

## **Safeguarding vulnerable people Quick Reference Guide**

The full Church of England Safeguarding policy can be found here:  
[Parish SafeGuarding HandBook](#)

At St Philip's we believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do. Therefore:

- We commit ourselves to the nurture, protection, and safekeeping of all.
- It is the responsibility of each one of us to protect individuals from physical, sexual, emotional and spiritual abuse, and to report any abuse suspected or discovered.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children and young people and vulnerable adults in particular. We will provide appropriate supervision and recognise mutual accountability.

There are several categories of abuse officially defined in Government documents. The following are the most common:

**Physical** – where an individual suffers physical harm or injury or where there is a failure to prevent such injury.

**Emotional** – behaviour that has a harmful effect on the emotional health and development of an individual.

**Financial or Legal** – the use of property, assets or income without informed consent.

**Sexual** – sexual activities for the gratification of another to which the individual has not given free and informed consent or is with an under 16 year old.

**Neglect** – lack of appropriate care or failure to meet basic needs.

**Spiritual** – where individuals are pressured or manipulated into making a spiritual response or their denominational beliefs are belittled.

**Domestic** – controlling, coercive, threatening behaviour violence or abuse from a partner or family member.

## GOOD PRACTICE GUIDELINES

### You should:

Treat all people as individuals, with the respect and dignity that befits their age.

Be thoughtful about your language and tone of voice.

Learn to control and discipline children without using any physical means (other than – in extreme cases – restraint by holding to prevent injury).

Find a place that is open and visible for any counselling situation where privacy and confidentiality are important.

Take a register each session and have it to hand in case of building evacuations.

### You should not:

Ever engage in any of the following:

invading the privacy of individuals (including handling finances/money for an individual)

rough, physical or sexually provocative games,

inappropriate or intrusive touching of any form,

any scapegoating, ridiculing or rejecting of an individual.

Allow individuals to involve you in excessive attention-seeking behaviour, especially any that is overtly sexual or physical in nature.

Allow yourself to be alone with a vulnerable person where you cannot be seen by others.

Take photographs unless you have sought permission to do so from parents and/or individuals themselves.

If abuse is disclosed to you or allegations are made, here are some guidelines:

- Do not panic. Try to act in a composed and sympathetic manner.
- Listen carefully. Only ask questions to clarify what you hear; do not ask questions that seek for information. Do not start to investigate.
- Reassure the individual that it was right to tell you and that you will take their concerns seriously.
- Do not promise confidentiality – if they are under 18yrs of age explain that you will have to tell someone else.
- Stay with the individual until they are reassured and comforted.
- Immediately tell the Parish Safeguarding Officer – Alan Syrop 07720 209139
- If you prefer you can speak to Revd. Ruth Barry.
- Write up and keep detailed notes of exactly what took place, not your interpretation.
- Sign, date and hand personally to Alan or Ruth.