

What to do if . . .

You have concerns about possible abuse (including allegations):

1. **In an emergency**, respond immediately
2. Consult the person to whom you are responsible i.e. leader of your group
3. Decide together whether to seek advice or to make an immediate referral
4. Keep a record of what happened, your concerns and your actions
5. Tell your vicar and/or safeguarding coordinator
6. Only tell others who need to know

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 vicar or safeguarding coordinator
7. Only tell those who need to know

Things to remember . . .

- Treat everyone with respect, setting a positive example for others
- Respect personal space and privacy
- Ensure another adult is present or within sight or hearing of any activity
- Ensure any actions cannot be misinterpreted 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

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