

## **RESPONDING TO SAFEGUARDING CONCERNS**

***Procedure to be followed if there are disclosures, allegations, complaints or suspicions***

### **Imminent risk or danger.**

If you encounter a child/adult in a situation where they are in imminent danger, you should act immediately to secure their safety.

Seek medical support if required. Refer to the police on 999 and make a referral to children's social/adult services. Thereafter, inform the Incumbent/PSO of your actions who will in turn inform the DSA.

### **Hearing a child's / vulnerable adult's disclosure of abuse:**

If a child /vulnerable adult asks to talk in confidence DO NOT promise confidentiality. You have a duty to refer someone who is at risk. However, you must not share such information outside of the Incumbent/PSO.

### **What to do if you suspect a child /adult is at risk or has been abused**

Speak to the Safeguarding Officer or Incumbent who will make the referral.

Make a note of the event or disclosure providing as much information as possible. Remember to distinguish between fact and opinion and also what is first-hand knowledge and what has been heard from others (hearsay). Keep your notes concise and factual.

*It is not your responsibility nor the responsibility of the PSO or Incumbent to 'investigate' and 'judge' any allegations, but to refer on 'up the chain'. If the PSO/Incumbent are unavailable refer to the DSA or statutory organisation as appropriate.*

### **For out of hours referrals, call the emergency social work team or, if urgent, the police.**

Ensure that you notify the Incumbent/Safeguarding Officer who will notify the Diocesan Safeguarding Adviser.

**Police Emergency Telephone Number        999**

**Police Non-emergency Telephone Number   101**

**Children's social services telephone number   0208 461 7379 / 7026 / 7373**

(see also Diocesan website)

### **Diocesan Safeguarding Advisers**

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