

## REFER

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

**ALL ALLEGATIONS AND DISCLOSURES MUST BE REFERRED TO THE DIOCESAN SAFEGUARDING ADVISERS**

If you believe a 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 Advisers who will inform other appropriate people such as the bishop, vice-dean (safeguarding) etc.

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

## CONTACTS

### Parish Safeguarding Coordinator

Name:

Tel: email:

### Diocesan Safeguarding Advisers

**Elaine Rose** 01233 720930  
erose@diocant.org

**Paul Brightwell** 01732 384734  
pbrightwell@diocant.org

**Lesley Weaver** 07971 413621  
lweaver@diocant.org

### Diocesan Safeguarding Office (DBS)

01227 459401 safeguarding@diocant.org

### Other contact telephone numbers

**Police** 101 (24 hrs)

### Kent Social Services—out of hours

03000 41 91 91

**Kent Children's Services** 03000 41 11 11

**Kent Adult Services** 03000 41 61 61

**Stop It Now Helpline** 0808 1000 900

**Childline** 0800 11 11

### Action on Elder Abuse Helpline

080 8808 8141

### National Domestic Violence Helpline

0800 2000 247



**The Diocese of  
Canterbury**

*Living faith, building community,  
transforming lives*

## SAFEGUARDING

## AIDE MEMOIRE

Child Protection

Vulnerable Adult Protection

Domestic Abuse

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

# RECOGNISE

The main forms of abuse are:

- ◆ **Physical:** bruises, 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- ◆ **Emotional:** changes in mood or behaviour, withdrawn or clingy.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, valuable missing.
- ◆ **Institutional:** care home etc.
- ◆ **Grooming:** of individuals, 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 is or has experienced abuse
- ◇ An allegation about someone's conduct;
- ◇ A concern about someone's behaviour

**All must be taken seriously and acted on.**

# RESPOND

**DON'T:**

- ◆ Promise to keep a secret, or confidentiality; say you may need to share this.
- ◆ Attempt to investigate yourself
- ◆ Discuss the case with anyone else
- ◆ Speak to the accused
- ◆ Ignore it.

With a person making a disclosure:

**DO**

- ◆ 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/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 your handwritten notes.

**What to record:**

- ◆ **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