



**Safeguarding children, young people and adults at risk**

# **Good Practice Guide**

# THINGS TO REMEMBER:

- Treat everyone with respect, setting a positive example to others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented 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.

# WHAT TO DO IF...

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

- In an emergency, call 999.
- In other cases, make a telephone referral to the Local Authority Social Services. For out of hours referrals, call the Emergency Social Work Team.
- Describe the event or disclosure and give information about the child and family, e.g. the child's name, date of birth, address, telephone number and GP (if known), or provide similar information about the adult at risk.
- Follow up your telephone call with a completed referral form, letter or email.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. Similarly, you should seek the consent of an adult at risk to the referral wherever possible. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice about this if necessary.
- Be prepared to have further discussions with the social work team or the police investigation team.
- Notify the Parish Safeguarding Officer and the Diocesan Safeguarding Advisor.

# WHAT TO DO IF...

**... 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 Parish Safeguarding Officer or Vicar.
- Only tell those who need to know.
- Do not alert the alleged perpetrator.

# CONTACT DETAILS

## STATUTORY AGENCIES

Thames Valley Police (non-emergency)	101
Local Council Children’s Social Care	0345 050 7666 0800 833408 (out of hours)
Local General Hospital	0300 304 7777

## HELPLINES

NSPCC: 0808 800 5000  
Childline 0800 1111  
Stop It Now: 0808 1000 900  
NAPAC: 0808 801 0331  
Samaritans: 116 123  
Family Lives: 0808 800 2222  
National Domestic Violence Helpline: 0808 2000 247  
Action on Elder Abuse: 080 8808 8141

## DIOCESAN CONTACTS

Richard Woodley, Diocesan Safeguarding Adviser	07391 868478
Emma Hooper, Safeguarding Casework Officer	07435 550685
Rebecca Norris-Bulpitt, Training Officer	01865 587041
Linda Carpenter, Safeguarding Administrator	01865 208267

## PARISH CONTACTS

Name	Role	Phone
The Revd Dr William Lamb	Vicar	07761 325449
Judith Pettersen	Parish Safeguarding Officer	01865 511526
Margaret Chaundy	Deputy Parish Safeguarding Officer	01865 251051