



## **Safeguarding - Brief Guide for Deacons**

Safeguarding is taken seriously by Chorlton Central Church.

### What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or makes an allegation of abuse against someone else, it is important you:

- stay calm and listen carefully
- reassure them that they have done the right thing in telling
- do not investigate or ask leading questions
- explain you will need to tell someone else if anyone is at risk of harm, in order to help them
- do not promise to keep secret what you have been told
- inform the church Safeguarding Co-ordinator as soon as possible (if they are implicated in the allegation, inform the Deputy or the Synod Safeguarding Officer)
- make a written record of the allegation, disclosure or incident and signs and date this record; this should be given to the church Safeguarding Co-ordinator and stored securely in a locked filing cabinet.

### Procedure in the event of a concern of abuse

**If there is an immediate threat of harm** the Police should be contacted without delay.

#### **If there is no immediate threat of harm:**

The concern should be discussed with the church Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to the statutory authorities.

A confidential record will be made of the conversation and the circumstances surrounding it.

This record will be kept securely and a copy passed to statutory authorities if a referral is made.

The person about whom the allegation is made **must not** be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.

The Synod Safeguarding Officer should be kept informed of any serious concerns.

If someone in the church is alleged or known to have harmed children or adults we will inform the Synod Safeguarding Officer so that they can offer advice and support and contact the relevant statutory authority.