

*If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said, and:*

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them 'I believe you', it's not your fault' and 'I am going to help you'
- Tell your Church Child Protection Representative your concerns.
- Record all details, which support your suspicions. Sign, date and keep these.
- Inform the Diocesan Safeguarding Adviser of the action you have taken.

*If there is an allegation or suspicion of abuse by someone involved in your Church including yourself.*

*You must refer.  
You must not investigate.*

**In an emergency contact either the police or social services/social work department and inform the Diocesan Safeguarding Adviser of your action.**

## DIOCESAN SAFEGUARDING ADVISER

**Jenny Price**  
Church House  
1 South Parade  
Wakefield  
WF1 1LP

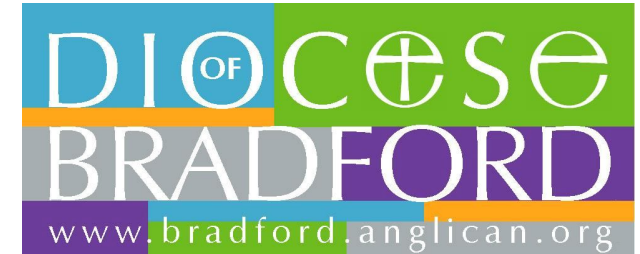
office: 01924 371802  
emergencies: 07800 740001  
e-mail:  
[jenny.price@bradford.anglican.org](mailto:jenny.price@bradford.anglican.org)

In the event that Jenny is not available, you may wish to contact:

**Debbie Child** at Bradford Diocesan Office, Kadugli House, Elmsley Street, Steeton, BD20 6SE - tel: 01535 650521

Further copies of these guidelines can be downloaded from  
[www.bradford.anglican.org](http://www.bradford.anglican.org)  
or contact the  
Diocesan Office on 01535 650555

## DIocese OF BRADFORD



**The Diocese of Bradford wants to safeguard its children and their leaders from physical, sexual and emotional harm whilst in our care.**

**The Diocese requests Parishes to take all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Church activities do so in a safe environment.**



*As an adult working with children/young people in the Diocese of Bradford you should always:*

- **Respect everyone as an individual.**
- **Provide a good example of acceptable behaviour.**
- **Respect everyone's right to personal privacy.**
- **Be available as a listening ear and, if necessary, refer for more appropriate help.**
- **Be sensitive to other people's likes and dislikes.**
- **Try to ensure that your actions cannot be misunderstood or cause offence.**
- **Show understanding when dealing with sensitive issues.**
- **Plan to have more than one adult present during activities.**
- **Adhere to the rules and recommendations outlined in The Guidance for a Safer Working Practice for adults who work with children and young people (November 2007).**

*You should never:*

- **Permit abusive behaviour, e.g. bullying, ridiculing or taunting.**
- **Have inappropriate physical or verbal contact with others.**
- **Jump to conclusions or make assumptions about others without checking facts.**
- **Encourage inappropriate attention-seeking behaviour.**
- **Show favouritism to anyone.**
- **Make suggestive remarks or actions, even in jest.**
- **Deliberately place yourself or others in a compromising situation.**
- **Believe 'it could never happen to me'.**
- **Never promise to keep what you have been told a secret.**

*If you suspect a child is being abused physically, sexually or emotionally:*

- **Keep calm. Do not be shocked. Try to act normally.**
- **Do not investigate-do not question.**
- **Do not challenge parents/carers about your concerns.**
- **Record all details which support your suspicions. Sign, date and keep these.**
- **Agree with your Child Protection Representative and if necessary the Diocesan Safeguarding Officer what action should be taken.**

**NEVER AGREE TO KEEP A  
SECRET. YOU MUST INFORM  
OTHERS**