



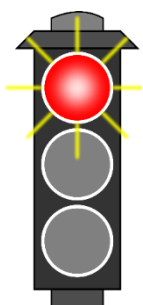
HEXHAM ABBEY
HERITAGE • WORSHIP • COMMUNITY

CREATING A SAFE SPACE FOR ALL



SAFEGUARDING QUICK GUIDE

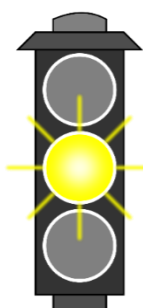
Have you WITNESSED a safeguarding issue?



Do you believe someone is in immediate danger?

1. Call **999**
2. Then call the **Safeguarding Officer** who will go through a debriefing process with you.

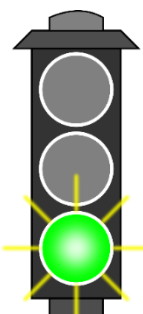
i.e. children being offered or taking drugs



Have you witnessed an action or heard a comment that makes you believe someone may be a victim of abuse?

1. Call the **Safeguarding Officer** who will go through the debriefing process with you.

i.e. overheard a threatening/inappropriate comment



Have you observed something that makes you suspicious or that could be a sign of abuse?

1. If it makes you worried or uncomfortable – call the **Safeguarding Officer**
2. If you are not worried – fill out a **Safeguarding Form** and take it to the Office Manager in the Parish Office.

i.e. an adult with a black eye explains they hit their head on a kitchen cupboard

**If you witness or notice something
you MUST report it –
doing nothing is not an option.**

**Do not discuss with anyone other than a member of the
Safeguarding team**

Has a DISCLOSURE been made?

Is somebody in immediate danger?

YES - Call 999

NO – call a Safeguarding Officer

As soon as possible after the disclosure, complete the Disclosure form – recording exactly what was said using the persons own words.

The Do's of hearing a disclosure

- Do reassure them you are taking them seriously
- Listen and hear
- Give them time to say what they want, allow periods of silence
- Keep calm and look at them directly
- Reassure them they have done the right thing in telling you
- Let them know you will need to tell someone else

The Don't of hearing a disclosure

- Don't push for more information or ask leading questions
- Don't prejudge anything or react strongly to anything they say
- Don't investigate or speak to anyone other than the Safeguarding Officer.
- Don't make them repeat
- Don't contact the alleged abuser
- If you receive third party information don't contact either the person alleged to have been abused or the alleged abuser

Remember:

It is not your responsibility to investigate or interview – doing so could damage any potential police investigation.

NEVER promise confidentiality – you must pass the information on to help keep them or other people safe.

By reporting the disclosure you are doing the best thing you can.

Has an ALLEGATION been made?

Who was it about?

Call immediately

A member of the clergy

A member of staff

A representative of the church: lay assistant, choir member, steward etc.

A member of the congregation

A visitor to the Abbey

Another person

Rector

or

Parish Safeguarding Officer

or

Diocesan Safeguarding Officer

Whoever you feel most comfortable talking to

Who can you call:

Rector

rector@hexhamabbey.org.uk

Safeguarding Officer

Fiona Finnon

07868 446 866

fionafinnon@hotmail.com

Assistant SG Officer

Kirsty Wills

0776 1911992

kirsty.wills@hexhamabbey.org.uk

Diocesan Safeguarding Officer

Ruth Rogan

07825 167 016

r.rogan@newcastle.anglican.org

This guide has been produced to complement the Hexham Abbey Safeguarding Policy and the Newcastle Diocesan Safeguarding Guidelines. (08.2016)