

Gateway Church Safeguarding incident form

Please feel free to contact the safeguarding coordinators with any questions or concerns.

Our Safeguarding Coordinators works on behalf of the church in dealing with any allegation or suspicion of abuse or neglect, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Coordinator or Deputy Safeguarding Coordinator, seek advice from your Pastor or member of the Leadership Team, who will then seek regional support and contact the National Safeguarding Co-ordinator.

Name: Debra Webb

Contact Details: 01566 770951 safeguarding@gateway2newlife.co.uk

The role of everyone involved with safeguarding of children or vulnerable adults is to;

- Recognise
- Respond
- Record
- Report
- Reflect

If you are involved in a safeguarding incident, please remember these simple guides

1. Do not ask questions simply reflect back
2. Show acceptance and keep calm
3. Do not promise confidentially
4. Write detailed notes as soon as possible, following the guide on this form
5. Pass information on to your safeguarding coordinator as soon as possible.
6. Get help and support yourself
7. Do not be tempted to investigate concerns yourself

Name of person reporting incident	
Contact phone number	
Date and time of incident	
Name of person involved in incident	
Contact information of person involved if available	
Description of incident	
Date and time of incident	
Your actions, what have you said, who have you contacted	
Date and time of reporting	
What support do you need?	

Office use

Received

Action taken by whom and when

Outcome