# Benefice of The St. J's Group with Wellow Dealing with safeguarding allegations or concerns

**Concern/allegation** You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation Use the RESPOND, RECORD, **REPORT** procedure on next page to help. **Emergency - immediate** Non-emergency -If a child or adult is in immediate within 24 hours Complete the form in the danger or requires medical attention, Record and report Appendix as soon as possible. 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 concerns about a church officer 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 DSA Ongoing 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 Signed: ML that OUTCOME Incumbent: Matthew Street. No Child/adult Criminal Disciplinary **Risk** further protection Churchwardens of St. J's Group: procedures management prosecution action conference Richard Downing & Nigel Vening. Churchwarden of St. Julian's Church Wellow: Pam Pike & Jane Rees **RECORD ALL ACTION -** Consider the support needs of all those Date: 23/2/2023

Reviewed: February 2024

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

## 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	
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 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.

#### **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: