

WHAT TO DO

if someone reports a concern
or discloses an allegation of abuse

LISTEN



- Listen carefully.
- Take the person seriously.
- Acknowledge concerns or allegations of abuse.

RESPOND



- Ensure the immediate safety of any child or vulnerable adult involved.
- In an emergency where someone is at risk, contact the Police or Social Work.

RECORD



- Make a note of what has been said, heard and/or seen.
- Keep the note as a record of what you were told.
- Do NOT investigate.

REFER



- Pass all information to the Diocesan Safeguarding Adviser (DSA).
- DSA will refer allegation to the Police.