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***‘Promoting a Safer Church’***

**Reporting a Safeguarding Concern to the Cathedral Safeguarding Officer-CSO**

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| **Details of person REPORTING concern:** |
| **Name:** | **Your Cathedral role:** |
| **Telephone:** | **Email:** |
| **Details of Safeguarding Concern/Allegation/Incident:**  |
| **Date, time & location:**  |
| **Name of person(s) at RISK:** | **Name of person(s) POSING a RISK:** |
| **Nature of Concern/Allegation/Incident:** *(Please use the individuals own words)* |
| **Action(s) you have taken** *(if any)* **in response to concern:**  |
| **Signature:** | **Date:** |
| ***This form should be returned to the CSO within 24 hours*** |
| CSO contact details: *✉*  sharon.scarlett@chestercathedral.com *☏ 01244 500 953 📱 07749497824**Normal working days: Monday to Friday 9.00am – 5.00pm* |

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| **In an emergency**especially if someone is believed to be in immediate danger or harm, you should always **call 999 and ask for the police**In the CSO’s absence contact the Chester Diocesan Safeguarding Team *(Mon to Fri 9am-5pm)* *✉* safeguarding@chester.anglican.org *☏* **01928 718834**For **out of hours** safeguarding advice ring **Thirtyone Eight on 0303 003 1111** |

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| **Reporting Considerations*** Listen carefully if someone is telling you about abuse – physical, sexual, emotional or neglect.
* Do not ask questions – it could prevent them from saying more or you might put things in their mind that were not already there.
* Show acceptance of what you are told – even if it seems unlikely or too awful to be true. Reassure the person that they have done the right thing in telling you and you are taking the information seriously.
* Do not promise to keep the matter secret but explain that you may have to share what they say with others on a ‘need to know’ basis only. It will be the named people in your safeguarding policy.
* Explain what you intend to do and do not delay in taking action.
* Ensure the immediate safety of the individual.
* Write notes stating what the person said, what you said in response, and an explanation of how the conversation took place. Include the date, time, and your signature.
* Consider medical intervention if required.
* Keep the notes, even if typed up, as they could be used as material evidence in court.

**What needs to be established is: -**1. Who are we talking about?
2. What are we talking about?
3. When did it happen?
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| **Type of Abuse***(Select relevant)* |  Children Adult Allegation (Church Officer)  |
|  Physical Sexual Abuse Sexual Abuse (non-current) Child Sexual Exploitation Modern Slavery |  Neglect Domestic Abuse Psych/emotional Discriminatory  Online |  Financial Spiritual Organisational Suicidal Thoughts Other |