## 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.

Concern/allegation You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation Non-emergency -**Emergency - immediate** If a child or adult is in immediate within 24 hours Record and report danger or requires medical attention, call the police and/or social services to the incumbent/PSO immediately on 999 or activity leader. Agree who will inform the DSA Record and report all information to the incumbent and PSO Record and discuss with the DSA within 24 hours The DSA will provide advice and guidance No longer have Still have concerns Still have concerns about a child or adult about a church officer concerns Record and Agree who will refer DSA refers to Local inform to child/adult social Authority Designated incumbent/PSO care and/or police Officer and/or police of no further action/church Refer to child/adult support offer social care or police within 24 hours Ongoing DSA Share information liaison convenes and follow advice of with core child/adult social statutory group care and/or police. agency within Keep DSA updated 48 hours **OUTCOME** No Child/adult **Criminal Disciplinary** Risk further protection prosecution procedures management action conference **RECORD ALL ACTION -** Consider the support needs of all those affected by allegations of abuse at all points in the above stages.

Remember the safety and welfare of any child or adult takes

precedence over all other concerns

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**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		
A J J J J J J J J J J J J J J J J J J J		
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)		

When did it happen (date, time)		
Where did it happen (specific location/s)		
Who was allogadly involved and in what way (include witnesses)		
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 gave get bit been informed		
Has the DSA been informed? Give date.		
Has any other statutory authroueties been informed? If yes, pease give details.		
Has any other statutory authroueties been informed? If yes, pease give details.		
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### **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: