

HEXHAM ABBEY
HERITAGE • WORSHIP • COMMUNITY

Safeguarding Quick Guide

HAVE YOU WITNESSED A SAFEGUARDING ISSUE?

There are 2 courses of action you can take.

- Have you witnessed something that makes you suspicious or heard a comment that makes you believe someone may be a victim of abuse?
ie. overhead a threatening comment or unexplained injury.

Action: Call either the Parish Safeguarding Officer; Compliance and Support Manager; Rector or Diocesan Safeguarding Officer.

- Do you believe someone is in immediate danger? ie. imminent assault or threat of abduction

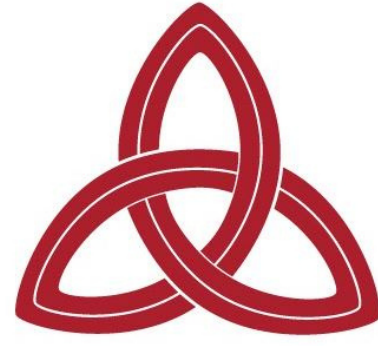
Action: Call 999 and then call either the Parish Safeguarding Officer, Compliance and Support Manager, Rector or Diocesan Safeguarding Officer.

As soon as possible, complete the reporting form – recording exactly what you witnessed or heard.

HAS A DISCLOSURE OR ALLEGATION BEEN MADE?

Immediately call the Parish Safeguarding Officer; Compliance and Safeguarding Officer, Rector, or Diocesan Safeguarding Officer – whomever you feel most comfortable talking to.

The Do's of hearing a disclosure	The Don't's of hearing a disclosure
Reassure them you are taking them seriously	Don't push for more information
Listen and hear	Don't prejudice anything or react strongly to anything they say
Give them time to say what they want, allow periods of silence	Don't investigate or speak to anyone other than the Safeguarding Officer
Keep calm and look at the directly	Don't make them repeat anything they've said
Reassure them they have done the right thing in telling you	Don't contact the alleged abuser or any third party
Let them know you will need to tell someone else.	Don't promise confidentiality



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YOU MUST REPORT ANYTHING YOU WITNESS OR NOTICE.
BY DOING THIS YOU ARE DOING THE BEST THING YOU CAN.

WHO TO REPORT TO

Parish Safeguarding Officer	Fiona Fannon fionafannon@hotmail.com 07868 446866
Compliance and Support Manager	Kirsty Wills kirsty.wills@hexhamabbey.org.uk 07761 911992
Rector	David Glover rector@hexhamabbey.org.uk 07886 289311
Diocesan Safeguarding Officer	Carol Butler c.butler@newcastle.anglican.org 07825 167016

As soon as possible, in all instances, complete the reporting form – recording exactly what was said using the persons own words or what you witnessed.