

St James Fletchamstead PCC

Safeguarding Procedures

What to do if you have concerns about possible abuse (including allegations)

- Keep a record of what happened, your concerns and your actions.
- As a matter of urgency, you should report your concerns to the Parish Safeguarding Officer (PSO), Anne Lancaster, or the Vicar, Steve Burch.
- In case you are unable to speak to the PSO or Vicar, report to the Diocesan Safeguarding Adviser (DSA), Carol Clarke, on 02476 521345.
- In an emergency, call emergency services on 999.
- Concerns reported to the PSO will be investigated and may be passed on to the DSA.
- Serious Safeguarding Incidents will also be reported to the Charity Commission by the PCC of St James Fletchamstead.
- Do not try to intervene and deal with the situation yourself. The Safeguarding Team are trained and will deal with situations carefully and safely on behalf of all those involved.

What to do if a child or adult wishes to disclose they have been abused

- 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.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told.
- Report it to the person to whom you are responsible and the Vicar or Parish Safeguarding Officer.
- Only tell those who need to know.

Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented 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.