

## **ST MATTHEW'S, WESTMINSTER**

### **PARISH PROCEDURES ON SAFEGUARDING**

**St Matthew's** is committed, as part of the Church of England within the diocese of London, to protect and care for everyone with whom it has contact as part of its ministry, and especially for children, young people and adults at risk.

**Safeguarding is everyone's responsibility.** Looking the other way is not an option.

**The PCC has appointed Margaret Withers to be its Safeguarding Officer. She will:**

1. Encourage the clergy, PCC and lay leaders to fulfil the standards and practices in the parish policy.
2. Provide advice and information on all safeguarding matters in the parish.
3. Ensure that anyone who is working with children, young people or vulnerable adults has been through the Disclosure and Barring Service (DBS) procedure.
4. Have a dedicated E-mail helpline for anyone who has concerns about inappropriate behaviour, possible abuse or harm to themselves or another person. It will be published on the parish website and on the notice board in the narthex. Margaret will aim to respond to all messages within 24 hours.

**Contact: [safeguarding@stmw.org](mailto:safeguarding@stmw.org)**

**What you should do if you are aware of inappropriate behaviour, harm or abuse to another person or yourself:**

1. Don't panic or rush into action. Think through the incidents or things that you have noticed or that either of you has said.
2. Write down what you recall. Include any particular incidents or comments. Add the person's name, contacts, age, where and when the incidents took place, who was present and anything else that seems important.
3. Sign and date it.

**What you should do if someone wants to talk to you about harm or abuse to another person or him/herself:**

1. Invite the person to sit down. Sit yourself in another chair a distance apart. Speak quietly and slowly to encourage the person to relax.
2. Listen carefully to what is said without interrupting.
3. Reassure – say, *'What you have told me shouldn't be happening to you. I will speak to somebody who will see that it stops. Then I will contact you.'*

4. Write an account of what you heard, including any particular incidents or comments. Add the person's name, contacts, age, where and when the incidents took place, who was present and anything else you can recall.
5. Sign and date it.

**Contact Margaret Withers, the parish safeguarding officer.** She will contact the diocesan safeguarding team for help and advice.

She will also ensure that allegations or suspicions of abuse or harm are responded to in line with the diocesan safeguarding policy. This will include requesting support from the diocesan safeguarding team and producing a written report.

**The clergy** will provide appropriate pastoral care to anyone who has been involved in a case of suspected abuse or harm.

**The Parish Policy Statement and Procedures on Safeguarding** will be published with the diocesan policy statement on the church website and notice board in the narthex.

**The Diocesan Safeguarding Team** offers advice and training on all matters concerning work with children, young people and adults at risk.

Contact: [www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding)

**Margaret Withers  
Parish Safeguarding Officer  
16<sup>th</sup> November 2017**