

Chapel Safeguarding Summary of Key Contacts

The Chapel Safeguarding Officer (chapelsafeguardingofficer@lincolnsinn.org.uk)

The Chapel Safeguarding Lead (chapelsafeguardinglead@lincolnsinn.org.uk)

The Officers can also be contacted by telephoning 020 7693 5169.

Local Contacts

Camden Children's Line: **020 7974 3317 (concerns about a child)**

Camden Adults' Line: **020 7974 4000 option 1 (concerns about an adult)**

Camden Emergency Duty Team (use for children and adults after 5pm and 24hrs weekends and bank holidays if you think the concern cannot safely wait until the next working day): **020 7974 4444**

Camden and Islington NHS Trust mental health crisis line: **0800 917 3333 (24hrs)**

Domestic Violence Helpline: **0808 2000 247 (24hrs)**

London Diocese Safeguarding Helpline: **020 7932 1224 (9am to 5pm weekdays)**

NSPCC helpline: **0808 800 5000 (Mon-Fri 8am to 10pm; 9am to 6pm weekends)**

Action on Elder Abuse helpline: **0808 808 8141 (9am to 5pm weekdays)**

Take Action

Recognise a safeguarding concern: all Chapel staff are responsible for safeguarding and should be vigilant.

Keep the welfare of the child or vulnerable adult at the centre of your actions.

Respond to a safeguarding concern: call 999 in the event of an emergency, or if you think there is or may be a risk to life or limb. Outside of an emergency, take advice and report if you witness, observe, or receive a report or allegation about a safeguarding concern. Take advice even if you are unsure whether the matter constitutes a safeguarding concern. You may take advice from the CSO or Chapel Safeguarding Lead, or in their absence, the Diocese safeguarding helpline, or statutory services, without disclosing the name of the individual at the centre of the concern in the first instance. If your concern is about a child linked to a school party, you may discuss your concern with the school in the first instance.

Refer a safeguarding concern: do not keep a safeguarding concern to yourself; refer to the Chapel Safeguarding Officer, or in their absence, the Chapel Safeguarding Lead, or in the absence of both, to relevant statutory agencies.

Record a safeguarding concern: complete a safeguarding reporting form once the child or vulnerable adult has been safeguarded and referred on as appropriate. Ensure that you record the presenting issue; clearly distinguish between fact, observation and opinion; detail the action you take; be clear about whether consent has been given for any referrals to be made and why you have made the referral if consent has not been given and note the names and contact details of persons from whom you seek advice and who undertake follow up action. Send the form to the Chapel Safeguarding Officer within 24hrs.