

# Safeguarding Flowchart: What to do if you have a safeguarding concern

A Safeguarding concern is reported or identified by someone within the parish or anonymously

**YES**

Is the Child/Adult at Immediate Risk?

**NO**

If the person is at immediate risk of physical harm or needs medical attention, dial 999 to contact the Ambulance Service and/or the Police, and follow the advice given.

As soon as possible (but within 24hrs) follow the reporting and recording process in green on the right.

Who to raise safeguarding concerns to in your Parish (*unless they are subject to your concern*):

Independent Cathedral Safeguarding Officer: Tim Hitch 07437 872592 or [safeguarding@Peterborough-cathedral.org.uk](mailto:safeguarding@Peterborough-cathedral.org.uk).

Diocesan Safeguarding Advisory Team: 01733 887040 /041

Concern about a member of the clergy or church officer (add description)

Contact the Diocesan Safeguarding Adviser (DSA): Bev Huff or Assistant DSA: Sam Suddery  
 Tel: 01733 887040 / 041  
[bev.huff@Peterborough-diocese.org.uk](mailto:bev.huff@Peterborough-diocese.org.uk)  
[Sam.suddery@Peterborough-diocese.org.uk](mailto:Sam.suddery@Peterborough-diocese.org.uk)  
 They will be able to advise on the next steps to take.

Concern about a member of the congregation

Inform the Parish Clergy and the Parish / Benefice Safeguarding Officer. *If they are subject of the concern inform the DSA directly.* They will:

Formally report to the Diocesan Safeguarding Adviser (DSA): Bev Huff or Assistant DSA: Sam Suddery  
 Tel: 01733 887040 / 041

**REMEMBER:** Record the concern (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and file it securely. Send a copy to the Diocesan Safeguarding Adviser. Use the safeguarding report form: (add link to form)