

Procedure for Responding to Safeguarding Allegations or Concerns

It is vital that safeguarding concerns and allegations are responded to promptly. Contact details are listed at the end of this procedure.

Concern/allegation

If you suspect or witness, or someone discloses information about a safeguarding concern or allegation you must record and report it. The concern should not be shared with anyone other than those that need to know.

Do not contact the respondent (the one the concern or allegation is about).

Make a written record as soon as possible before the end of the day. Record the time, date, location, persons present and how the concern was received eg face to face, phone call or letter. Record information given to the person. Keep it factual. Use open, non-leading questions. Sign and date it. Pass a copy to the Parish Safeguarding Officer (**PSO**) and/or incumbent (Vicar). All records must be stored securely.

Direct Disclosure from the Victim or Survivor

When receiving the report of concern or allegation you should respond well to the victim/survivor. They should feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and that of the respondent will be shared with key church officials and may be shared with statutory agencies if there is a current risk to children or adults.

Emergency – immediate

If a child or adult is in immediate danger or requires medical attention, call the police on 999 and/or social services immediately.

Record and report all events to the incumbent and PSO.

Non-emergency

Within 24 hours record and report to the incumbent or PSO. Agree who will inform the Diocesan Safeguarding Adviser (**DSA**).

If the incumbent or PSO are not available within 24 hours, contact the DSA directly.

If the DSA is not available within 24 hours contact Children's Social Care or Adults Social Care. Advise the incumbent or PSO that you have made this referral, they will advise the DSA.

Inform the Diocesan Safeguarding Adviser (DSA)

The DSA must be informed within 24 hours and they will give advice and guidance.

Record all actions.

Consider the support needs of all those affected by the allegations of abuse at all points in the above stages. Remember the safety and welfare of any child or adult takes precedence over all other concerns.

Contact details:

Parish Safeguarding Officer –

Corrinna Thomson

Phone: 07969 471938 email: corrinna.thomson@hotmail.co.uk

Incumbent –

Rev Catherine Schneider

Phone: 07865 827679 email vicar.kbsft@gmail.com

Diocesan Safeguarding team -

Phone: (office hours) 01865 208295

Email: safeguardingreferrals@oxford.anglican.org

Or

The local Diocesan Safeguarding Adviser - Erica Hegg: 07341 866 832

Urgent Safeguarding enquires outside office hours contact –

‘Thirtyone:eight’ on – 0303 003 1111

If you are concerned that a child or adult is at risk of harm, you should approach your local Children’s Social Care –

0345 050 7666 (Multi Agency Safeguarding Hub - MASH)

Emergency Duty Team (out of hours): 0800 833 408

Adult Social Care-

01865 326232

Emergency Duty Team (out of hours): 0800 833 408

Emergency Services: phone: 999