

# You witness, suspect or are told about abuse

This may relate to recent or non-recent situations involving the well-being of a child, young person, or adult. It may relate to the behaviour of another child, young person, or adult.

**FOLLOW THIS  
GUIDE TO REPORT  
YOUR CONCERN**



## IS THE CHILD, YOUNG PERSON OR ADULT AT IMMEDIATE RISK OF HARM?

Are they in need of medical attention? Are they in immediate danger if they stay in their current environment, or if they leave it?

If **Yes**, and the situation requires an immediate response, the appropriate emergency services should be contacted by calling **999** without delay.

## ARE YOU AT AN EVENT?

### YES AND IT IS RUN BY SU

Report the concern to the Designated Safeguarding Officer (DSO) at the first available opportunity.

DSO to review and call 999 if this has not happened and is required.

### YES BUT IT IS NOT RUN BY SU

Follow the safeguarding policy and procedure of the event that you are at. Report the concern to the Safeguarding Lead identified. If you are worried about how your concern is being handled, follow the steps below...

### NO

Follow the steps below

## CONTACT THIRTYONE:EIGHT FOR ADVICE

For SU events, it is the responsibility of the DSO to contact 31:8 via the Thirtyone:eight member-only email address provided (copying in [safeguarding@scriptureunion.org.uk](mailto:safeguarding@scriptureunion.org.uk)) or by phone (0303 003 1111) to ensure a coordinated response. SU staff are also able, and encouraged to contact 31:8 directly with all safeguarding concerns.

## AWAIT WRITTEN ADVICE BEFORE TAKING ACTION

31:8 will provide verbal advice to the caller and written confirmation will follow (by email) to the caller and the SU safeguarding team. Do not take action until you have spoken with the SU safeguarding team (see below), unless the situation changes and emergency services are required.



## DON'T FORGET...

### Keep detailed notes

The SU safeguarding team will provide you with a timeline to complete, so that we can maintain accurate and thorough records.

### Look after yourself and your team

Let the SU safeguarding team know if support is needed.

## CONTACT THE SU SAFEGUARDING TEAM

At an SU event, the DSO should call the SU Advice Line on **01908 856035** as soon as possible to confirm contact with 31:8 and discuss next steps.

For all other safeguarding concerns, please contact the Safeguarding Manager or the Operational Safeguarding Lead ([safeguarding@scriptureunion.org.uk](mailto:safeguarding@scriptureunion.org.uk))

 **Scripture Union**

Go to [su.org.uk/safeguarding](https://su.org.uk/safeguarding) for detailed information on this procedure and to view our safeguarding policy.