



C·S· LEWIS INSTITUTE
Discipleship of Heart and Mind

CSLI (Belfast) Ltd

Safeguarding – Procedure for Raising a Concern

(Reviewed and approved by Board March 2025)

Purpose

The purpose of this procedure is to provide a way for concerns on safeguarding issues to be raised and to be effectively addressed. It is difficult to provide a comprehensive list of what might constitute a safeguarding concern but examples would include sexual harassment, bullying and spiritual coercion.

Scope

The procedure is available to be used by Fellows, mentors, staff, volunteers and others who interact with the work of the CS Lewis Institute (Belfast).

Raising a Concern

Any safeguarding concern should be raised in the first instance with either the City Director or one of the Board Members with designated responsibility for Safeguarding.

If the concern relates to the City Director, it should be raised in the first instance with either the Chair of the Board or one of the Board Members with designated responsibility for Safeguarding. The Staff Handbook procedures will be followed in respect of an employee.

Responding to a Concern

The person receiving the concern will carry out an initial assessment, seeking professional assistance if required, and determine the appropriate action, including notification of the relevant authorities. A written complaint will be necessary if a formal investigation is deemed appropriate.

Contact Details:

City Director - Stuart Horner s.horner@cslewisinstitute.org tel. +44(0) 7713 141886

Board Members with responsibility for Safeguarding

Maureen Bennett -maureenej.bennett@btinternet.com tel. +44 (0) 7808169302

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