

IMPORTANT CONTACT DETAILS

THE PARISH SAFEGUARDING REPRESENTATIVES ARE CATH WHITE AND MARY HARBER, WHO CAN BE CONTACTED VIA THE PRESBYTERY - 01727 853585

THE DIOCESAN SAFEGUARDING ADVISER - 020 7798 9356

**THE DIOCESAN SAFEGUARDING CO-ORDINATOR - 01582 712245
MOBILE - 0781 487 9129**

LOCAL POLICE SAFEGUARDING TEAM - 0845 33 00 222

SOCIAL SERVICES SAFEGUARDING TEAM - 0300 123 4043

NSPCC HELPLINE - 0808 800 5000

CATHOLIC SAFEGUARDING ADVISORY SERVICE – 0121 237 3740

Email: admin@csas.uk.net

Website: www.csas.uk.net

THANK YOU FOR VOLUNTEERING TO HELP YOUR FELLOW PARISHIONERS - WE APPRECIATE THE TIME AND EFFORT THIS TAKES. WE HOPE YOU WILL FIND IT AN ENJOYABLE EXPERIENCE.

THIS GUIDE IS TO SUPPORT AND HELP YOU IN THE WORK YOU ARE UNDERTAKING. IT IS NOT DESIGNED TO MAKE ANYONE WORRIED.

PLEASE GET IN TOUCH IF YOU HAVE ANY QUESTIONS OR CONCERNS.

**SS ALBAN & STEPHEN
RC CHURCH**

**SAFEGUARDING
GOOD PRACTICE
GUIDE**

We are committed to providing an environment where we can all feel safe.

CODE OF BEHAVIOUR

DO:

Treat all people with dignity and respect.

Provide an example you wish others to follow

Respect people's right to personal privacy.

Plan activities which involve more than one adult/leader being present, or in the sight or hearing of others.

If you are visiting or driving on your own, make sure others know what you are doing.

Be aware of/read and follow

Diocesan/national procedures and guidance, copies of these are held in the Presbytery.

Encourage children, young people and vulnerable adults to feel comfortable and confident enough to point out attitudes or behaviours they do not like.

Remember that others might misinterpret your actions, no matter how well-intentioned.

If you are in any situation that makes you feel uncomfortable or worried, please share this with someone else such as your parish safeguarding rep or group co-ordinator.

Challenge unacceptable behaviour and report all allegations/suspicious of abuse.

DO NOT:

Permit abusive peer activities (ridiculing, bullying).

Promise any individual that whatever they tell you can always be kept between the two of you.

Keep any disclosure information to yourself.

Have any inappropriate physical or verbal contact with others.

Jump to conclusions without checking facts.

Show favouritism to any individual.

Make suggestive remarks or gestures, even in fun.

Let concerns, suspicions, disclosure or allegations of abuse go unrecorded or unreported.

Have private contact with under eighteens or vulnerable adults via Email, text, etc.

For more information on issues relating to young people, please read the Parish Guidelines on Social Networking (obtainable through the Presbytery).

RESPONDING TO CONCERNS

Listen and keep on listening.

Do not ask questions.

Do not promise confidentiality.

Accept what you are being told without interruption.

Record the facts as you know them as soon as possible and pass them to the Parish Safeguarding Representative or the Diocesan Safeguarding Officer/Co-ordinator.

Do not talk to others including parents/relatives.

Keep any disclosure information to yourself and the appropriate person.

Depending on the age and capacity of the individual concerned, keep them informed of the steps you are taking.

Ensure the immediate safety of the child, young person, or vulnerable adult. If you feel there is extreme or immediate danger you may want to contact the police or Social Services direct. Please seek support from your group co-ordinator if you need to.