



# 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.
- Consult the person to whom you are responsible.
- Decide together whether to seek advice or to make an immediate referral.
- Keep a record of what happened, your concerns and your actions.
- Tell your minister and/or safeguarding co-ordinator.
- Only tell others who need to know.

##### **A child, young person 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 your minister or safeguarding co-ordinator.
- Only tell those who need to know.
- 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: **Susan Sayer**

Tel: **07858 242194**

##### **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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