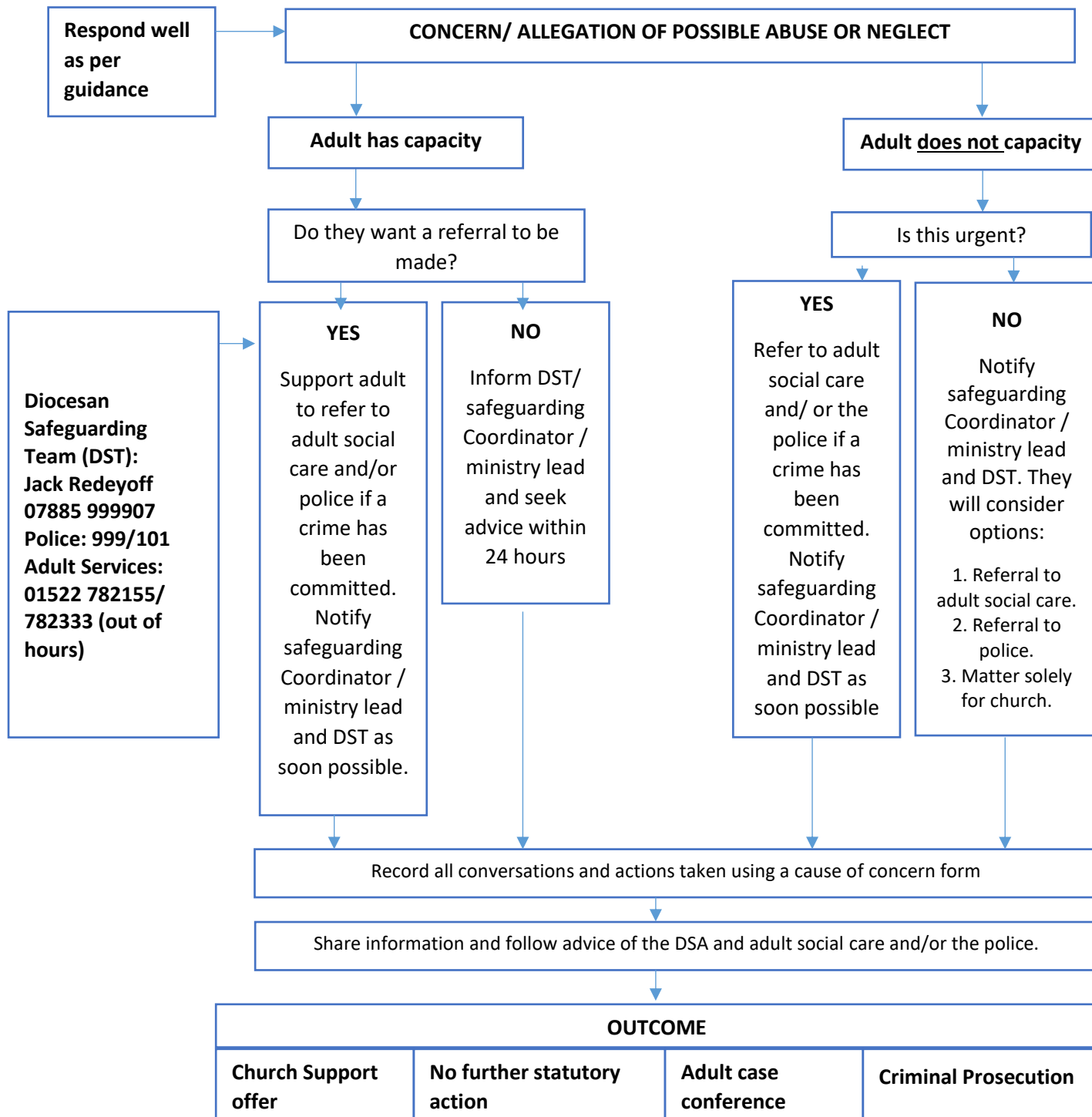


This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with writing procedures. **Please note, if an adult is at risk of immediate harm, take yourself out of danger and contact the police. Ring 999.**



The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- Understand information given to them to make a particular decision.
- Retain that information long enough to be able to make the decision.
- Use or weigh up the information to make the decision.
- Communicate their decision.

Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014**What to do if...**You have concerns about possible abuse (including allegations):

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with the St George's senior staff member responsible for your session.
3. If this is not possible then notify St George's Church Safeguarding Staff – Helen Leech (contact details at bottom of sheet).
4. Keep a record of what happened, your concerns and your actions.

A child, young person or adult wishes to disclose a safeguarding risk, or that they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, other information, events and when you are told.
6. Report it to the senior staff member to whom you are responsible or Helen Leech (contact details at bottom of this sheet).
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

St George's Church Safeguarding Team

Helen Leech – Safeguarding Coordinator safeguarding@stgeorgeschurch.net 01780 310020

Clare Arthey – Operations Manager 01780 481800

Martyn Taylor – Rector – 01780 481800

Ben Topham - Associate Rector - 01780 433520

Simon Jary – CAP Manager - 01780 481800 / 07952 845542