**Put your Church Name and Address here**

Safeguarding Quick Reference Guide

**What to do if you have concerns about possible abuse**

1. **In an emergency** respond immediately.
2. Consult the person to whom you are responsible.
3. Decide together whether to seek advice or to make an immediate referral.
4. Keep a record of what happened, your concerns and your actions.
5. Tell your minister and/or safeguarding representative.
6. Only tell others who need to know.

**Responding to a child, young person, parent or other adult who shares with you about abuse**

1. Never promise to keep a secret.
2. React calmly; be aware of your non-verbal messages.
3. Don't stop someone who is talking freely about what has happened.
4. Don't ask leading questions.
5. Reassure the person they have done the right thing by telling you.
6. Avoid making comments or judgements.
7. Tell the person what will happen next.
8. Record using the person's own words and noting any important dates and times.
9. Report to the person to whom you are responsible, your minster and/or safeguarding representative.

**Remember good practice**

1. Treat everyone with respect, setting a positive example.
2. Respect people's personal space.
3. Ensure your actions cannot be misinterpreted.
4. Challenge unacceptable behaviour in a constructive way.
5. Do not put yourself or other people in vulnerable situations.
6. Do not have inappropriate physical contact with others.
7. Always share safeguarding concerns.

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