

Christ Church Moreton Hall: Procedure for dealing with safeguarding concerns or allegations

All church staff and volunteers are required to complete (at the very least) the "basic awareness" safeguarding module every 3 years. Each volunteer is also given a Church of England "safeguarding pocket guide" – this outlines at a glance what to do with any safeguarding concerns, and provides key contact telephone numbers.

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention, call the emergency services on 999. **Do not delay.**

If you have a concern, suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication please speak to:

- Parish Incumbent Revd Jonathan Ford on 01284 769956 or the Parish Safeguarding Officer Heather Lovell 07889202877. Or, (especially if they are implicated) -
- Karen Galloway, Diocesan Safeguarding Adviser on 07785 621319 (available 8am to 8pm)
- Bishop's Office: 01473 252829.

To make a referral to Suffolk County Council Customer First 0808 800 4005 and/or the Police 101 please:

- Write up a written copy of your verbal referral. If you have had no response within seven days of referring, telephone again.
- Be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation.

At every stage, please make prompt, dated and signed notes of exactly what has been said and when. Don't try to investigate yourself or ask leading/probing questions. Please give/ copy your written records to your Parish Safeguarding Officer and/ or the Diocesan Safeguarding Adviser.

Heather Lovell, PSO, 2nd March 2021 (agreed by the PCC 8th March 2021)