

**SAFEGUARDING ENQUIRY, NOTIFICATION AND REFERRAL FORM**

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| **Please complete this form when you want to**:   | Tick as appropriate  |
|  request advice in respect of a generic non-urgent safeguarding matter which is not case specific  |   |
|   enquire or seek advice about safeguarding training  |   |
|  notify and refer any allegations, concerns or incident relating to child or adult safeguarding in your church/circuit to the District Safeguarding team   |   |
|  Notify the DST of contact from other agencies regarding adults who pose a risk and/or require safeguarding contracts.  |   |
| **Safeguarding concerns or incidents should be sent to the District Team within 24 hours of receiving the initial information**  |   |

Please retain a copy for your records and send the completed form to: safeguarding@behdistrict.org.uk

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| **Section 1 - Details of the person completing this enquiry/notification/referral**  |
| **Name**  |   |
| **Address**  |   |
| **Tel no:**   |   | **Email:**  |   |
| **Role in the church**  |   |
| **Church**  |   | **Circuit**  |   |
| **Date of this enquiry/notification**  |   |

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| **Section 2 - Details of enquiry in relation to a non-urgent safeguarding or training enquiry**  |
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| **Section 3 - To be completed by the District Safeguarding Officer**  |
| **Outcome and response to the enquiry/consultation with the District Safeguarding Team**   |
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| **Further actions required by whom and by when:**  |
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| **District Safeguarding Officer**  |   |
| **Date of response**  |   |
| **Date form returned to referrer**  |   |

Final April 18

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| **Section 4 - Case related safeguarding concerns and allegations**  |
| **Details of child/adult to whom the notification relates**  |
| **Name** of child/ren/ adult(s) you have concerns about  |   |
| **Address and contact details** of child/adult |   |
|  | Tel no:   | Email:  |
| **Date of birth** of child/adult |   |
| **Church** where alleged incident took place or with which the above person is associated  |   |
| **Circuit**  |   |

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| **Section 5 - Nature of concern or incident that has taken place/is alleged to have taken place.**  |
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| **Section 6 - Action that has taken place to date, including details of other Church officers involved or aware of the concerns, and details of agencies and organisations informed.**   |
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| **Section 7 - Any additional information which would assist any subsequent enquiries or action which might be required.** (This might include information about the person’s role in the church, information about any previous concerns, details of family and support networks and potential impact of the concern/allegation) |
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