The following are important:

* The church has an up to date, agreed and working **Safeguarding Policy with appropriate procedures** in place.
* The church has a named person as the **Designated Person for Safeguarding (DPS)**.

* All church workers and leaders are up to date with **BUGB Excellence in Safeguarding Training** (Levels 2 and 3 as appropriate) and have up to date **DBS checks**.

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| **A concern about the wellbeing of a child or adult – notify the church DPS** |
| * **RECOGNISE:** Trust your gut instinct; if it feels wrong, then it probably is wrong.
 |
| * **RESPOND:** Notify the church DPS as soon as possible (ideally within 24 hours).

*If the church does not have a DPS, please contact a member of the Regional Team (see left).* |
| * **RECORD:** The church DPS will give you a safeguarding incident form to complete, formally recording What? When? Where? Who?
 |
| * **REPORT:** The church DPS will know what to do next or who best to contact for advice and support.
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| A concern about a Minister or Lay Pastor -contact one of the Regional Team IMMEDIATELY |
| Mr Alan Davies EMBA Safeguarding Adviser (based in Notts) | 07963 675 951 | adavies.emba@gmail.com |
| Mrs Helen ParkerEMBA Safeguarding Adviser (based in N Lincs) | 07726 923 565 | hparker.emba@gmail.com |
| Revd Mark ClayRegional Team Leader  | 07975 863 772 | mclay.emba@gmail.com |
| Revd Dr Nick AshtonRegional Minister | 07399 660 047 | nashton.emba@gmail.com |
| Revd Mike FegredoRegional Minister | 07972 350 242 | mfegredo.emba@gmail.com |

**If you are concerned that someone is at immediate risk of serious harm, you must contact the police (from a place of personal safety), then let the church DPS know that you have done so.**