

If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them 'I believe you', it's not your fault' and 'I am going to help you'
- Tell your Church Child Protection Co-ordinator your concerns.
- Record all details, which support your suspicions. Sign, date and keep these.
- Inform the Diocesan Safeguarding Adviser of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved in your Church including yourself:

- Inform the Diocesan Safeguarding Adviser of your concerns.

*You must refer.
You must not investigate.*

In an emergency contact either the police or social services/social work department and inform the Diocesan Safeguarding Adviser of your action.

DIOCESAN SAFEGUARDING ADVISER

**Jenny Price
Church House
1 South Parade
Wakefield
WF1 1LP**

**office: 01924 371802
emergencies: 07800 740001
e-mail: jenny.price@wakefield.anglican.org**

In the event that Jenny is not available, you may wish to contact any of the following:

**The Archdeacon of Halifax
01484 714553**

**The Archdeacon of Pontefract
01924 371802**

**The Bishop's Chaplain
01924 255349**

Further copies of these guidelines can be downloaded from

www.wakefield.anglican.org/safe

or
please contact

**Gill Knowles
Church House, Wakefield.
WF1 1LP
Tel: 01924 371802**

gill.knowles@wakefield.anglican.org

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DIOCESE OF WAKEFIELD



CODE OF GOOD PRACTICE

The Diocese of Wakefield wants to safeguard its children and their leaders from physical, sexual and emotional harm whilst in our care.

The Diocese requires Parishes to take all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Church activities do so in a safe environment.

GUIDELINES FOR ADULTS WORKING WITH CHILDREN AND YOUNG PEOPLE

Please keep in a safe place for quick Reference



As an adult working with children/young people in the Diocese of Wakefield you should always:

- **Respect everyone as an individual.**
- **Provide a good example of acceptable behaviour.**
- **Respect everyone's right to personal privacy.**
- **Be available as a listening ear and, if necessary, refer for more appropriate help.**
- **Be sensitive to other people's likes and dislikes.**
- **Try to ensure that your actions cannot be misunderstood or cause offence.**
- **Show understanding when dealing with sensitive issues.**
- **Plan to have more than one adult present during activities.**
- **Adhere to the rules and recommendations outlined in The Code of Good Practice.**
- **Guidance for a Safer Working Practice for adults who work with children and young people (November 2007)**

You should never:

- **Permit abusive behaviour, e.g. bullying, ridiculing or taunting.**
- **Have inappropriate physical or verbal contact with others.**
- **Jump to conclusions or make assumptions about others without checking facts.**
- **Encourage inappropriate attention-seeking behaviour.**
- **Show favouritism to anyone.**
- **Make suggestive remarks or actions, even in jest.**
- **Deliberately place yourself or others in a compromising situation.**
- **Believe 'it could never happen to me'.**
- **Never promise to keep what you have been told a secret.**

If you suspect a child is being abused physically, sexually or emotionally:

- **Keep calm. Do not be shocked. Try to act normally.**
- **Do not investigate-do not question.**
- **Do not challenge parents/carers about your concerns.**
- **Record all details which support your suspicions. Sign, date and keep these.**
- **Agree with your Child Protection Co-ordinator and if necessary the Diocesan Safeguarding Adviser what action should be taken.**

**NEVER AGREE TO KEEP A SECRET.
YOU MUST INFORM OTHERS**