

REFER

You are not expected to be an expert in these areas so refer on.

ALL ALLEGATIONS AND DISCLOSURES MUST BE REFERRED TO THE SAFEGUARDING ADVISER.

If you believe the person is at immediate risk of harm when they leave you, make a referral directly to the appropriate agency – Police or Social Services.

All disclosures, allegations, concerns should be referred initially to the Diocesan Safeguarding Adviser, who will inform the bishops, archdeacons, deans, clergy, etc. as appropriate.

No concern is too small – all disclosures, issues or concerns seen or that you are made aware of must be acted on as soon as possible. Do not investigate yourself

Never make assumptions.

Your Parish Safeguarding Rep is:

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CONTACTS

Diocesan Safeguarding Manager 01962 737317

07921 865374 safeguarding@winchester.anglican.org

Evening and weekends safeguarding advice available from Hampshire County Council (covers the whole of the Winchester Diocese) 0300 555 1373

In an emergency use the 999 emergency number. If you do you should contact the Safeguarding Manager as soon as possible.

It is helpful to compile a list of local numbers and national help lines to give to people, eg.

STOP IT NOW HELPLINE:

0808 1000 900

CHILDLINE:

0800 11 11 (free from most phones and wont show on phone bill)

ACTION ON ELDER ABUSE HELPLINE:

080 8808 8141

NATIONAL DOMESTIC VIOLENCE HELPLINE

0800 2000 247

MENS ADVICE LINE

0808 801 0327

Consider making helpline details available in church buildings.

Do check numbers are current before giving them out.

SAFEGUARDING AIDE MEMOIRE

Child Protection

Adult at Risk of Abuse

Domestic Abuse

**It is everyone's
responsibility to safeguard
children, young people and
vulnerable adults.**



**DIOCESE of
WINCHESTER**

RECOGNISE

The main forms of abuse are:

Physical: bruises, burns, cuts, bites, fractures, etc. which do not have an explanation.

Emotional: changes in mood or behaviour, withdrawn or clingy. Depression, aggression or extreme anxiety, nervous, low self esteem.

Neglect: under nourishment, failure to grow, constant hunger, inadequate care, dirty, inappropriate clothing, unkempt.

Sexual: knowledge of adult sexual behaviour – words / drawing. Sexually provocative, sexual infections.

Discriminatory: racist, sexist, based on a person's disability.

Spiritual: using faith, spirituality, trust to manipulate and control people.

Financial: money, possessions disappearing, no money for essentials, jewellery, valuables missing.

Institutional: care home, etc.

Grooming: of individual, family, church.

We may become aware of abuse or concerns about someone's behaviour in a number of ways.

- A disclosure from a person who has or is experiencing abuse;

- An allegation about someone's conduct;

A concern about someone's behaviour.

All must be taken seriously and acted on.

RESPOND

DO NOT:

Attempt to investigate yourself;

Discuss the case with anyone else;

Speak to the accused;

Ignore it.

WITH A PERSON MAKING A DISCLOSURE:

Never promise to keep a secret, or confidentiality. Tell them you may need to share this.

Assure them they are not to blame for what happened.

Reassure the person they have done the right thing by telling you.

React calmly, be aware of non verbal messages and body language.

Listen, do not ask leading questions or investigate. Avoid making comments or judgements.

Tell them what you are going to do and that they will be told what is happening at each stage.

Refer as soon as possible to the Diocesan Safeguarding Adviser.

Find support for yourself.

RECORD

Make full notes of what you are told – including names, the person making the disclosure / referral, and date and time. Date and sign your notes.

Use the words the child/ vulnerable adult used – do not 'translate' into proper names, etc. As far as possible use the exact words used in the disclosure.

If someone else is making an allegation or raising a concern you will need to include their contact details.

The original document should be kept safely and a copy forwarded to the Diocesan Safeguarding Adviser. If you type up the notes keep a copy of the hand written notes.

What to record: **(6WH)**

Who was involved – names of key people;

what happened – facts not opinions;

where it happened;

when it happened – date and time;

why it happened;

whom it was referred to;

how it happened.