

# Responding Well – Sheffield District Safeguarding Flowchart

Flowchart for those **in a role of any kind** within the church and to whom people may come with concerns and/or requests for help.

- This procedure is for all churches in the Sheffield Methodist District from **November 2021 (to be reviewed annually)**;
- This procedure relates to concerns about children and adults, their families and/or church officers and Ministers;
- It should be followed by everyone, irrespective of role

Concern (even if a just niggles) about...

... Help and Support

Those in a role have a concern that may need help and support rather than a safeguarding response. It feels more about the general well-being of someone rather than abuse:

**EARLY HELP IS BEST EVEN IF THINGS ARE UNCLEAR.**

Gather information – you may be able to resolve things quickly;

Many of these issues can be resolved by sharing with others, the Minister and seeking advice from local services. Many will be of a day to day nature that can be resolved through local provision and/or support in the church.

Even if not a safeguarding matter record the concerns and actions to show any pattern.

Involve the Church Safeguarding officer if the concerns have any safeguarding issues

**PASS TO: Superintendent or Minister**

Offer help as appropriate. A Pastoral visit by someone may help to gather information and get an up to date picture.

**District Safeguarding Officer (DSO)**

**07483 362 735**

To be contacted if appropriate for extra help, knowledge of available resources or assistance in contacting other agencies OR if it unclear if there is a safeguarding aspect to the concerns.

... Harm or Risk

Concern suggests someone may have been harmed, is likely to be harmed or it feels there could be some risk.

**EARLY RESPONSES ARE BEST EVEN IF THE CONCERNS REMAIN UNCLEAR OR UNCERTAIN.**

Gather information if possible – **Do Not Investigate!!!**

Pass on immediately to any of those listed in the next box;

Ensure no-one is left unsafe;

If urgent and serious contact emergency services, i.e. social care /police.

**PASS TO: The church or circuit safeguarding officer, informing the Minister or Lay Pastor.**

**Church Safeguarding Officer:**

**Circuit Safeguarding Officer:**

The Church or Circuit Safeguarding Officer **MUST** pass the matter to the **DSO to agree a course of action as per the Connexional Safeguarding Policy 2021**

If the Minister/Deacon/Lay Pastor identifies the concern, discuss with the Church or Circuit safeguarding Officer unless of a confidential nature and go straight to the DSO

If there is any potential delay or disagreement about action, escalate the concern to the District Safeguarding Officer.

Record the concerns as soon as possible **BUT** taking action is more important than filling in the form.

**District Safeguarding Officer**  
**07483 362 735**

**Will discuss case, agree a course of action, confirm who needs to know, liaise as appropriate with external agencies**

... An office holder, volunteer, lay or ordained person

Concerns about the behaviour, attitude, conduct of someone in a role of any kind:

**PASS immediately to Minister, Lay Pastor, Deacon or Circuit Superintendent etc.**

(If Minister/ Deacon or Superintendent is source of concern inform District Chair who will contact DSO)

**District Chair:**  
**Rev Gill Newton**  
**07534 907423**

**Minister, Superintendent or District Chair MUST**

Consider the nature of the concern. If it is of a safeguarding nature, discuss with DSO without delay

**PASS TO:**

**District Safeguarding Officer**

**07483 362 735**

The DSO must be informed as per National and Local policy

Advice will be given about next steps, what to record and DSO or Chair will be the necessary link with Connexional Safeguarding Team and/or external agencies

## Local Authority Safeguarding Contacts (November 2021)

### Sheffield

Local Police: 101  
Safeguarding Children's Hub: 0114 273 4855  
Adult Social Care: 0114 273 4903  
LADO: 0114 273 4855

### Doncaster

Local Police: 101  
Children's Services: 01302 737 777  
    Weekends only: 01302 796 000  
Adult Social Care: 01302 737 391  
    Out of Hours: 01302 566 999  
LADO: 01302 737 332

### Rotherham

Local Police: 101  
Safeguarding Children MASH: 01709 336 080  
Adult Social Care: 01709 822330  
LADO: 01709 336 080

### Barnsley

Local Police: 101  
Safeguarding Children's Hub: 01226 772423  
    Out of hours: 01226 787789  
Adult Social Care: 01226 773300  
LADO: 01226 772341

### Derbyshire

Local Police: 101  
Children & Adult Social Care: 01629 533 190  
LADO: 01629 533 190

### Nottinghamshire:

Local Police: 101  
Children & Adult Social Care: 0300 500 8080  
    Out of Hours: 0300 456 4546  
LADO: 0115 804 1272

### Wakefield:

Local Police: 101  
Children & Adult Social Care: 03458 503 503  
LADO: 01977 727 032