# Safeguarding Referral Flowchart

**Blackburn Diocese**

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| Concern Raised |
| A safeguarding concern is identified by a member of the Parish or community, or a disclosure is made. |
| Immediate Safety |
| Ensure the immediate safety of the individual(s) involved. Call emergency services on 999 if necessary and / or make a referral to adult / children’s social care  [Lancashire County Council - Concerned about a Child](https://www.lancashire.gov.uk/children-education-families/keeping-children-safe/tell-us-if-you-are-worried-about-a-child/)  [Blackpool Council - Concerned about a Child](https://www.blackpool.gov.uk/Residents/Health-and-social-care/Children-and-families/Worried-about-a-child/Worried-about-a-child.aspx)  [Blackburn Council - Concerned about a Child](https://www.blackburn.gov.uk/children-families-and-young-people/child-protection)  [Lancashire County Council - Concern about an Adult](https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/)  [Blackburn Council - Concerned about an Adult](https://www.blackburn.gov.uk/adults-and-health/professionals-and-providers/report-safeguarding-concern-professionals)  [Blackpool Council - Concerned about an Adult](https://www.blackpool.gov.uk/Residents/Health-and-social-care/Social-care-for-adults/Adult-social-services/Safeguarding-adults.aspx) |
| Completion of Reporting Form |
| Complete the Safeguarding Concern Referral form and email it to [safeguarding@blackburn.anglican.org](mailto:safeguarding@blackburn.anglican.org) |
| Recording of the Concern |
| The Safeguarding Administrator will record the concern on MyConcern case management system and allocate it to the DSO, or ADSO in their absence.  Receipt of concern emailed to originator, including case reference number for future communications. |
| Triaging of the Concern |
| The DSO will   * triage the concern -allocate it to the appropriate case worker * provide guidance on the appropriate action required * Identify whether it is a low/medium/high level concern.   Concerns will be triaged by the DSO, or ADSO in their absence, and allocated to the appropriate case worker. |
| Responding to the Concern |
| Concerns will be responded to in line with Church of England Guidance ‘Managing Safeguarding Concerns and Allegations’The case worker will make relevant inquiries which will include linking in with the person who has made the referral or liaising with statutory services, referring to the Charity Commission where it involves a serious incident, and DBS for barring, carrying out risk assessments and implementing safety plans where necessary. Cases will be closed when or if there is deemed to be no further risk, and cases can be reopened, if necessary, if further information comes to light, for example. |
| Inform National Safeguarding Team |
| For serious incidents, where there are multiple diocese locations, or a concern relates to a senior member of staff e.g. a dean or a Bishop, the DSO will inform the Church of England’s National Safeguarding Team who will lead on the case. |
| Ongoing Support and Monitoring |
| Ongoing support of those involved and monitoring of the case in collaboration with relevant agencies. |
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