

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 or adult 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

Sources include:
CofE Code of Safer Working Practice 2021

For St Mary's Church, Apsley: Revised May 2024

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:

Marina McKenna: 07783173457
Katharine Harper: 07881 602024
safeguardingapsley@gmail.com

Team Vicar:

David Jones 01923 266596
david@stmarysapsley.church

Diocesan Safeguarding Adviser:

Jez Hirst: 01727 818107
07867 350886
safeguarding@stalbans.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)

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