

## Are you concerned that abuse or neglect may be happening?

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen. Try to move to a quiet space if possible.	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: <ul style="list-style-type: none"> <li>• Tell me . . . what happened,</li> <li>• Explain . . . about the incident</li> <li>• Describe . . . where it was, what happened</li> </ul>	Investigate  Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Office, police, social care.	Promise to keep a secret. Tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible.	Try to just remember it.
	Contact the person the allegation is about

## What should you do if a child, young person or adult has shared a concern with you, or you have seen or heard something of concern?

**If the situation is urgent** i.e. there is an imminent risk of harm: always contact the police on **999**

If you want to report a concern, ring the Local Authority Children or Adults Safeguarding Teams:

**Wiltshire Council: Children's Safeguarding Team**

Telephone number - Monday to Friday **0300 456 0108**

Telephone number - Out of hours/Weekends Emergency Duty Service **0300 456 0100**

**Wiltshire Council: Adult Safeguarding Team**

Telephone Number - Monday to Friday **0300 456 0111**

Telephone number - Out of hours/Weekends Emergency Duty Service **0300 456 0100**

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this.

- Ashley – Lyn White on 01666 577218
- Charlton – Amanda Fisk on 07717 6000072
- Crudwell – 01666 825019
- Hankerton – Valerie Durnford on 01666 577723
- Minety – Karen Poon [Karen.Tam@hotmail.com](mailto:Karen.Tam@hotmail.com)
- Oaksey – Nick Mangnall on 01666 577982

If the concern is about the Parish Safeguarding Officer contact the Rector or the Bristol Diocese Safeguarding Team – **0117 906 0100 (Out of hours Helpline – 0303 003 11 11)**.