



**DIOCESE OF  
LICHFIELD**

**Working with children  
and adults at risk**

# Safeguarding

## Good Practice Guidelines in Lichfield Diocese

### What to do if...

You have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Consult the person to whom you are responsible.
3. Decide together whether to seek advice or to make an immediate referral.
4. Keep a record of what happened, your concerns and your actions.
5. Tell your minister and/or safeguarding co-ordinator.
6. Only tell others who need to know.

A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate. Do not promise confidentiality; tell them we need to share this. Assure them they are not to blame.
2. Tell them what you are going to do and that they will be told what happens.
3. Make careful notes of what is said, record dates, times, events and when you are told.
4. Report it to the person to whom you are responsible and your minister or safeguarding co-ordinator.
5. Only tell those who need to know.
6. If a child is in imminent danger report to the Police or Social Service.

### Things to remember...

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure another adult is present or within sight or hearing of any activity.
- Ensure any actions cannot be misinterpreted by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.

### Resources

**Promoting a Safer Church**  
(CHP 2017)

**The Parish Safeguarding Handbook**  
(CHP 2018)

Your church's safeguarding  
co-ordinator:

Name: **Janet McNicol**

Tel: **01298 812053**

[www.lichfield.anglican.org/safeguarding](http://www.lichfield.anglican.org/safeguarding)

### Useful contacts

**NSPCC**

0808 800 5000, [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Stop It Now**

0808 1000 900, [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

**Childline**

0800 1111

**Minister and Clergy Sexual Abuse  
Survivors**

08088 010340, [www.macsas.org.uk](http://www.macsas.org.uk)

**Thirty One:Eight (formerly CCPAS)**

PO Box 133, Swanley, Kent BR8 7UQ  
0303 003 11 11, [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

**Domestic Violence Support  
Refuge/Women's Aid**

[www.womensaid.org.uk](http://www.womensaid.org.uk)  
[helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk)

**Samaritans**

Counselling for those in despair or suicidal  
116123, [jo@samaritans.org](mailto:jo@samaritans.org)

**Victim Supportline**

0808 168 9293, [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**NAPAC – National Assoc. for People  
Abused in Childhood**

0808 801 0331, [www.napac.org.uk](http://www.napac.org.uk)

**National Domestic Violence Helpline**

0808 2000 247

**Elder Abuse Helpline**

080 8808 8141

**Family Lives Helpline**

0808 800 2222

**RESPECT Men's Advice Line**

0808 801 0327

If you need to contact your local Children's Services  
Safeguarding team please check your local  
authority website.

## Diocesan Safeguarding Advisers

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For out of hours emergency support please call 0303 003 1111 (option 2). If a child or adult is injured or in immediate danger please call the police on 999. Should you require further information see the Lichfield Diocesan website: [www.lichfield.anglican.org/safeguarding](http://www.lichfield.anglican.org/safeguarding)