

# SAFEGUARDING

## IS EVERYONE'S RESPONSIBILITY



### 1. Recognise

Make sure you are able to recognise different types of abuse. This can include physical abuse, emotional abuse, sexual abuse, neglect, domestic abuse, bullying/cyberbullying, sexting, financial abuse, discriminatory abuse, modern slavery.

### 2. Respond

If a child, or adult, makes a disclosure to you:

Do...

- Listen
- Take them seriously
- Remain calm
- Ask open questions, e.g. who/what/when/how
- Reassure them that they've done the right thing by speaking to you
- Tell them what you will do next with the information

Do not...

- Promise confidentiality
- Make assumptions
- Ask leading questions
- Investigate further
- Contact the accused
- Carry out any physical/medical examination

### 3. Record

- Upon hearing a disclosure, make full, written notes of what you are told as soon as possible
- Record the date and time, and any exact words/phrases that the victim used
- Record facts and observations, not your interpretations

### 4. Report

- If there is any immediate danger call 999
- Pass on your report to the Church Safeguarding Officer immediately

#### **Church Safeguarding Officer**

Tom Inman

020 313 797 11

safeguarding@cockfosters.church

#### **Vicar**

Jon Tuckwell

020 313 797 14

jon.t@cockfosters.church

#### **Children & Vulnerable Adults' Champion**

Beccy Ratcliff

beccy.r@cockfosters.church

#### **Diocesan Safeguarding Advisor**

020 7932 1224

safeguarding@london.anglican.org

#### **In creche, children & youth groups...**

...a registration form must be completed before children access the group

...any physical touch must be appropriate and acceptable

...there must always be two leaders present

...an attendance register must always be kept

...a first aid kit & incident book should be on site

