

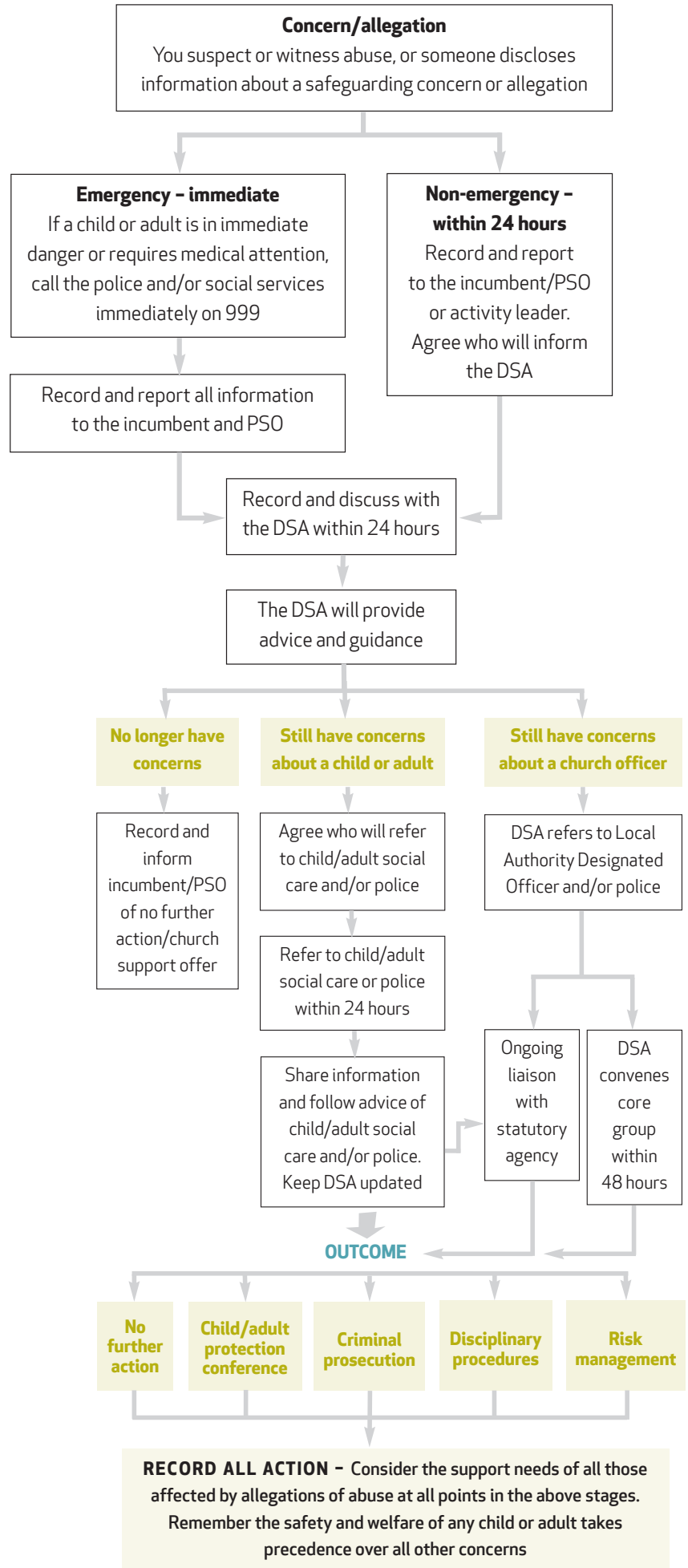


Benefice of The St. J's Group with Wellow

# Dealing with safeguarding allegations or concerns

Use the RESPOND, RECORD, REPORT procedure on next page to help.

Complete the form in the Appendix as soon as possible.



Signed

Incumbent: Matthew Street.  
Churchwardens of the St. J's Group:  
Joy Fraser & Nigel Vening.  
Churchwarden of St. Julian's Church  
Wellow: Pam Pike.  
Date: 23/2/2023

# **Procedure for dealing with disclosures or allegations of abuse**

## **Think: Respond, Record, Report.**

### **Respond**

#### **Do:**

- Listen.
- Remain calm, approachable and receptive
- Take what is said seriously.
- Offer reassurance that disclosing is the right thing to do.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Take into account the person's age and level of understanding.
- Check whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Establish only as much information as is needed to be able to tell your Parish Safeguarding Officer (PSO)/ Incumbent/Diocesan Safeguarding Adviser (DSA) or statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

#### **Do not:**

- Promise confidentiality
- Ask leading or probing questions
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

### **Record**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible. Use the template in Appendix A.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

### **Report**

- If there is immediate danger to a child or adult contact the police on 999. Otherwise report to your PSO/incumbent immediately.
- Within 24 hours the PSO/Incumbent must report the concerns to the DSA
- The DSA will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.
- If the concern is that a child or adult is being abused and the PSO/incumbent or the DSA are not available within 24 hours, contact Children's Social Care or Adult Social Care and/or the police directly.
- If the concern is that a church officer may be abusing a child or adult and the PSO/Incumbent or DSA are not available, contact the Local Authority Designated Officer (LADO) and/or police. Advise the Parish Safeguarding Officer or incumbent as soon as possible that you have made a referral; they will advise the DSA.
- If in doubt don't delay – seek advice from statutory agencies

## Safeguarding Incident Form

Appendix

This form should be completed with the PSO/Incumbent

Name of church	
Contact details of church	
Name of PSO / Incumbent	
Contact details of PSO/ Incumbent	
Name of person who has safeguarding concern or to whom the disclosure was given	
Contact details of the person who has safeguarding concern or whom disclose was given	

### INDIVIDUAL OF CONCERN CONTACT DETAILS

Name	
Date of birth / age	
Address	
Phone number / email address	

### ALLEGED PERPETRATOR CONTACT DETAILS

Name	
Date of birth / age	
Address	
Phone number / email address	

### DETAILS OF THE DISCLOSURE

What happened (Nature of concern / disclosure made - use the person's own words if known)
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When did it happen (date, time)

Where did it happen (specific location/s)

Who was allegedly involved and in what way (include witnesses)

**Any action taken**

Have the carers or parents / guardians been informed? If so, when and by whom?

If not, why have they not been informed

Has the DSA been informed? Give date.

Has any other statutory authorities been informed? If yes, please give details.

**Future Action**

What action needs to be taken?

Who is responsible for this?

**SIGNATURES**

Signature of person reporting the incident

Date:

Time:

Signature of PSO / Incumbent

Date:

Time: