



# **SAFEGUARDING GUIDELINES**

## **HOLY TRINITY CHURCH COVENTRY.**

**Approved by PCC  
annually.**

# Responding to a Safeguarding Concern or Allegation

There are many situations whereby a member of the church may have concerns, or be made aware of concerns, regarding a child, young person and adult. For example:

- A child, young person or adult discloses abuse;
- Someone discloses concern for a child, young person or adult;
- Someone notices signs of potential abuse of a child, young person or adult;
- A child, young person or adult makes a disclosure about their own behaviour towards another child, young person or adult;
- Someone witnesses concerning behaviour during a church activity or during a home visit.

The concern or allegation might relate to someone at church or to someone elsewhere (e.g. at home, work or school). It might be a current situation, or something that happened in the past.

This procedure must be followed by all church officers<sup>1</sup> and it is strongly recommended for all other church members. The P.S.O. will ensure that this procedure is displayed on a Church Notice Board and is available on the web site. If a concern arises during a Church activity it will be raised with the Group Leader who will then contact the P.S.O. and/or the Incumbent.

## Listen carefully

Whenever anyone reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing harm to others, the initial response should be limited to listening carefully. If someone makes a disclosure this might be the only time they will tell someone about what is happening.

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<sup>1</sup> A church officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

## **Please...**

- Listen.
- Take what is said seriously.
- Remain calm.
- Take into account the person's age and level of understanding.
- Offer reassurance that disclosing is the right thing to do.
- Explain that information will need to be shared with the appropriate people.
- Only use open questions.<sup>2</sup>
- Establish only as much information as is needed to be able to report what is believed to have happened, when and where.
- At the end, check that you have understood everything correctly.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

## **However...**

- Do NOT make promises that cannot be kept (e.g. that you won't share the information).
- Do NOT make assumptions or offer alternative explanations.
- Do NOT investigate.
- Do NOT contact the person about whom allegations have been made.
- Do NOT carry out a physical or medical examination.
- Do NOT share with anyone other than those persons mentioned on the previous page.

## **Make a record...**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the Diocesan Safeguarding Adviser or the statutory authorities.
- Record the date, time, place and how the person appeared to you. If possible, try to record the actual words used, including any swear words or slang.

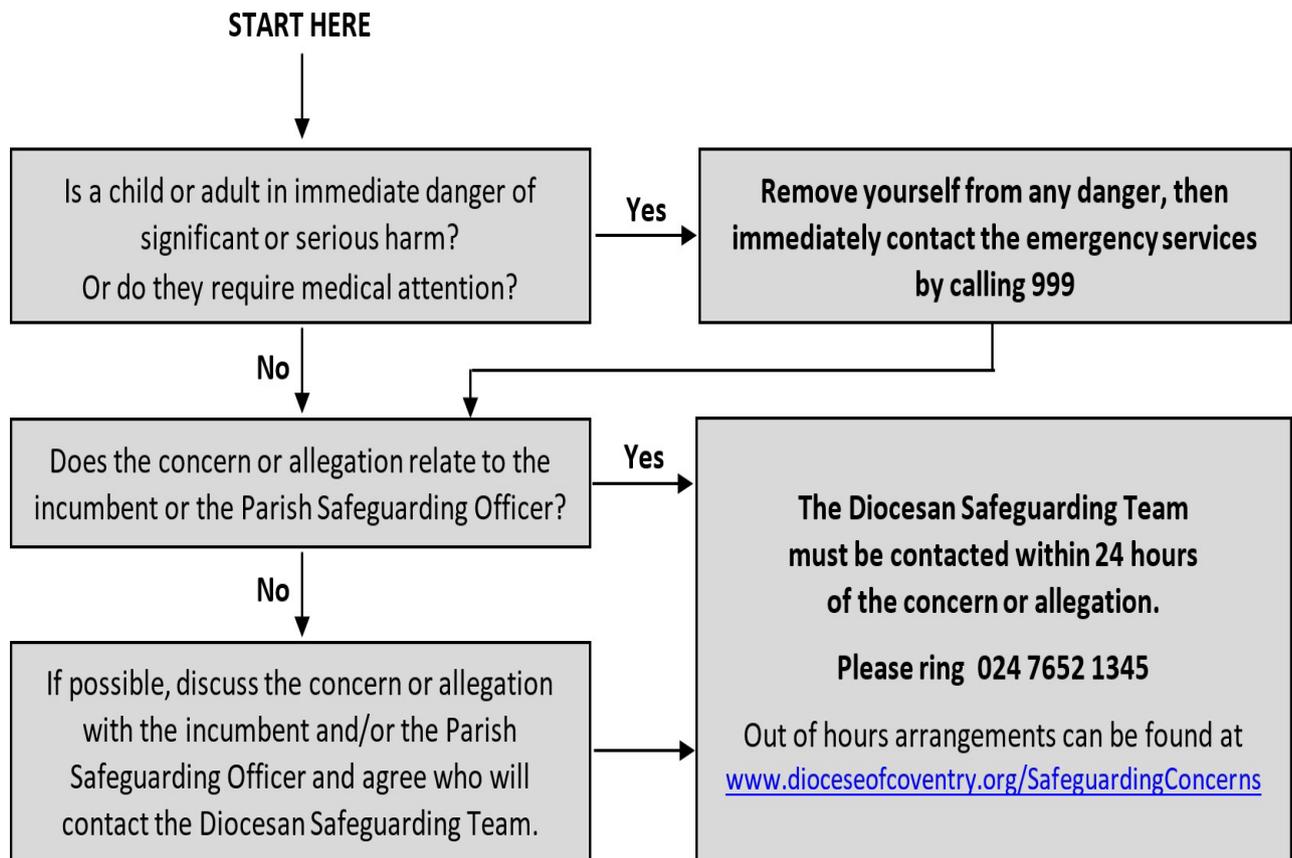
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<sup>2</sup> Open questions begin with words like: who, what, when, where and how. They cannot be answered with a 'yes' or 'no'.

- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

## Report promptly...

Never do nothing. Always follow the procedure below.



# Untrue Allegations

Occasionally an untrue allegation may be made.

It is important not to make judgements and allow any allegation to be investigated carefully to try to ascertain the truth. Untrue allegations can be the result of some other concern or unhappiness in someone's life.

It is very important that you do not put yourself in vulnerable situations.

While investigations are under way it is recommended that the alleged perpetrator and the child/young person/adult at risk have pastoral support.



# Recording Allegations of Abuse or Concerns

Name of Church	
Name and contact number of Vicar	
Name and contact number of person completing report	
Date of report	
Date and place of observations or incident	
Name of group (if appropriate)	
Name and address of child/young person/adult	
Date of birth of child/young person/adult	
Name and contact number of parent or carer	
Report (continue on separate sheet if needed)	

Advice given/actions taken/people spoken to

**Signed:**

**Dated**

**Please print name:**

This report must be forwarded to your Parish Safeguarding Officer . A copy must be sent to the Diocesan Safeguarding Advisor within 24 hours.

## **SAFEGUARDING TEAM**

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