

District Safeguarding Day Policy and QA update

March 2018

Quality Assurance and Policy Update

- Safeguarding Standards
- Safeguarding Reviews
- District Safeguarding Group and cases sub group
- PCR cases – tidying up the loose ends
- Revisions to Safeguarding Policy
- Church Safeguarding Policies
- Lettings

New Enquiry Notification and Referral form

- The Safeguarding Enquiry, Notification and Referral form is to be used whenever:
- you raise an enquiry or seek advice from the District Safeguarding Team (DST) in relation to a generic or non-urgent safeguarding issue and/or
- you wish to enquire about safeguarding training or
- you need to consult and /or notify the DST about an allegation or safeguarding incident relating to a child or adult in your church/circuit or in respect of a specific case or individual.

New Enquiry Notification and Referral form

- In some instances, the form when fully completed could also be used to refer a matter to one of the statutory agencies at the initial notification/referral stage although some local authorities might require you to complete one of their own referral/ request for service forms.
- The form lends itself to be used as a means of recording initial concerns and the outcome of advice sought from the DST. Helpful for audit trail
- The new form is comprised of four sections and is available on our website to be populated and sent to the DST to the generic email address:
safeguarding@northamptonmethodistdistrict.org.uk

Safeguarding Enquiry Notification and Referral form

- **Section 1** – Record of basic details of who is making contact to be completed for all enquires and notifications to the DST including training enquiries.
- **Section 2** – Specific details of all non-urgent safeguarding enquiries or training enquiries.
- **Section 3 - District Safeguarding Team to record their response and advice in relation to all enquiries and case notifications.**
- **Section 4** - For all consultations, notifications and referrals (including those which require onward referral to statutory agencies) regarding a safeguarding concern or allegation. DST to be notified within one working day.