

Record

You may find it useful to make a few notes, **which must be held confidentially**, as you may be asked more about the allegation at a later stage. In particular, these may include:

Who was involved – names of key people

What happened – facts, not opinion

Where it happened

When it happened – date and time

Why it happened

Whom it was referred to

How it happened

Date and sign your notes.

Use the exact words which the child/vulnerable adult used - do not 'translate' anything.

Refer

Please remember that you are not expected to be an expert in these areas, so you must refer on all allegations, disclosures or concerns.

Referrals should be made **confidentially** to the Rector, other church leader, the event leader, the safeguarding officer or to the Diocesan Safeguarding Manager directly.

If you believe that the person is at immediate risk of harm when they leave you, make a referral to the appropriate agency – the police or social services.

CONTACTS

Diocesan Safeguarding Manager:
tel: 01962 737317
mob: 07921 865374
email: safeguarding@winchester.anglican.org

Safeguarding advice is available during evenings and weekends from Hampshire County Council, tel: 0300 555 1373

In an emergency, use the 999 emergency number. If you do use this, you should contact the Diocesan Safeguarding Manager, the Rector, other church leader or the safeguarding officer as soon as possible.

Your Parish Safeguarding Representative is Philip Ladbury.

Other contact details which may be useful:

'Stop It Now!' helpline: 0808 1000 900

'Childline': 0800 1111 (free from most phones and will not show on phone bill)

'Action On Elder Abuse Helpline':
080 8808 8141

'National Domestic Violence Helpline':
0800 2000 247

If you have any further queries or for a full copy of the Parish Safeguarding Policy, please enquire at the Church Office.

**All Saints', Dibden and St. Andrew's,
Dibden Purlieu:**

Safeguarding: Summary and Information



Adopted by Dibden Parish PCC
on 12 November 2018

At St Andrew's and All Saints, we take our responsibility towards the children and vulnerable adults who are involved in church activities very seriously.

This leaflet contains useful information to help us all work together to make it as safe a place as possible to worship and enjoy activities with children, young people and vulnerable adults.

'Safeguarding' is the process of ensuring that there are mechanisms in place to ensure that, as far as possible, children, young people and vulnerable adults feel as safe and free from being taken advantage-of, and that there are robust procedures in place to address issues where things do go wrong.

It is important to remember that it is everyone's responsibility to safeguard children, young people and vulnerable adults. By being aware of the following information and following through the appropriate processes, we can all play our part to ensure that we can achieve this.

Recognise

Abuse can take many forms but the main ones are:

Physical: eg: unexplained bruises, burns, cuts, bites, fractures etc

Emotional: changes in mood or behaviour, withdrawn or 'clingy' depression, aggression or extreme anxiety, nervousness, low self-esteem

Neglect: under-nourishment, failure to grow, persistent hunger, inadequate care, dirty, inappropriate clothing, unkempt

Sexual: unusual knowledge of adult sexual behaviour – words / drawing; sexually provocative, sexual infections

Discriminatory: racist, sexist, based on a person's disability

Spiritual: using faith, spirituality, trust etc to manipulate and control people

Financial: money, possessions, disappearing, no money for essentials, jewellery and valuables missing

Institutional: removal of choice to suit others' needs or preferences

Grooming: of individual, a family or other

We may become aware of abuse or concerns about someone's behaviour in a number of ways; all must be taken seriously and acted-upon:

- A disclosure from a person who has or is experiencing abuse
- An allegation about a person's conduct
- A concern about someone's behaviour

No concern is too small; all disclosures, issues or concerns seen or that you made be made aware of must be acted-on as soon as possible.

Do not investigate yourself.

You are not expected to be an expert in Safeguarding, but there are some simple steps which you should take to help the alleged victim:

Respond

Do Not:

- Ignore it
- Attempt to investigate yourself
- Discuss the case with anyone else
- Speak to the alleged perpetrator

With a person making a disclosure:

Never promise to keep a secret or confidentiality. Tell them that you may need to share it.

Assure them that they are not to blame for what happened.

Reassure the person that they have done the right thing by telling you.

React calmly; be aware of non-verbal messages and body language.

Listen; do not ask leading questions or investigate. Avoid making comments or judgements and never make assumptions.

Tell them what you are going to do next – which is, in all cases, to refer as soon as possible to the respective group or event leader, the Rector, other church leader, the safeguarding officer or Diocesan safeguarding Manager (see overleaf).