

Safeguarding Flow Chart for Parishes in the Diocese of Lincoln

If you suspect someone is being abused or is at risk of being harmed
Or If someone tells you about anyone harming another person (whoever they are)

If a child or an adult tells you about being abused by someone else this is called a disclosure. It is important you respond well

Make a written record of the facts as you know them. Write down what you observe and what is told to you as soon as is practicable. Do NOT trust your memory.

Report the matter immediately to your Vicar/Rector/Priest in charge (unless they are the source of concern) If they are not available, contact the PCC Safeguarding Officer

Seek advice from The Diocesan Safeguarding Team or from the Archdeacon if you can't reach the Safeguarding Team.

DO NOT talk to others in your parish except the person who needs to know to support you Do not start to, investigate or alert any possible perpetrator.

Keep calm, and allow them to speak without interruption, accepting what they said. Use active listening skills and try not to appear shocked. Do acknowledge their courage in telling you and do reassure them they are doing the right thing by speaking out.

DO NOT ask any leading questions, though you may ask for clarification; How? When? Where? Open questions are acceptable. "Tell me" "explain" "describe"

If the individual is injured, seek medical help. If the individual is in immediate danger, report it to the Police (999) or the Local Authority teams listed below. Do not delay!

Let the individual know that you will have to pass this information on. Try to alleviate feelings of guilt and isolation, while passing no judgement.

Try to ensure that you agree a plan with the person that is disclosing to you that enables them to feel safe and so they know what you are going to do next

Make a detailed written record of what was said, and what was done, including anything that you said and any advice or direction you are given by those you report the incident to.

Immediately inform the Diocesan Safeguarding Team who will advise you what to do next.

If the Safeguarding Team are not available, contact the Archdeacon If it is urgent remember you can talk to the Local Authority or Police without having spoken to the Diocese first. The Diocese are there to support you but do not delay urgent referrals

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CONTACT DETAILS:

Diocesan Website: www.lincoln.anglican.org/safeguarding

Diocesan Safeguarding Team: (8am -8pm Monday to Friday)

safeguarding@lincoln.anglican.org

01522 504080 07432522412

01522 504081 07712321361

Archdeacons: Office: 01522 504039

Lincoln: 07590 950041 Boston: 07715 077993

Stow & Lindsey: 07870 266553

Police: 999 or 101

Report a concern Local Authority Key Contacts:

Lincolnshire

01522 782155 (Adults)

01522 78 21 11 (Children)

01522 78 23 33 (Out of Hours)

North East Lincolnshire

01472 25 62 56 (Adults)

01472 32 62 92 (Children)

Both these are 24 hour lines

North Lincolnshire

01724 29 79 79 (Adults)

01724 29 65 00 (Children)

01724 27 64 44 (Out of Hours)