



What to do if...

What to do if you have concerns about possible abuse (including allegations)

- In an emergency, call emergency services 999.
- If you have concerns always consult with children's or adult care services.
- Always inform the Diocesan Safeguarding Adviser.
- Keep a record of what happened, your concerns and your actions.

What to do if a child or adult wishes to disclose they have been abused

- 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.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told.
- Report it to the person to whom you are responsible and your priest or Parish Safeguarding Officer.
- Only tell those who need to know.

Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented 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.