

BROADWAY UNITED REFORMED CHURCH

SAFEGUARDING PROCEDURES

If you

- are concerned about a child or adult at risk,
- hear something about a child or adult at risk,
- are told something by a child or adult at risk that worries you,

you must

- inform one of the Designated Safeguarding Leads (DSLs) as soon as possible: do not delay. The DSLs are DAVE LOMAX, LYNN LEVESLEY and PAT LOMAX. Or send an email to safeguarding@broadway.urcwalsall.uk
- As soon as possible after you have reported the concern, complete a Safeguarding Incident Form. These are on the secretary's noticeboard at the back of church. Give the form to a DSL.

If a child or adult at risk asks to speak to you, be very careful.

- Find privacy but do not go into a room and close the door.
- Stay calm, listen carefully, reassure them they are doing the right thing.
- Do not ask leading questions, do not be judgemental.
- Do not promise to keep a secret. Tell them you will need to pass on the information.
- Inform a DSL as soon as possible. Do not delay especially if you feel they are at risk if they go home.
- Do not take any action yourself.
- The information must remain CONFIDENTIAL. Do not tell or discuss with others. The DSL will let you know what is happening as soon as they can.

If you are aware or become aware that a person associated in any way with the church has been a perpetrator of abuse in the past, you must inform a DSL.