



In the case of an emergency, contact:

Police 101 or 999
Social Services 01609 780780
Diocese Safeguarding 0113 3530257

For all other cases:

Parish Safeguarding Officer 07503 159108
Church Office 01765 690930
Diocesan Safeguarding Officer 0113 3530256
(mob) 07872 005309

e mail contacts:

parishsafe@holytrinityripon.org.uk

safeguarding@leeds.anglican.org

What to do if you have concerns:

1. In an emergency call 999.
2. Otherwise consult the person who has overall responsibility for the activity in question.
3. Decide together whether to seek further advice or to make an immediate referral to Police or Social Services.
4. Always liaise with your Parish Safeguarding Officer (PSO) and Diocesan Safeguarding Adviser (DSA).
5. Keep a record of what happened, your concerns and your actions.
6. Tell your parish priest if applicable.
7. Only tell others who need to know.

If a child or young person or adult wishes to disclose that they have been abused:

1. Listen, keep listening, do not question or investigate.
2. Do not promise confidentiality, tell them we need to share this.
3. Assure them that they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible, as well as your PSO and DSA.
7. Only tell those who need to know.

Things to remember:

- Treat everyone with respect.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- You must never be alone with a child or group of children.
- You must not keep allegations or suspected abuses secret.
- Be careful with social media, don't send offensive messages and be careful what you download.
- It is inappropriate to contact a child directly through personal messaging and/or social media.

Holy Trinity Church Ripon Safeguarding Guide



office@holytrinityripon.org.uk

www.holytrinityripon.org.uk

01765 690930

