

# If you are worried about someone



A child, a young person, or an adult at risk. Keep this where you can find it.

Summary of the Safeguarding Policy, section 9. Full copy of our Policy available on our website [www.hillcitychurch.org/safeguarding](http://www.hillcitychurch.org/safeguarding).

## If someone is in immediate danger, call 999.

Otherwise, tell the Safeguarding Lead **today**. You do not need to be certain. It is not your job to investigate. Never keep it to yourself.

1

### Make sure they are safe

Get medical attention if it is needed. Stay with them if you can.

2

### Write it down — the same day

What was said or seen, in their own words where you can, in quotation marks.

Date, time, place, and who else was there.

Keep facts and your own opinion clearly separate.

3

### Tell the Safeguarding Lead — the same day

If they are unavailable, tell the Deputy.

If your concern is about the Lead, tell the Deputy or any Elder.

Say nothing to the person the concern is about.

## If someone starts to tell you something

### DO

- Stay calm. Listen, and keep listening.
- Look at them. Take your time.
- Act as though you believe them.
- Keep any questions open-ended.
- Say "thank you for telling me".
- Tell them it is not their fault.
- Move somewhere **visible to others** if they want privacy — door open, near a busy area.

### DO NOT

- Promise to keep it secret. You cannot.
- Question, probe or investigate.
- Show shock or disgust.
- Put words in their mouth.
- Judge the person they describe.
- Speak to the person accused.
- Wait to see if it happens again.

## Things that should make you stop and think

**In a child:** unexplained injuries • a big change in mood or behaviour • fear of a particular adult • sexual knowledge beyond their age • unexplained gifts or money • an older, controlling friend • going missing

**In an adult at risk:** unexplained injuries • withdrawal or fearfulness • decline in appearance or health • money going missing, unpaid bills, a new person handling their finances • someone who answers for them or controls access to them • reluctance to go home

**In a fellow volunteer or leader:** secrecy • private contact with a young person • favouritism or singling someone out • giving gifts • ignoring the rules on being alone • anything that makes you uneasy

### Nobody can stop you reporting.

If you think a concern has not been acted on, go to the Deputy, then the Elders, then contact social services or the police yourself. You never need anyone's permission, and no one may prevent, delay or discourage you. Raising a concern in good faith will never count against you, even if you turn out to be mistaken.

| Safeguarding Lead                             | Deputy           | Children's Services    | Adult Services |
|-----------------------------------------------|------------------|------------------------|----------------|
| Jenny Price<br>hillcitysafeguarding@gmail.com | Lindsay Osbourne | 01495 762200           | 01495 762200   |
| Out of hours (EDT)                            | Police           | Thirtyone:eight advice | Childline      |
| 0800 328 4432                                 | 999 / 101        | 0303 003 1111          | 0800 1111      |