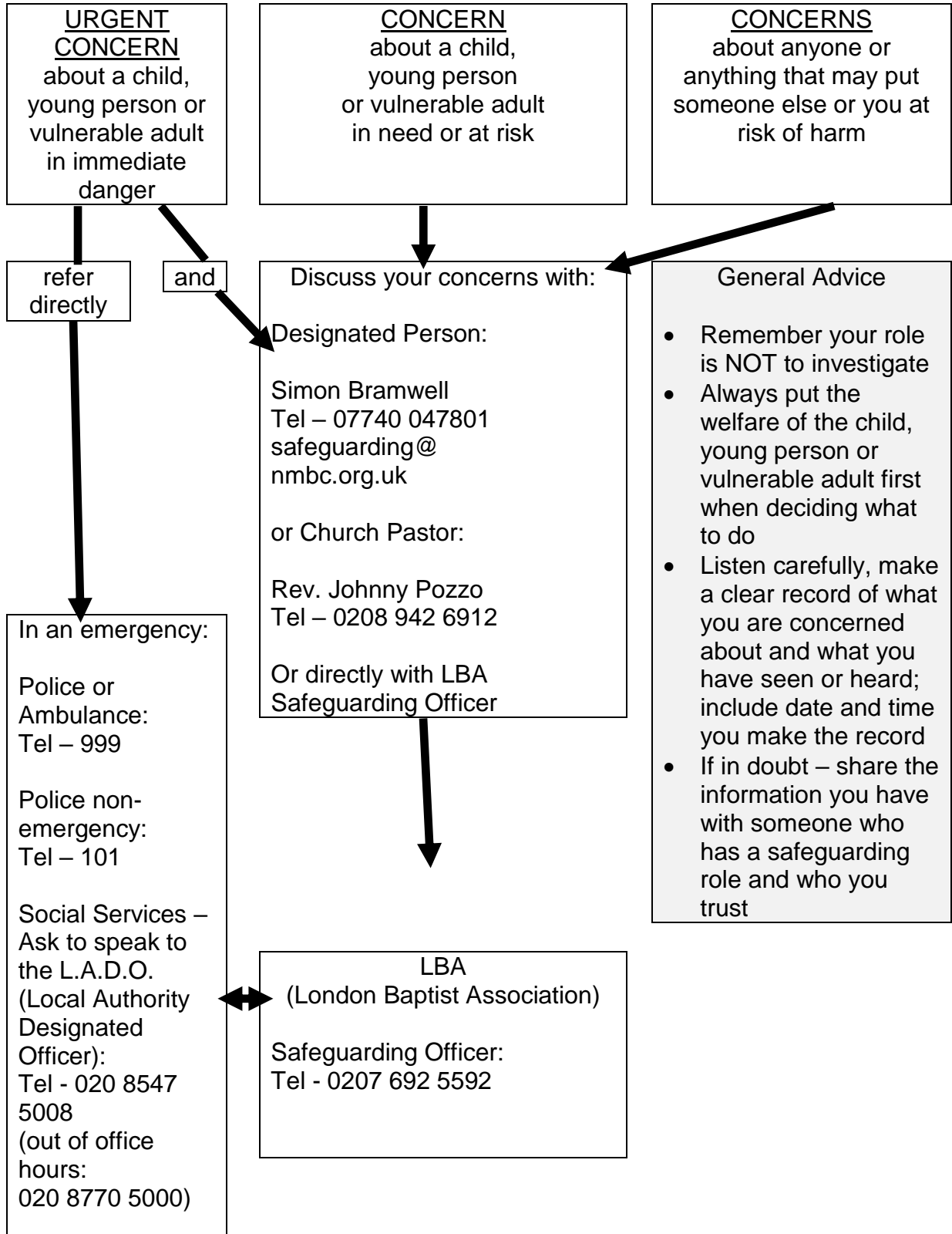


Procedure following allegation or suspicion of abuse

If there is any immediate danger or risk to a child or vulnerable person's life you should call the police on 999 immediately.

A flowchart with suggested course of action in the case of safeguarding concerns follows below...

What to do if you have any safeguarding concerns



It is not the task of an individual or the church to investigate.

If any abuse (emotional, sexual, physical or neglect) is suspected, or if allegations are made, do not jump to conclusions or start to investigate. You must report your concerns as soon as possible to the Child Protection Lead (**Simon Bramwell Tel: 07740 047801**) who is nominated by the church to act as the first point of contact for child protection concerns.

In the absence of a Youth & Children's Worker or in cases of immediate concern the matter should be brought directly to the attention of the statutory authorities via the **Single Point of Access (SPA) Tel 0208 547 5008 / 0208 770 5000 (Out of Hours)**

Suspicious should not be discussed with anyone other than those nominated above.

Our aim will be to work in an open and co-operative way with the statutory authorities for the good of the child/children involved.

If abuse is suspected, disclosed or discovered:

- do not delay
- do not act alone
- do not start to investigate
- do not contact alleged abusers
- do not talk to parents or guardians
- do not discuss with friends

- **do** report to the relevant Child Protection leads as above
- **do** write down what the child has said in exactly the child's own words. It is important not to change words to make them more adult or less offensive. You may be asked for this report and in the event of a Social Services investigation this written account will be very important and will be passed to Social Services.

How to react to a child who wants to talk about abuse

It is important that you react in a way which will be helpful and supportive to the child.

It is not easy to give precise guidance but the following may be helpful:

- do not agree to keep the information secret
- do not say or suggest that you are shocked
- do not say or suggest that you do not believe the child
- do not ask questions, except to clarify what has been said
- do not make false promises
- do allow the child to talk but do not press them for information
- do look at the child directly
- do explain to the child at the outset that you may have to tell someone else if you think it necessary
- do remain calm and supportive
- do be aware that the child may have been threatened
- do show acceptance of what the child says
- do re-assure the child they were right to tell you

- do tell the child what you are going to do next, i.e. who you are going to tell and why, and roughly what will happen
- do finish on a positive note with the child
- do tell the youth and children's worker as soon as possible, who will inform the management trustee with responsibility for youth & children's work that an incident has occurred.

The management trustee with responsibility for youth and children's work, after consultation with the reporting person, will decide what needs to be done by way of referral to an agreed outside agency.

If abuse is only suspected, more detailed discussion and discreet observation may need to take place before referral.

If abuse by someone within the church is disclosed or suspected, the procedure will be as above, then the worker will need to be immediately withdrawn from their area of service in their own interests.

They will be given support and help throughout the process.

No guilt or blame will be implied.

Safeguarding Responsibilities

Safeguarding Lead – nominated person to be first point of contact for any child protection concerns = *Simon Bramwell*: safeguarding@nmbc.org.uk, 07740 047801.

Management Trustee with responsibility for youth and children's work – nominated person to act on behalf of the church in child protection matters, including liaison with statutory agencies = *Simon Bramwell*.

Youthworker = *Analice Miná Collyer*: youth@nmbc.org.uk, 07961 056732 / 020 8942 6912.

Child Advocate – nominated person, independent of direct involvement in youth & children's work who acts as a point of contact for children and young people = *Caroline Wilson*: caroline.wilson27@btinternet.com, 0208 942 1915.

Safeguarding: Useful points of contact

- SPA (Single Point of Access): Tel 0208 547 5008 / 0208 770 5000 (Out of Hours), Website https://www.kingston.gov.uk/info/200235/supporting_and_safeguarding_children/473/concerned_about_a_child/2
- Pete James (Safeguarding Lead at London Baptist Association): E mail Safeguarding@londonbaptist.org.uk, Website <http://www.londonbaptist.org.uk/safeguarding/>
- LSCB (Local Safeguarding Child Protection Board): Website <http://kingstonandrichmondlsqb.org.uk/>
- NSPCC: Website <https://www.nspcc.org.uk/>