**Responding to Safeguarding Concerns about a Child or Adult**

**A safeguarding issues is when a child or adult is being harmed**

**or at risk of being harmed by others or themselves**

**Emergency safeguarding concerns about a child or adult**

**Non-emergency safeguarding concerns about a child or adult**

Contact Manager and Cathedral Safeguarding Lead or deputy

and complete logging a concern form

Contact Cathedral Security on

01227 866237, or internal 6237

* Manger to contact Head of Department
* CSL to contact Cathedral Safeguarding Advisers
* Cathedral Security inform CSL and CSAs
* CSL informs Dean
* CSA inform LADO and other agencies
* Referral to CSAs and advice given
* CSL inform Dean and HR manager
* Ongoing enquires with HR and CSAs
* Referral to other agencies

* CSAs inform LADO and other agencies
* Professionals or Core group
* CSAs report to CSEG
* CSL report to Chapter
* Referral to other agencies

**Careful recording using “Safeguarding Logging Form”**

**CSL = Cathedral Safeguarding Lead**

**CSA = Cathedral Safeguarding Advisors**

**CSEG = Cathedral Safeguarding Executive Group**

**LADO = Local Authority Designated Officer**