**SAFEGUARDING GENERIC ENQUIRY FORM**

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| **Please complete this form when you want to**:  | Tick as appropriate  |
| * request advice in respect of a generic non-urgent safeguarding matter
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| * enquire or seek advice about safeguarding training/DBS or other safeguarding policy and practice issues
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| **Safeguarding concerns or incidents should be sent to the District Team within 24 hours of receiving the initial information on the Safeguarding Notification and Referral form**  |  |

Please retain a copy for your records and send the completed form to: safeguarding@northamptonmethodistdistrict.org.uk

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| **Section 1 - Details of the person completing this enquiry**  |
| **Name**  |  |
| **Address**  |  |
| **Tel no:**  |  | **Email:**  |  |
| **Role in the church**  |  |
| **Church**  |  | **Circuit**  |  |
| **Date of this enquiry/notification** |  |

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| **Section 2 - Details of enquiry in relation to a non-urgent safeguarding or training enquiry** |
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| **Section 3 *- To be completed by the District Safeguarding Officer*** |
| **Outcome and response to the enquiry/consultation with the District Safeguarding Team**  |
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| **Further actions required by whom and by when:** |
|  |
| **District Safeguarding Officer** |  |
| **Date of response**  |  |
| **Date form returned to referrer** |  |