

## What you should do... ...if you suspect a child or adult is being abused:

### 1. Record the facts as known to you -

Including when and where conversations took place as well as what was said, and being careful to distinguish facts from allegations and opinions.

### 2. Speak to the Parish Safeguarding Officer, the Team Vicar, or the Diocesan Safeguarding Advisor.

3. It may be in certain exceptional circumstances that the police need to be contacted immediately.

4. Always consider whether immediate medical attention is required.

## ...if an allegation is made against you:

Inform the Parish Safeguarding Officer, or the Team Vicar, and in every case the Diocese Safeguarding Advisor **MUST be informed as soon as possible.**

### Proverbs 31.8

Speak up for those who  
cannot speak for themselves...  
defend the rights of the  
poor and needy.

## What you should do... ...if a child or adult tells you something which suggests they have been abused:

**Listen to the child and do not stop them** while they are freely recalling significant events. **Don't ask direct questions**, or press for details

### Reassure the child or adult

**Don't promise confidentiality:** Let them know that there are other people who need to be told so that they can be helped

**Detailed enquiries must be left to the investigating agencies.** Record the facts preferably within the hour: a verbatim report of the conversation, dates, times, places mentioned.

**Do not delay, or decide to give the benefit of the doubt** to parents or others

**If there is a risk to the child, or they are afraid to return home:**

- DO NOT** discuss with parents or carers
- DO** contact Social Services or the police immediately.
- DO** seek medical help if needed

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Sources include:  
CofE Code of Safer Working Practice 2021

For St Mary's Church, Apsley: Revised January 2023

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## St Mary's Church, Apsley Safeguarding Best Practice Guidelines

*We hope these Guidelines are helpful  
with the work you have offered to do.*

### Contact Numbers:

#### Parish Safeguarding Officer:

Susan Rivett 07908 644600

#### Team Vicar:

Alice Jolley 01442 615246  
mthr.AliceJolley@outlook.com

#### Diocesan Safeguarding Adviser:

Jeremy Hirst 01727 818107  
07867 350886  
safeguarding@stalbands.anglican.org

#### Police:

Non-emergency 101  
Emergency 999

**NSPCC** 0808 8005000

**Hertfordshire** 0300 123 4043

**Children's Services**

**Family Lives** 0808 800 2222  
(previously Parentline)

**The number children can ring  
if someone has harmed them  
or if they think someone might be  
going to harm them is:**

**Childline on 0800 1111**

# Protecting our children and vulnerable adults: Good working practice

## Do Not

- ☒ **DO NOT:** Engage in rough physical games including horseplay
- ☒ **DO NOT:** Touch anyone in an intrusive or sexual manner
- ☒ **DO NOT:** Make sexually suggestive comments: **even as a joke**
- ☒ **DO NOT:** Use physical discipline
- ☒ **DO NOT:** Help anyone with things of a personal nature that they can do for themselves, such as toileting or changing clothes.
- ☒ **DO NOT:** Show favouritism to any individual
- ☒ **DO NOT:** Permit abusive peer activities (e.g. initiation, ridiculing, bullying)
- ☒ **DO NOT:** Rely on your good name to protect you
- ☒ **DO NOT:** Believe 'it could never happen to me'
- ☒ **DO NOT:** Spend too much time alone with just one child or vulnerable adult
- ☒ **DO NOT:** Give under 18's overall responsibility

## Do

- ☑ **Do:** Treat everyone, including children and vulnerable adults with dignity and respect
- ☑ **Do:** Be available, but don't intrude - respect a right to personal privacy
- ☑ **Do:** Always seek the consent of the parent/carer and child/vulnerable adult if they need help to go to the toilet
- ☑ **Do:** Remember that it is okay to touch people in a way which is not intrusive or disturbing to them. Keep this public and never behind a closed door
- ☑ **Do:** If driving children: ensure you use age appropriate car seats, and only drive children with parental/carer consent.  
([www.gov.uk/child-car-seats-the-rules](http://www.gov.uk/child-car-seats-the-rules))
- ☑ **Do:** Encourage young people and adults to feel comfortable and confident enough to point out attitudes and behaviours they are concerned about.
- ☑ **Do:** Get to know individual likes and dislikes, and needs.
- ☑ **Do:** Challenge unacceptable behaviour

## Do

- ☑ **Do:** Remember that someone else might misinterpret your actions, no matter how well intentioned
- ☑ **Do:** Recognise that caution is required especially in sensitive moments of counselling, such as dealing with bullying, bereavement or abuse.
- ☑ **Do:** Beware of position of fire exits, fire extinguishers & first aid equipment.
- ☑ **Do:** Provide an example you wish others to follow.
- ☑ **Do:** Make sure that any work or activities with children and vulnerable adults involves more than one adult, or takes place within the sight/hearing of others
- ☑ **Do:** Ensure separate sleeping quarters for leaders and young people, if activities involve overnight stays.
- ☑ **Do:** Make sure that allegations or suspicions are recorded and acted upon immediately.
- ☑ **Do: Read, and become familiar with our safeguarding policy on the board in the Refectory**