Otter Vale Mission Community

SAFEGUARDING Procedures

For full guidance see https://www.churchofengland.org/sites/default/files/2018-11/responding-to-safeguarding-concerns-or-allegations-that-relate-to-children-young-people-and-vulnerable-adults.pdf

Guidelines for responding to a person disclosing abuse

Whenever a child, young person and/or adult reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing harm to others, the initial response should be limited to listening carefully to the child, young person and/or adult. If someone makes a disclosure this might be the only time they will tell someone about what is happening. **In an emergency dial 999**

Respond

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can
- make sure you capture the information accurately. At the end you can check with them
- that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity
- leader/manager/nominated safeguarding officer/DSA and statutory authorities what is
- believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as
- soon as possible.
- Record the date, time, place and the actual words used.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child/adult, contact the police. Ring 999.
- Otherwise avoid delay and take action: talk immediately, within 24 hours, to your activity leader,

Parish Safeguarding Rep or Diocesan Safeguarding team (DST) and share any concerns.

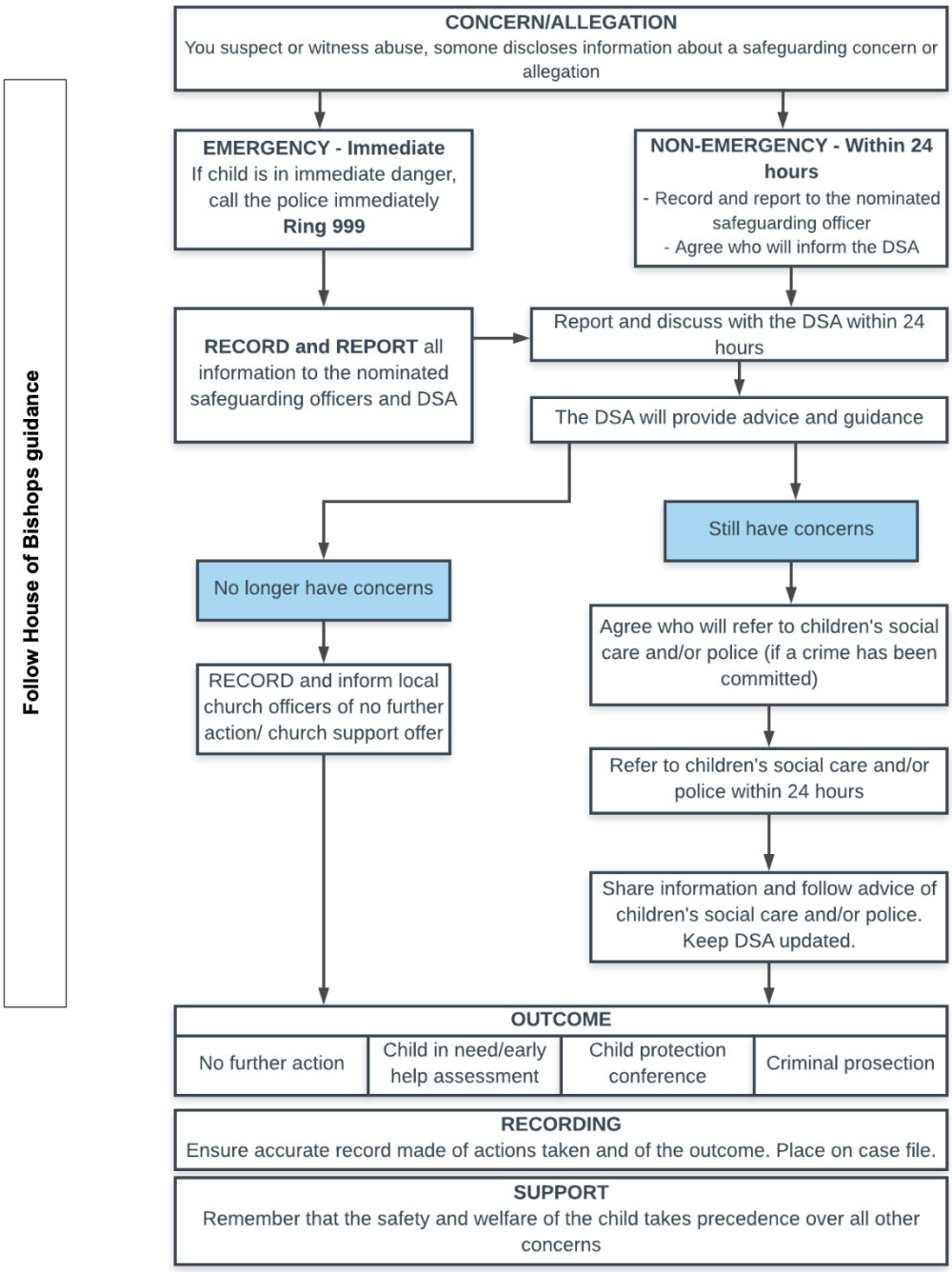
To report an incident to DST please use their incident/concern report form which can be found **here**:

When safeguarding concerns relate to a member of the laity, contact should be made within 24 hours with the relevant PSR. The PSR will consult with the Parish Priest/Vicar and the Diocesan Safeguarding Advisor to determine what action may need to be taken. It should be noted that if making contact with any of the above becomes problematic and risks delay causing the potential for greater or further harm, the concern should be escalated to the next step to achieve a timely response to safeguarding matters.

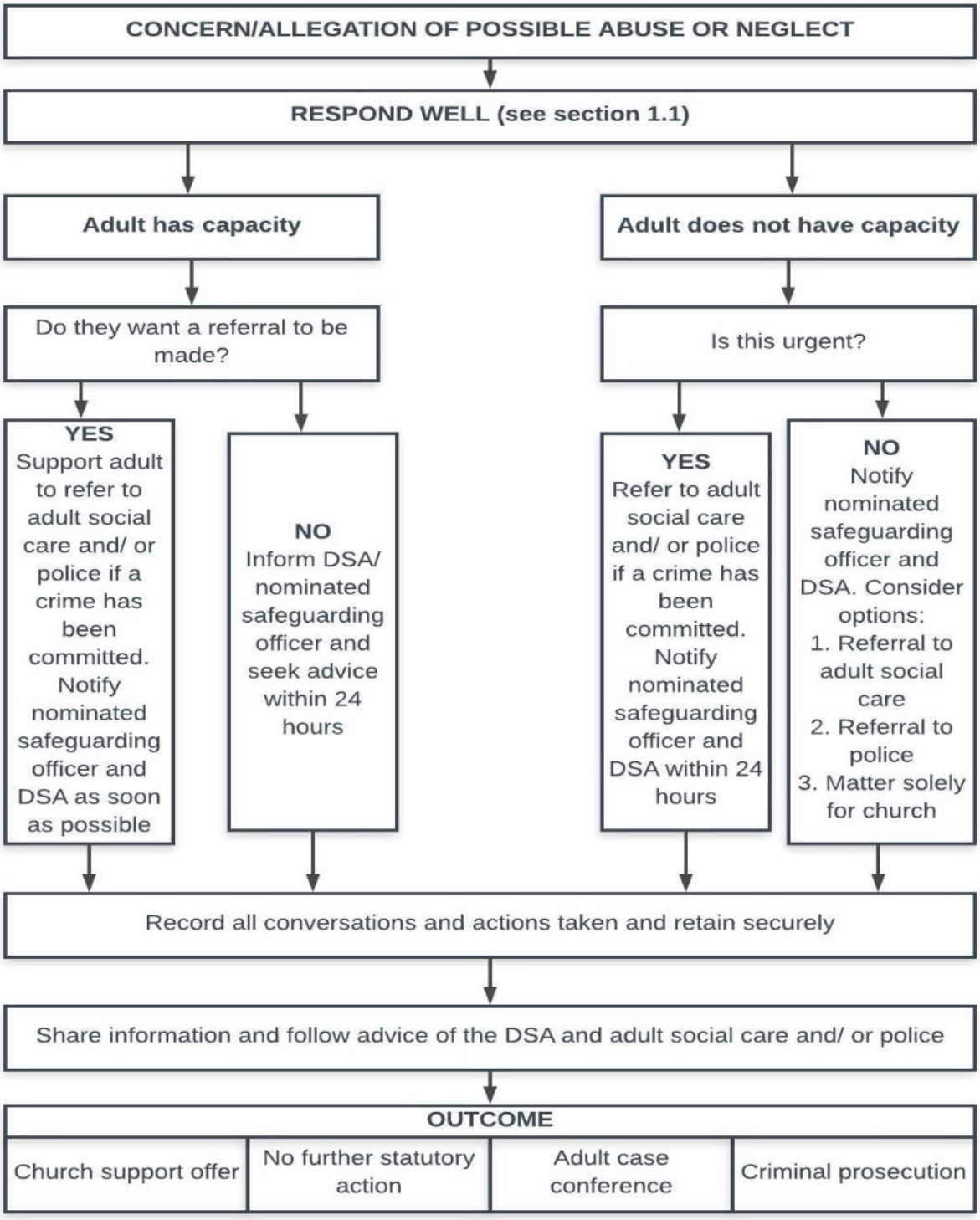
If the safeguarding concern relates to a member of the clergy (or other person in a position of trust and responsibility), contact should be made within 24 hours directly with the Diocesan Safeguarding Advisor (or Assistant).

Please ensure you have discussed this concern with your Parish Safeguarding Representative and or incumbent/lead member of clergy if appropriate.

Responding to children



Responding to adults



Data Protection

The Exeter Diocesan Board of Finance (EDBF) and the PCC sharing this information will use the information in this form in accordance with the Data Protection Act 2018, the Diocesan Safeguarding Policy and the EDBF Data Protection Policy to consider the alleged incident/concern and to inform any action as deemed appropriate to protect any persons identified as vulnerable or at risk. This may involve disclosing information to a number of organisations and individuals including relevant people and parts of the Diocese of Exeter, and authorities such as the Police, Children's Social Care and/or the Probation Service. Potentially information could be shared with legal and other advisers involved in any investigation resulting from the sharing of this information.

Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

For detailed information see Appendix C Exeter Diocesan Safeguarding policy 2014 readopted August 2017
Key points are:

Storage

Must be kept securely in a locked, non-portable storage container with strictly controlled access

Retention

Once a recruitment (or other relevant) decision has been made do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints

Disposal

Once the retention period has elapsed, or sooner, we will ensure that any Disclosure information is destroyed by shredding except Parish information Log.

The Parish Information Log will be kept and will record: the date of issue of the Disclosure the name of the subject, the type of Disclosure requested (including the designated workforce; child, adult or both), the position for which the Disclosure was requested, the unique reference number of the Disclosure, and the details of the recruitment decision taken.

We will not retain any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

Event/Activity Information and Parent/Carer Consent Form

Part I – to be completed by the Leader.

Name of event:

Proposed activity(ies):

Location:

Start date and time: **Finish date and time:**

Cost Travel/transport information:

Additional information:

Part 2 – to be completed by Parent/carer
If your child has any health, faith, cultural or dietary needs (including allergies, medication to be administered etc) that are relevant to this event, please provide details:

Emergency contact
Please give details of a person who will be contactable at all times during the event/activity.

Name

Telephone 1

Telephone 2

Address

Email

How do they know the participant?

Consent
I give permission for my child…… ……

to take part in ……

and for the medication noted above to be administered (if applicable).

NAME (Please print)……

SIGNATURE…… DATE……..

I give permission for photographs/video/film of my child taken at this event/activity to be used in church websites. Please delete as appropriate **Yes/No**

*Where the terms parent/carer are used, they refer to any adult with parental responsibility

Please circle yes or no
I agree to this personal data being stored on the church database Yes/No
I am happy to be contacted by phone Yes/No
I am happy to be contacted by email Yes/No

Signature: Date:

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You can read our data privacy notice here: https://ottervalechurches.org/wp-content/uploads/OVMC-Data-privacy-notice.pdf **If you wish to update your consents at any time, please email churchoffice@otterystmary.org.uk**