



Safeguarding @ St Mary the Virgin, Kentford

Recognise

Recognise your concern:

- Be alert to signs & symptoms of abuse
- Accept and take seriously what is being said
- Let the person tell their story - don't push for information



Respond

- Offer reassurance - they are not to blame and are doing the right thing.
- Be honest - don't promise confidentiality/secretcy
- Share what you'll do next
- Don't investigate, or introduce personal experience



Record

Write down exactly what is seen, said or heard.

Be clear where you have added your personal views or interpretation.

Use the four 'W's':

- WHO was involved?
- WHAT happened? (Facts not opinions)*
- WHEN did it happen?
- WHO have you referred the issue on to?

**If second/third hand, record what occurred in your presence (date, time manner the disclosure was made)*



Refer

- Pass on the information to the Safeguarding Officer, Parish Priest or Diocesan Safeguarding Lead
- In case of emergency (immediate risk of harm) call the Police or dial 999

Contacts

**Safeguarding
Officer:**

Philip Asher,
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Vicar:

Rev Chris Childs
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**Diocesan
Safeguarding Lead:**

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