



# SAFEGUARDING Good Practice Guidelines IN LICHFIELD DIOCESE

## WHAT TO DO IF...

### You have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Consult the person to whom you are responsible.
3. Decide together whether to seek advice or to make an immediate referral.
4. Keep a record of what happened, your concerns and your actions.
5. Tell your minister and/or safeguarding co-ordinator.
6. Only tell others who need to know.

### A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate. Do not promise confidentiality; tell them we need to share this. Assure them they are not to blame.
2. Tell them what you are going to do and that they will be told what happens.
3. Make careful notes of what is said, record dates, times, events and when you are told.
4. Report it to the person to whom you are responsible and your minister or safeguarding co-ordinator.
5. Only tell those who need to know.
6. If a child is in imminent danger report to the Police or Social Service.

## THINGS TO REMEMBER...

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure another adult is present or within sight or hearing of any activity.
- Ensure any actions cannot be misinterpreted by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.

## RESOURCES

**Protecting all God's Children**  
 (2010, CHO)

**Promoting a Safe Church**  
 (2006, CHO)

**NSPCC**  
 Many useful resources, including research studies and fact sheets. Tel: 0800 800500, [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Stop It Now**  
 A freephone confidential helpline for people with concerns about child sexual abuse which gives advice, support and information. Tel: 0808 1000 900, [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

[www.lichfield.anglican.org/safeguarding](http://www.lichfield.anglican.org/safeguarding)

## USEFUL ADDRESSES AND TELEPHONE NUMBERS:

### Your church's safeguarding co-ordinator:

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

### Childline

0800 1111

### Minister and Clergy Sexual Abuse Survivors

[www.macsas.org.uk](http://www.macsas.org.uk)  
 08088 010340

### Church Child Protection Advisory Service

PO Box 133, Swanley, Kent BR8 7UQ  
 01322 660011

### Domestic Violence Support Refuge/Women's Aid

[www.womensaid.org.uk](http://www.womensaid.org.uk)  
 0808 2000 247

### Parentline

0808 8002222

### Samaritans

Counselling for those in despair or suicidal  
 0845 790 9090, [jo@samaritans.org](mailto:jo@samaritans.org)

### Victim Supportline

0845 3030900

### NAPAC – National Assoc. for People Abused in Childhood

[www.napac.org.uk](http://www.napac.org.uk)  
 0808 8010331

If you need to contact your local Children's Services Safeguarding team please call Kim Hodgkins or check your local authority website.

## DIOCESAN SAFEGUARDING ADVISERS

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 Diocesan Safeguarding Adviser  
 Reg Social Worker (HCPC. 39995)  
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