



Safeguarding procedure

Contents

1. Purpose
2. Recognising
3. Responding well
4. Reporting
5. Recording
6. Procedure
8. Additional resources
9. Contact details

1. Purpose

The purpose of the Safeguarding Procedure is to outline St Cuthman's Church framework for recognising, responding, reporting and recording safeguarding allegations or concerns. It outlines the steps and responsibilities for staff, volunteers, and key stakeholders. It aims to ensure a coordinated and consistent approach, creating a safe and nurturing environment for all.

2. Recognising

The first step in safeguarding is being able to recognise the signs of harm and abuse. All paid staff including volunteers and trustees should therefore ensure they have completed their relevant training. If staff feel unconfident, they must raise this with their line manager or the PSO for additional support. A good safeguarding culture recognises that concerns will be raised. Staff must remain alert and open to the idea that someone may currently be being harmed or be at risk from harm, in all aspects of their work.

3. Responding well

When an individual shares something directly, in all cases they will:

- Remain calm and listen carefully to what the person is saying or telling you
- Be mindful not to interrupt but allow the person to speak as long as needed
- Show acceptance of what you have heard or been told, thank the individual for sharing and reassure them that they have done the right thing
- Ask open, clarifying questions to confirm your understanding if needed

- Inform the person that the information provided is of concern to you and will need to be shared on a 'need to know basis' with the assigned lead namely the Parish Safeguarding officer (PSO) within 24 hours.

You should not

- Investigate or ask closed questions
- Make assumptions or offer alternative explanations
- Promise confidentiality
- Do nothing and keep it to yourself

4. Reporting

If you are told of or are witness to a safeguarding allegation or concern you must speak with the PSO within 24 hours. The PSO will lead the staff member through a series of questions and together will agree a plan of action. If the PSO is not available, please contact the team pastor.

The sharing of information should ideally be done with the individual's informed consent and on a need to know basis. However, information can be shared without consent in the interests of the individual's wellbeing and safety and/or the safety and wellbeing of any others involved.

4.1 Hearing or observing a concern

An individual may not make a direct disclosure but may share something indirectly or a St Cuthman's member may witness something of concern. In cases where you have observed or witnessed something that you believe to be a safeguarding concern, you must report to the PSO and record using MyConcern within 24 hours.

If you have seen or heard something that makes you feel uncomfortable, but you are not sure if it is a safeguarding concern, don't ignore it. You must discuss with the PSO so you can agree on the next steps.

4.2 Noticing poor practice

Please note that poor practice concerns need to be reported as well as instances of more serious harm or abuse. If left unaddressed, frequent instances of poor practice within the Church can escalate into more serious concerns. If there are concerns around practice identified within St Cuthman's church this must be raised with the PSO.

5. Recording

Staff must take precise, comprehensive notes that detail everything about what you have seen or heard. To include the following:

- Name of the individual who the concern or allegation is about and any other identifying information
- DOB's of those involved
- Name of any children/young people/ adults at risk involved
- Date, time and location of the concern or allegation arising
- Name and contact details of the person raising the concern and any other key contact details of those we may need to speak with
- Key information about the nature of the concern

Information must be recorded in as much detail, as accurately as possible and should reflect what was said, in the individual's own words. Please do not input your assumptions or opinion, just simply record the facts.

6.1 Running events/activities

Each activity run with children, young people or vulnerable adults within the Church should have an active and ongoing risk assessment that ensures appropriate sign-up information has been collected and appropriate staffing levels provided. For further guidance please read the House of Bishops safeguarding handbook.

8. Contact details

Parish Safeguarding Officer

Becky Atkins

Email: becky@whitehawk.church

Vicar

Emily Roe

Email: emily@whitehawk.church

Emergencies and Immediate Danger

If they are in immediate danger or at risk of harm you should:

- contact the police on 999
- stay with the person and if necessary, move to a safe place
- contact the DSL as soon as possible to update and agree next steps

For out of hours support and advice, you could also contact:

- NSPCC Helpline - 0808 800 5000
- Samaritans - 116 123, for advice on mental health

8. Additional resources

- NSPCC signs and definitions of abuse of harm:
<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>
- Working Together to Safeguarding Children
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
- Types of Harm for Adults At Risk (Ann Craft Trust)
<https://www.anncrafttrust.org/resources/types-of-harm/>