

REFER

You are not expected to be an expert in these areas so please refer on.

ALL ALLEGATIONS AND DISCLOSURES MUST BE REFERRED TO THE DIOCESAN SAFEGUARDING ADVISERS.

If you believe a person is at immediate risk of harm when they leave you, make a referral directly to the appropriate agency - Police or Social Services.

All disclosures, allegations and concerns should be referred initially to the Diocesan Safeguarding Advisers who will inform other appropriate people such as the Bishop, Vice-Dean (safeguarding) etc.

No concern is too small - all disclosures, issues or concerns seen or that you are made aware of must be acted on as soon as possible. **Seek advice from a DSA** - do not investigate yourself.

NEVER MAKE ASSUMPTIONS

CONTACTS

Parish Safeguarding Coordinator

Name:

Tel:

Email:

Diocesan Safeguarding Advisers

Fiona Coombs fcoombs@diocant.org
07548 232395

Paul Brightwell pbrightwell@diocant.org
07398 009951

Diocesan Safeguarding Trainer

SJ Martin smartin@diocant.org
01227 459401

Diocesan Safeguarding Office (DBS)

safeguarding@diocant.org / 01227 459401

Other key contacts

Police (24hrs) 101

Kent Social Services (out of hours) 03000 41 91 91

Kent Children's Services 03000 41 11 11

Kent Adult Services 03000 41 61 61

Stop It Now Helpline 0808 1000 900

Childline 0800 11 11

Action on Elder Abuse Helpline 080 8808 8141

National Domestic Violence Helpline 0844 804 4999



Diocese of Canterbury
CHANGED LIVES ⇨ CHANGING LIVES

SAFEGUARDING AIDE MEMOIRE

Child Protection

Vulnerable Adult Protection

Domestic Abuse

**It is everyone's
responsibility to
safeguard children,
young people and
vulnerable adults**

RECOGNISE

The main forms of abuse are:

- ◆ **Physical:** bruises, cuts, bites, fractures, etc which do not have an explanation
- ◆ **Emotional:** changes in mood or behaviour, withdrawn or clingy. Depression, aggression or extreme anxiety, nervous, low self esteem
- ◆ **Neglect:** under nourishment, failure to grow, constant hunger, inadequate care, dirty, inappropriate clothing, unkempt.
- ◆ **Sexual:** 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 to manipulate and control people
- ◆ **Financial:** money, possessions disappearing, no money for essentials, jewellery, valuable missing.
- ◆ **Institutional:** care home etc.
- ◆ **Grooming:** of individuals, family, church

We may become aware of abuse or concerns about someone's behaviour in a number of ways.

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

ALL MUST BE TAKEN SERIOUSLY AND ACTED ON

RESPOND

DON'T:

- ◆ Promise to keep a secret, or confidentiality; say you may need to share this.
- ◆ Attempt to investigate yourself
- ◆ Discuss the case with anyone else
- ◆ Speak to the accused
- ◆ Ignore it.

With a person making a disclosure:

DO:

- ◆ Assure them they are not to blame for what happened
- ◆ Reassure the person 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.
- ◆ Tell them what you are going to do and that they will be told what is happening at each stage
- ◆ Refer as soon as possible to the Diocesan Safeguarding Adviser
- ◆ Find support for yourself

RECORD

- ◆ Make full notes of what you are told - including names, the person making the disclosure/referral and date and time. Date and sign your notes.
- ◆ Use the words the child/adult used - do not 'translate' into proper names etc. As far as possible use the exact words used in the disclosure.
- ◆ If someone else is making an allegation or raising a concern you will need to include their contact details.
- ◆ The original document should be kept safely and a copy forwarded to the Diocesan Safeguarding Adviser. If you type up the notes, keep your handwritten notes.

WHAT TO RECORD:

- ◆ **Who** was involved - names of key people
- ◆ **What** happened - facts not opinions
- ◆ **Where** it happened
- ◆ **When** it happened - date and time
- ◆ **Why** it happened
- ◆ **Whom** it was referred to
- ◆ **How** it happened