

You are not expected to be an expert in these areas.

All disclosures, allegations and concerns must be acted upon as soon as possible. Do not investigate yourself.

ALL ALLEGATIONS, DISCLOSURES AND CONCERNS MUST BE REFERRED TO:

Winchester Diocese Safeguarding Manager

Jackie Rowlands

01962 737317

07921 865374

safeguarding@winchester.anglican.org

Winchester Cathedral Safeguarding Manager

Emma Bourner

07393 126649

01962 857281

safeguarding@winchester-cathedral.org.uk

EVENING AND WEEKEND ADVICE IS AVAILABLE FROM:

Hampshire County Council, Children and Adults' Services:

0300 555 1373.

If you believe an individual is at immediate risk of harm, please contact the Police on 999.

This leaflet is an 'Aide Memoire' only and must be read in conjunction with the Church of England, Diocesan and Winchester Cathedral Safeguarding Policy and Practice Guidance—available via the Winchester Cathedral website www.winchester-cathedral.org.uk/safeguarding or from the Cathedral Office, No. 9, The Close, Winchester.

NSPCC CHILD PROTECTION HELPLINE:

0808 800 5000 (*open 24 hours. Phone if you are worried about a child*)

CHILDLINE:

0800 1111 (*free from most phones and will not show on phone bill. Phone if you are a child or young person and are worried about anything*)

STOP IT NOW HELPLINE:

0808 1000 900 (*for information and support for individuals concerned about possible child sexual abuse*)

ACTION ON ELDER ABUSE HELPLINE:

0808 808 8141

SAMARITANS HELPLINE:

116 123 (*free to call. Open 24 hours. Phone if you feel you are struggling to cope and need someone to talk to*)

NATIONAL DOMESTIC VIOLENCE HELPLINE:

0808 2000 247 (*open 24 hours. Phone if you are experiencing domestic abuse*)

MEN'S ADVICE LINE:

0808 801 0327 (*helpline for men experiencing domestic abuse*)

MODERN SLAVERY HELPLINE:

08000 121 700

SAFEGUARDING AIDE MEMOIRE

Child Protection

Adult at Risk of Abuse

Domestic Abuse

It is everyone's responsibility to safeguard children, young people and vulnerable adults.



WINCHESTER
CATHEDRAL



DIOCESE of
WINCHESTER

RECOGNISE	RESPOND	RECORD
<p>Main forms of abuse / potential indicators:</p> <p>Physical: bruises, burns, cuts, bites, fractures, wounds etc, which do not have an explanation.</p> <p>Emotional: untypical changes in mood or behaviour, withdrawn or clingy. Depression, aggression, extreme anxiety, low self-esteem.</p> <p>Neglect: Poor appearance/hygiene, rashes, sores, lice. Constant hunger, inadequate care, clothing, supervision. Untreated medical conditions.</p> <p>Sexual: Sexual knowledge/behaviour inappropriate to age or development stage, sexual drawings or language, genital pain, itching or bruising, unexplained sexually transmitted or genital infections. Unexplained fear, aggression, becoming withdrawn, self-harm, bedwetting, nightmares, eating disorders.</p> <p>Grooming: gaining trust of an individual, family, church in preparation for abuse.</p> <p>Domestic Violence/Abuse: incidents/pattern of controlling, coercive or threatening behaviour, violence or abuse between those aged 16+ who are/were intimate partners or family members.</p> <p>Financial: unexplained disappearance of funds or valuables, sudden changes in bank accounts or wills, lack of money for essentials.</p> <p>Discriminatory: eg on grounds of age, gender, race, culture, religion, sexuality or disability.</p> <p>Institutional abuse: eg within a care home etc.</p> <p>Spiritual: using faith, spirituality, trust to manipulate and control people.</p> <p>Online abuse • Bullying/Cyberbullying • Child Sexual Exploitation • Modern Slavery • Criminal Exploitation</p>	<p>We may become aware of abuse, allegations or concerns in a number of ways.</p> <p>A disclosure from an individual, someone who knows them, or you may witness abuse directly.</p> <p>An allegation about someone’s conduct or concern about their behaviour.</p> <p>All concerns and allegations must be taken seriously and acted upon.</p> <p>DO NOT:</p> <p>Attempt to investigate yourself;</p> <p>Discuss the case with anyone else;</p> <p>Speak to the person who is the subject of the allegation / concern;</p> <p>Ignore it.</p> <p>WITH A PERSON MAKING A DISCLOSURE:</p> <p>Never promise to keep a secret, or confidentiality. Tell them you may need to share this.</p> <p>Assure them they are not to blame for what happened.</p> <p>Reassure the person they have done the right thing by telling you.</p> <p>React calmly, be aware of non-verbal messages and body language.</p> <p>Listen, do not ask leading questions or investigate. Avoid making comments or judgements.</p> <p>Tell them what you are going to do and that they will be told what is happening at each stage.</p> <p>Refer as soon as possible to the Cathedral Safeguarding Officer or to the Diocesan Safeguarding Manager.</p> <p>Find support for yourself.</p>	<p>Make full notes of what you are told - including names, the person making the disclosure/referral, date and time.</p> <p>Date and sign your notes.</p> <p>Use the words the child/vulnerable adult used - do not ‘translate’ into proper names etc. As far as possible use the exact words used in the disclosure.</p> <p>If someone else is making an allegation or raising a concern you will need to include their contact details.</p> <p>The original document should be forwarded to the Cathedral Safeguarding Officer. If you type up the notes, please forward a copy of these to the Cathedral Safeguarding Officer, along with the hand written notes.</p> <p>WHAT TO RECORD:</p> <p>Who was involved - names of key people;</p> <p>What happened - facts not opinions;</p> <p>Where it happened;</p> <p>When it happened - date and time;</p> <p>Whom it was referred to;</p>