

Safeguarding - good practice

Good practice for the safeguarding of children and adults in the church

The Church in Wales Safeguarding Policy and associated guidance should be referred to for complete information. This safeguarding guidance is for all those, paid and volunteers, who are working with or supporting children and/or adults at risk. Ensure that all those working with children and/or adults at risk have a copy of this reference guide.

If you have concerns about possible abuse (including allegations)

- In an emergency contact the police or social services.
- Otherwise contact a Provincial Safeguarding Officer
<https://www.churchinwales.org.uk/en/safeguarding/>
- Decide together whether to seek advice or to make an immediate referral to the police or social care services. A Provincial Safeguarding Officer must be informed in any case.
- Inform your member of clergy (if he/she is not part of the concern or allegation) and only tell others who need to know in order to safeguard the situation.

A child or adult wishes to disclose they have been abused

- Allow the person to talk without interruption, accepting what is said. Do not question or investigate.
- Do not promise confidentiality and explain that you will have to pass the information on in order to keep them and others safe.
- Make careful notes of what is said, record dates, times and events using the actual words wherever possible.
- Sign, date and give these notes to the person with safeguarding responsibility.
- Ensure no situation arises that could cause further concern.

If you receive a complaint or allegation against anyone including yourself

- Inform a Provincial Safeguarding Officer immediately.
- Write careful and contemporaneous notes of what you witnessed, heard, or were told.
- Sign, date and give these to the person with safeguarding responsibility.
- Try to ensure that no-one is placed in a position which could cause further compromise.

Code of conduct when working with children and adults at risk

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure activities involve more than one person being present, or where you are always within sight and hearing of others.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour such as bullying, favouritism, innuendo etc.
- Do not have inappropriate physical or verbal contact with others.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- You must not keep allegations or suspected abuse secret. **RECORD AND REPORT.**
- If you are involved in group or residential activities, please refer to Church in Wales guidance for full details of best practice.