



## Safeguarding Referral Form

### **INTRODUCTION MESSAGE FROM THE RT REVD DR ROBERT INNES, BISHOP OF GIBRALTAR IN EUROPE**

Our Diocese first issued a formal policy on Safeguarding in 2012. We produced a major update to the policy in 2015, which brought us up to date with the best advice available at that time. But safeguarding knowledge and practice continues to develop. And we have been able to learn from the practical experience of applying our own protocol across our Chaplaincies. So I am now pleased that we are able to set out policy and practice which is consistent with revised Church of England guidelines as at 2019 in a form that is accessible and easier to use.

The requirements set out in this document, together with the linked guidance, are based on current best practice across the Church of England. The requirements are there to help make sure our churches and communities are safe spaces and safe places.

I am well aware that the priority given to safeguarding matters varies from one country to another. But that is not an excuse for doing safeguarding less well where custom and practice is less rigorous or sensitivity less heightened. For me, safeguarding is a theological priority that is integral to the mission of the church. It is an area where the church should lead and not just follow.

Diocesan safeguarding operates with proper care for personal data in line with the EU's GDPR legislation\*. If your chaplaincy is in a territory outside the scope of GDPR where safeguarding data transfer is problematic, then you must seek specific guidance from the Diocesan Safeguarding Advisor. Operating in countries with different legal frameworks is not a reason for departure from the principle of doing safeguarding well.

Safeguarding continues to be a top priority for me – and I expect this to be the case across our Diocese. We have a duty before our Lord to enable the church to be a safe and secure place for all vulnerable groups. This document sets the standards and guidelines to which are all required to work.

Thank you for your co-operation and commitment to working with me in making our diocese a safe space.

**Robert Gibraltar in Europe  
DIOCESAN BISHOP**

### **When completing this form, any section you cannot complete should not delay you submitting your concern to the DST**

Date (DD/MM/YYYY)

Time:

**01**

#### **Person making the referral**

Surname

Name/s

Chaplaincy and country

Mobile telephone no.

Address  
(house number, street  
name, town)

Country

Postcode

<b>Are you the victim / survivor?</b>	<b>Yes</b>	<b>No</b>
<b>Method of referral:</b>	<b>Telephone</b>	<b>Email Other:</b>
<b>Is the victim / survivor aware of the referral?</b>	<b>Yes</b>	<b>No</b>
<b>Is the victim / survivor in agreement of the referral?</b>	<b>Yes</b>	<b>No</b>
(Note where there is a risk to a child or vulnerable adult consent is not mandatory in order to refer to the safeguarding team)		
<b>Purpose of communication to the DST:</b>		
	<b>Advice</b>	<b>Concern Sharing information Other:</b>
<b>Does this referral relate to a potential risk of harm to a child?</b>	<b>Yes</b>	<b>No</b>
<b>Does this referral relate to a potential risk of harm to an adult?</b>	<b>Yes</b>	<b>No</b>

## 02

### Details of victim / survivor

Surname

Name/s

Date of birth (or approx. age if unknown)

Gender

**Male**

**Female**

**Other**

Position within the church (if applicable):

Archdeacon

Chaplain

Lay reader

Member of the congregation

Bishop

Warden

Licenced

Other:

**Any known mental health conditions / difficulties / diagnosis?**

**Yes**

**None**

**Unknown**

If yes, please provide details below.

**Does the victim / survivor have a partner / family member in the church?**

Name

Position

**Details of concern(s)**

**Details of any known services in your country / area who are already supporting the victim / survivor or their family**

Please provide any known details – organisation, key worker, contact details.

**03**

**Details of respondent/ person of concern**

Surname

Name/s

Date of birth (or approx. age if unknown)

Gender

**Male**

**Female**

**Other**

Position within the church (if applicable):

Archdeacon

Chaplain

Lay reader

Member of the congregation

Bishop

Warden

Licensed

Other:

**Any known mental health conditions / difficulties / diagnosis?**

**Yes**

**None**

**Unknown**

If yes, please provide details below.

**Does the victim / survivor have a partner / family member in the church?**

Name

Position

**Details of any children they have aged 18 or under**

**Details of any known services in your country / area who are already supporting the respondent/ person of concern or their family**

Please provide any known details – organisation, key worker, contact details.

Telephone number of the Police Service in your area:

Name of Social / Children's Services in your area (if known)

Any other relevant information

**04**

**For office use only:**

The DST will discuss with management at a triage meeting on receipt of this referral. During this meeting it will be agreed whether threshold is met, if further information is required, or if the case will be closed and advice only given to the referrer.

Date of triage / assessment

DST members involved

**DST assessment of whether threshold is met**

Threshold met and say how and why

Threshold not met, advice given, and case to close

**DST decision / next steps**

**IMPORTANT**

When cases be closed at the referral point, a copy of this form will be sent to the relevant Safeguarding Officer, for their records and a copy of the referral will also be uploaded on to the system managed by DST, headed REFERRAL with relevant case identification number, which will be used as a reference.

The DST operates Monday – Friday 9:00am – 5:00pm (GMT). All referrals within working hours will be responded to within 24 hours (GMT). If your referral falls outside of these hours – but is urgent, please refer to our out of hours arrangements.

The following link will take you to what constitutes, Personal data/GDPR:

<https://europe.anglican.org/downloads/diocese-in-europe---personal-data-gdpr.pdf>