

RESPONDING TO SAFEGUARDING CONCERNS

If you suspect or witness abuse of a child or adult, or someone discloses information about a safeguarding concern or allegation, then follow the procedure below.

RESPOND:

If a child or adult makes a disclosure to you:

DO...

- Listen carefully
- Take what is said seriously
- Remain calm
- Reassure them they have done the right thing by speaking to you
- Ask only open questions, such as begin with: who, what, when, where, how
- Explain what you will do next with the information

DO NOT...

- Do not promise confidentiality
- Do not make assumptions or ask leading questions
- Do not investigate further
- Do not contact the accused person/ persons
- Do not carry out a physical or medical examination

RECORD:

- Make a full written record of what you are told as soon as possible (preferably within one hour, but always within 24 hours).
- Record the time and date of the event and when you made the record. Keep all handwritten notes.
- Record facts and actual words used, not your interpretations
- Include details of information provided, as well as the information received.
- Sign and date the record.
- Pass on a copy to St Peter's CSO or Minister, or DSA.
- The records should be kept securely and confidentially.

REPORT

If you believe a child or adult is in immediate danger of significant or serious harm, contact the police immediately. Ring 999.

Non-emergency:

- Report a concern to the Church Safeguarding Officer (CSO) or Minister as soon as possible. If neither is available, contact the Diocesan Safeguarding Adviser (DSA). The CSO or Minister will seek advice from the DSA within 24 hours and act upon this.
- If the CSO, Minister or DSA are not available within 24 hours, contact children's or adult social care and emergency services directly. If in doubt, do not delay.

- Inform the CSO as soon as possible if you have made a referral to these services; the CSO will inform the DSA.
- Do not contact anyone who may be implicated in the allegation or disclosure (even if that person is a member of the church staff or safeguarding team).
- If the concern is that a church officer may be abusing a child or adult, contact the Barnet Local Authority Designated Officer (LADO) and/or police.

Be aware that abuse can take many different forms, including physical, emotional or sexual abuse, neglect, online abuse, domestic abuse, bullying, psychological abuse, financial abuse, discriminatory abuse, organisational abuse, modern slavery.

More details may be found in the [Parish Safeguarding Handbook](#) (Link also available on the church website, and hard copy in St Peter's church office).

St Peter's safeguarding contacts:

Church Safeguarding Officer	Susan Upcott (safeguarding@stpetersch.org.uk)
Church Minister	Philip Sudell (020 8883 1526)

Diocese of London safeguarding:

Diocese Safeguarding Advisor	(safeguarding@london.anglican.org ; 020 7932 1224)
------------------------------	---

Barnet Social Services:

- | | |
|--|---------------------|
| – Children's Social Care: | 020 8359 4066/ 2000 |
| – Adult Social Care: | 020 8359 5000/ 2000 |
| – Local Authority Designated Officer (LADO): | 020 8359 4066 |

Revised: 15 June 2024
For review: June 2025