Amended April 2017 GKJ DSA

# What to do if:

You have concerns about possible abuse (including allegations)

1. In an emergency, call 999
2. Always inform Bev Huff, the Diocesan Safeguarding Adviser
3. Otherwise, consult the person to whom you are responsible
4. Decide together whether to seek advice or to make an immediate referral to police or care services (see back panel)
5. Keep a record of what happened, your concerns and your actions
6. Tell your parish priest or if appropriate the Archdeacon
7. Only tell others who need to know

A child, young person or adult wishes to disclose they have been abused

1. Listen. Keep listening. Do not question or investigate
2. Do not promise confidentiality; tell them we need to share this
3. Assure them they are not to blame
4. Tell them what you are going to do and that they will be told what happens. Always inform Bev Huff, the Diocesan Safeguarding Adviser.
5. Make careful notes of what is said, record dates, times, events and when you are told
6. Report it to the person to whom you are responsible and your priest or safeguarding representative
7. Only tell those who need to know

Things to remember

* Treat everyone with respect, setting a positive example for others
* Respect personal space and privacy
* Ensure any actions cannot be misrepresented by someone else
* Challenge unacceptable behaviour
* Do not put anyone, including yourself, in a vulnerable or compromising situation
* Do not have inappropriate physical, verbal written or social media contact with others
* You must not keep allegations or suspected abuse secret. **Don’t be the one thinking “if only”.**

# Add contact details for:

The person to whom you are responsible

Tel

Mobile

Email

**Other contact details:**

**Diocesan Safeguarding Adviser**

Bev Huff 01733 887040

[bev.huff@peterborough-diocese.org.uk](mailto:bev.huff@peterborough-diocese.org.uk)

**Archdeacon of Northampton**

Ven Richard Ormston 01604 887074

[archdeacon.northampton@peterborough-diocese.org.uk](mailto:archdeacon.northampton@peterborough-diocese.org.uk)

## Archdeacon of Oakham

Ven Gordon Steele 01733 887017

[archdeacon.oakham@peterborough-diocese.org.uk](mailto:archdeacon.oakham@peterborough-diocese.org.uk)

# Reporting Concerns: Children

## Northamptonshire

**M**ulti **A**gency **S**afeguarding **H**ub 0300 126 1000 **Peterborough**

Children’s Social Care 01733 864 180 Out of Hours 01733 234 724

## Rutland

Children’s Social Care 01572 758 407

Out of hours 0116 305 0005

# Reporting Concerns Adults

## Northamptonshire

Online only, go to Northamptonshire Adult Social Services website

## Peterborough

Peterborough City Council 01733 747474

Emergencies outside office hours 01733 234724

## Rutland

Health and Social Care 01572 758 341

**Police for children, adults, including domestic abuse, Northamptonshire, Peterborough and Rutland 101**

## Helplines

Child Line 0800 1111, NSPCC 0808 800 5000,

CCPAS 0845 120 4550; NAPAC (support for survivors of abuse) 0808 8010331; National Domestic Violence Helpline 0808 2000 247; Minister and Clergy Sexual Abuse Survivors (MACSAS) [enquiries@macsas.org.uk](mailto:enquiries@macsas.org.uk)

**Safeguarding**



A pocket guide for those working with children and vulnerable adults in Peterborough diocese