
Signed: _____

Guidelines for the Use of this Form

Responding to a Child

- Listen and keep on listening.
- Don't question.
- Avoid passing judgement on what you have been told.
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action.
- Contact the Safeguarding Team: Jo Whiteman 07801436441/01323 734150, Patricia Moore 01323 638960/07496058435, Sue Walker 01323 411165 or Freddie Strong 07709283269 or take action yourself in their absence (see guidance below).
- Preferably within an hour write down the content of your conversation (i.e. he said/she said, I replied etc. Dates and times)
- Sign and date the form. Give the form to Jo Whiteman, Sue Walker, Patricia Moore, Freddie Strong or Robert Lovatt. The information will be kept securely.

Action to be taken by the Safeguarding Coordinators (or others in their absence).

In the case of physical/emotional abuse or neglect:

- If deliberate injury is suspected, there is concern for a child's safety or they are afraid to return home, contact children's social services on 01323 747373. Don't discuss with parents/carers.
- Seek medical help if needed urgently, advising doctor of suspicions.
- If the child isn't at immediate risk (e.g. poor parenting), encourage parent/carer to seek help themselves, but monitor the situation.

In the case of sexual abuse:

- Always contact children's social services 01323 747373 or the police 0845 6070999 immediately.
- Never tell the parents/carers

The Churches Child Protection Advisory Service (CCPAS) is a very useful source of support and will give advice if you find yourself in the situation of not knowing what to do. Their number is 0845 120 45 50