



## Reporting Safeguarding Concerns, Allegations or Incidents.

If there is an immediate danger, ring 999

If you have a safeguarding concern or are aware of a safeguarding incident you should report it. If you're not sure, don't do nothing, it is always best to follow this procedure. If you have reported on a local basis and the situation concerns a TOM member, you should still report it through TOM.

Report your concern to the Designated Safeguarding Person for TOM.

Currently Sarah Ashelby:

[uksafeguarding@missionorder.org](mailto:uksafeguarding@missionorder.org)

07793279709

(If your concern relates to the DSP, skip this stage and report to the DSA - see below)

Make a written record of your concerns, using the form below and give to the TOM Designated Safeguarding Person (DSP)

**The TOM DSP will report to the Diocesan Safeguarding Advisor linked to TOM, within 24 hours.** They will discuss next steps to take. Our current DSA is Sarah Price in Coventry Diocese.

(This complies with the Safeguarding in Religious Communities Policy, produced by the C of E, which TOM adopts)

**The TOM DSP will report to the Senior Guardian within 7 days**  
(This complies with the TOM constitution)

**Form for Reporting concerns, allegations or incidents.**

Please send this to the TOM UK Designated Safeguarding Person: [uksafeguarding@missionorder.org](mailto:uksafeguarding@missionorder.org)

Name and contact number of person completing report	
Date of report	
Date and place of observations or incident	
Name of group, huddle or gathering (if appropriate)	
Name and address of child/young person/adult	
Date of birth of child/young person/adult	
Name and contact number of parent or carer	
Report (continue on separate sheet if needed)	

Advice given/actions taken/people spoken to

Signed:

Dated

Please print name: