

Procedure Responding to concerns or allegations of abuse

What is this procedure?

This procedure tells you how to report your concern about the wellbeing of yourself or another person.

Who should follow this procedure?

This procedure is for you if:

- You have a concern about the wellbeing of another person including possible abuse of that person; or
- You have a concern about the behaviour of another person including possible abuse of another; or
- You have seen an incident that concerns you; or
- Someone has told you something that concerns you.

What is the process to follow?

The procedure shows you:

- how to report your concern- see the flowchart on the following pages;
- what information you should record – see note ¹**Record** at the end of the document and also refer to Section 7 in the Parish Safeguarding Handbook;
- when to report your concern – this information is included in the flowchart itself;
- who to tell or report your concern to – see notes ²Incumbent, ³ Parish Safeguarding Officer (PSO), ⁴Diocesan Safeguarding Advisor (DSA) at the end of the document.

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What concerns need to be reported?

A concern could be that:

- A person is, or appears to be, being harmed in some way: physically, emotionally, sexually, spiritually or financially; or
- A person is, or appears to be, causing harm to someone else in some way: physically, emotionally, sexually, spiritually or financially.

How might I have a concern?

You might have a concern or witness something when you are on some kind of church business.

Church business includes:

- Pastoral visiting
- Taking home communion;
- Carrying out funeral or bereavement visits;
- Carrying out christening visits;
- Attending activities taking place in the church or in the Parish Hall;
- Attending church organized events.

Or,

- someone might tell you something and you are concerned. Perhaps they are being hurt or abused in some way or perhaps they tell you something that leads you to think that *they* may be hurting or abusing another person.

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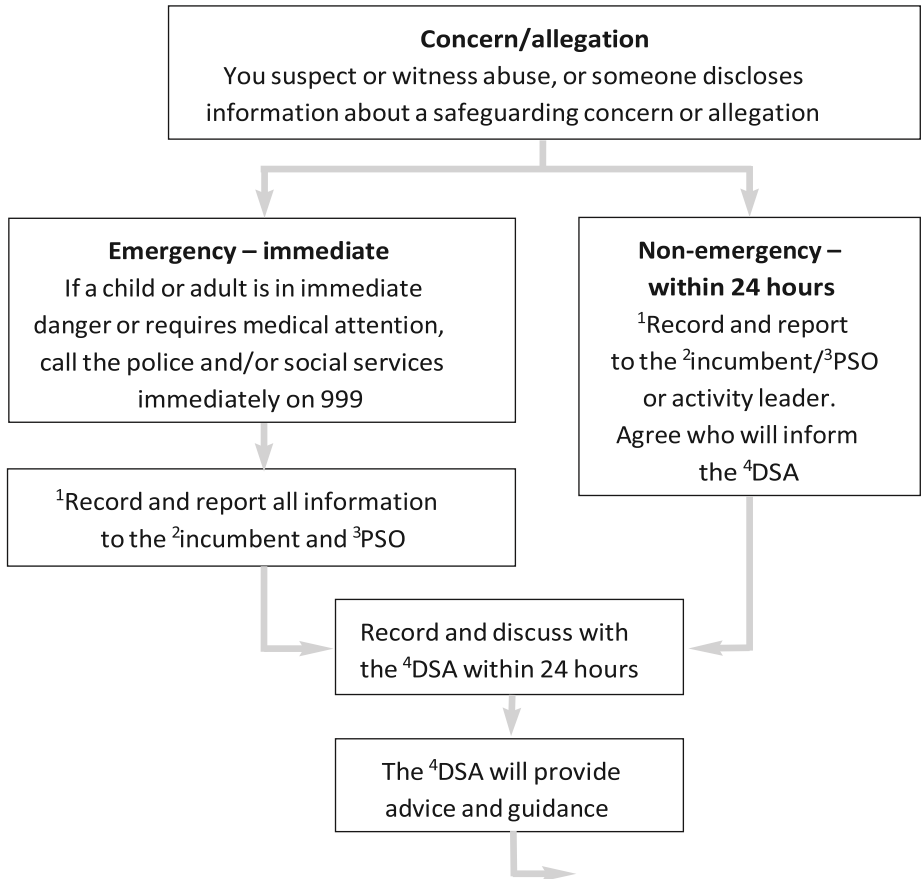
In other words, you should use this procedure whenever you have a concern about the safety or wellbeing of others.

What else do I need to know?

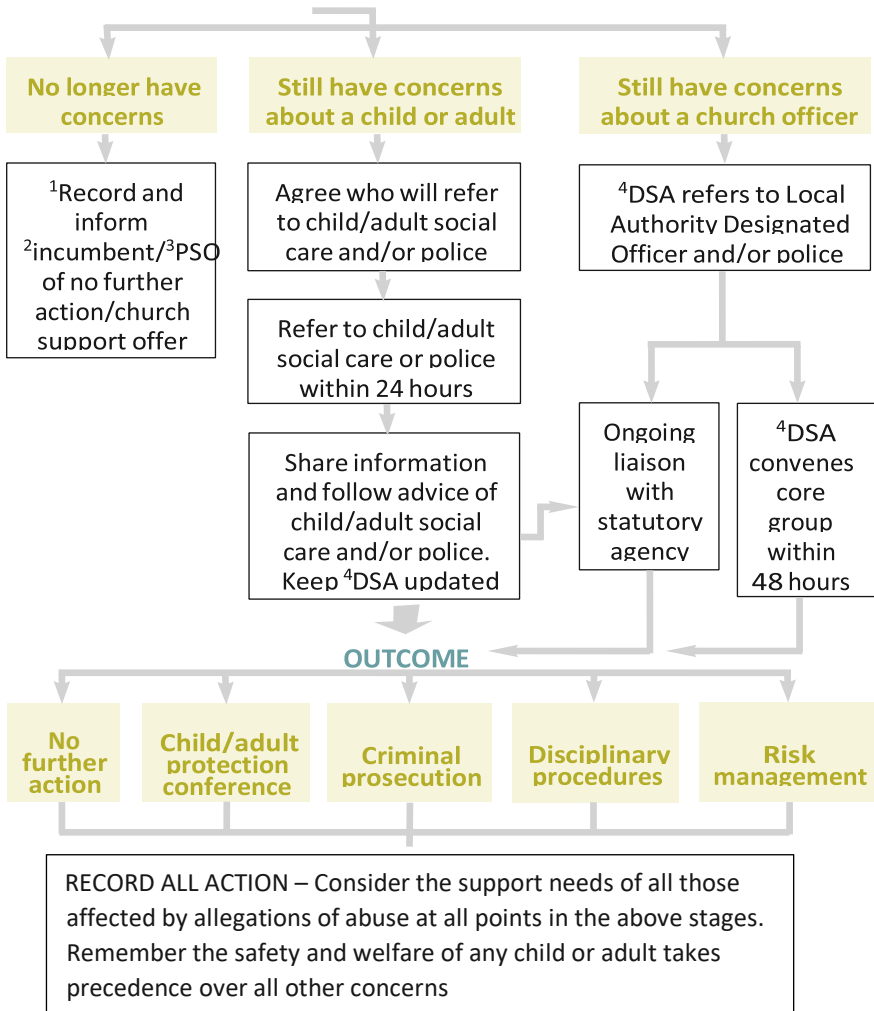
The most important thing you need to know is that if you have a concern you can always talk to the PSO, Incumbent or DSA whoever you feel comfortable talking to.

Do not keep your concerns to yourself.

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¹Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible. *If you are able, please use the "Parish Incident Recording" Form.*
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions
- Sign and date your notes

Copies of the *Parish Incident Recording* Form are in a file in the Parish Office. It is equally acceptable to record your information by hand or in an email.

When you have made your record (including the information indicated above) of your concern please send or give it to the PSO or Incumbent or DSA.

²**Incumbent:** Rev'd Canon Paul Scott
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Email: paulscott1957@btinternet.com

³**PSO:** Patty Everitt
Tel: 07768 869 551
Email: patty.everitt@live.com

⁴**DSA:** Carol Butler
Tel: 07825 167 016
Email: c.butler@newcastle.anglican.org