

## APPENDIX 11

### **Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014**

#### **What to do if...**

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

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
3. Always inform the Diocesan Safeguarding Adviser.
4. Keep a record of what happened, your concerns and your actions.

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

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

##### **Things to remember:**

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret