SAB](#) for information regarding types and indicators of abuse, actions to take etc.

This policy, and the procedures detailed above, were agreed and minuted at a meeting of the Board of Hastings Community Trust Trustees and Hastings Centre Trading Ltd. Directors on 01 December 2024

## Appendix 1: Types, Signs and Indicators of Abuse

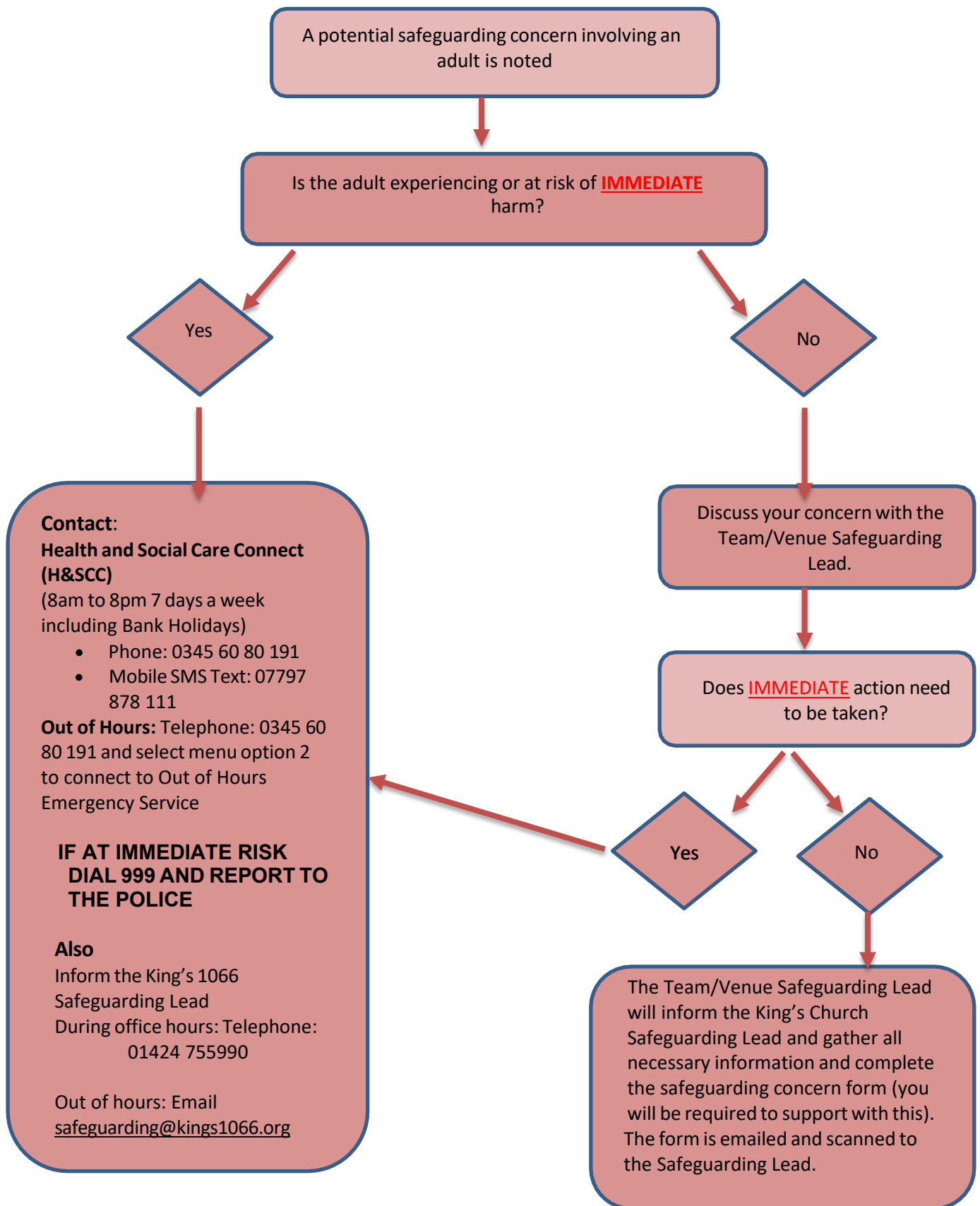
The following are examples of issues that would be considered as abuse or neglect. The associated signs may or may not be indicators that abuse has taken place, but the possibility should be considered. Often signs and indicators of one type of abuse are also present in another type of abuse.

TYPE OF ABUSE	SIGNS/INDICATORS
<b>Physical abuse</b>	Includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions.
<b>Sexual abuse</b>	An adult being made to take part in sexual activity when they do not, or cannot, consent to this. It includes rape, indecent exposure, inappropriate looking or touching, or sexual activity where the other person is in a position of power or authority.
<b>Psychological abuse</b>	Includes being shouted at, ridiculed or bullied, threatened, humiliated, blamed for something they haven't done, or controlled by intimidation or fear, coercion and/or harassment, cyber-bullying (bullying which takes place online or through a mobile phone) and isolation or unreasonable and unjustified withdrawal from services or supportive networks.
<b>Financial and material abuse</b>	Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits, fraud, postal or internet scams tricking adults out of money.
<b>Neglect and acts of omission</b>	Not meeting an adult's physical, medical or emotional needs, either deliberately, or by failing to understand these. It includes ignoring an adult's needs or not providing them with essential things to meet their needs, such as medication, food, water, shelter and warmth.
<b>Organisational abuse</b>	Includes neglect and poor practice within an institution or specific care setting, such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
<b>Self-neglect</b>	Covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding. A safeguarding response in relation to self-neglect may be appropriate where a person is declining assistance in relation to their care and support needs, and the impact of their decision has, or is likely to have, a substantial impact on their overall individual well-being.
<b>Modern slavery</b>	Includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

<b>Discriminatory abuse</b>	Includes abuse based on a person's race, sex, gender, disability, faith, sexual orientation or age; other forms of harassment, slurs or similar treatment or hate crime.
<b>Disability Hate Crime</b>	The Criminal Justice System defines a disability hate crime as any criminal offence, which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's disability or perceived disability. The police monitor five strands of hate crime, Disability; Race; Religion; Sexual orientation; Transgender.
<b>Hate Crime</b>	The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition, it includes incidents that do not constitute a criminal offence.
<b>Mate Crime</b>	A 'mate crime' as defined by the Safety Net Project xliii is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate crime is often difficult for police to investigate, due to its sometimes ambiguous nature, but should be reported to the police who will make a decision about whether or not a criminal offence has been committed. Mate Crime is carried out by someone the adult knows and often happens in private.
<b>Domestic abuse</b>	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member. Domestic violence and abuse may include psychological, physical, sexual, financial and emotional abuse, as well as so called 'honour' based violence, forced marriage and female genital mutilation.
<b>Honour Based Violence</b>	Will usually be a criminal offence and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims, and the violence is often committed with a degree of collusion from family members and/or the community. Some of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help. Adult safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If an adult safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, referring to the police must always be considered as they have the necessary expertise to manage the risk.

<p><b>Forced Marriage</b></p>	<p>A term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. In a situation where there is concern that an adult is being forced into a marriage they do not or cannot consent to, there will be an overlap between the action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken</p>
<p><b>Female Genital Mutilation</b></p>	<p>Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (2003) makes it illegal to practice FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country. This link provides further information on how to report <a href="https://www.gov.uk/government/publications/safeguarding-women-and-girls-at-risk-of-fgm">https://www.gov.uk/government/publications/safeguarding-women-and-girls-at-risk-of-fgm</a> (accessed 27/10/25)</p>
<p><b>Radicalisation</b></p>	<p>Radicalisation is comparable to other forms of exploitation, such as grooming and child sexual exploitation. PREVENT is part of the government's counter-terrorism strategy CONTEST and aims to provide support, and re-direction, to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. Vulnerable individuals are groomed directly or through social media to be persuaded of the legitimacy of a radical's cause to inspire new recruits and have extreme views embedded.</p>
<p><b>Spiritual Abuse</b></p>	<p>Spiritual abuse is linked with emotional abuse. Whilst there is no legal definition the most commonly used is that supplied by Thirtyone:eight: "Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.</p>

## Appendix 2: Process for Raising a Concern



## Appendix 3: Safeguarding Concern Form

### Registering concern about the safety or welfare of a child or adult

Please handwrite this form. Do not type it. Staple any relevant notes to this page. Please sign and date all pages.

#### Your details

Your name:						
Your contact phone number:				Date:		
	d	d	m	m	y	y

#### Tell us who or what it is you have a concern about

Child/adult's forename:	Surname/Surnames:
Date of birth/age:	Address (if known):

#### Tell us about the concern or incident

At which venue or location was the concern or incident?	
Where did it take place?	Who saw and reported it?
What is the concern or incident and why do you think it needs action?	

**What action was taken, by who and who was informed**

*(If you needed to contact the Police or SPOA Team (child or young person) or the H&SCC (adult) please record the reference number you were given)*

**Please sign and date this form**

**Your signature:**

**Full name:**

**Date:**

**Copy of form passed to:**

<b>Name:</b>	<b>Position:</b>
<b>Date:</b>	<b>Action taken:</b>

**NOTE:**

**If you feel immediate action is required, please make the Safeguarding team/venue leader aware immediately.**

**If they are not available contact the Safeguarding lead (Anita Rose) during office hours on 01424 755990 and on email [safeguarding@kings1066.org](mailto:safeguarding@kings1066.org). Outside of these hours use email [safeguarding@kings1066.org](mailto:safeguarding@kings1066.org)**