

## **SAFEGUARDING: WHAT TO DO IF YOU HAVE A CONCERN**

### **Parish of Cowley St John – Reporting Flowchart**

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#### **START HERE**

**Do you have a concern about the safety or wellbeing of a child, young person, or vulnerable adult?**



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#### **1. IS THERE IMMEDIATE DANGER?**

##### **YES → EMERGENCY ACTION**

- Call **999** immediately
- Ask for Police / Ambulance
- Stay with the person if safe to do so
- As soon as possible, inform the Parish Safeguarding Officer (PSO)



**NO → Continue to Step 2**

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#### **2. HAS SOMEONE MADE A DISCLOSURE TO YOU?**

**If YES:**

##### **DO**

- Listen carefully
- Take it seriously
- Stay calm
- Reassure them
- Explain you must pass it on
- Write down what was said (their exact words)

##### **DO NOT**

- Promise secrecy
- Investigate
- Ask leading questions
- Confront anyone



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#### **3. REPORT THE CONCERN IMMEDIATELY**

**Contact the Parish Safeguarding Officer**

**Parish Safeguarding Officer:**

**Mrs Miriam Atoro**

Phone: **07375 623614**

Email: **safeguarding@cowleystjohn.co.uk**



**Unable to reach the PSO?**

Contact the Incumbent:

**Incumbent: Revd Martha Grace Weatherill**

Phone: **07472 909011**

Email: **vicar@cowleystjohn.co.uk**



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#### **4. DOES THE CONCERN INVOLVE:**

- A member of clergy?

- The Parish Safeguarding Officer?
- A churchwarden, staff member, or volunteer?

**YES → CONTACT THE DIOCESE DIRECTLY**

**Diocese of Oxford Safeguarding Team**

Tel: **01865 208295**

Email: [safeguardingreferrals@oxford.anglican.org](mailto:safeguardingreferrals@oxford.anglican.org)




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## **5. RECORD THE CONCERN**

As soon as possible, make a factual written record:

- Date and time
- Names of those involved
- What you observed or were told (use exact words)
- Any actions taken
- Who you reported it to

Pass this record to the PSO or Diocesan Safeguarding Team.




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## **6. CONFIDENTIALITY**

- Share information only with those who need to know
- Do not discuss with others
- Do not post on social media
- Let safeguarding professionals manage next steps

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## **KEY CONTACTS**

### **Parish Safeguarding Officer**

Mrs Miriam Atoro

Phone: 07375 623614

Email: [safeguarding@cowleystjohn.co.uk](mailto:safeguarding@cowleystjohn.co.uk)

### **Incumbent**

Revd Martha Grace Weatherill

Phone: 07472 909011

Email: [vicar@cowleystjohn.co.uk](mailto:vicar@cowleystjohn.co.uk)

### **Diocese of Oxford Safeguarding Team**

Tel: 01865 208295

Email: [safeguardingreferrals@oxford.anglican.org](mailto:safeguardingreferrals@oxford.anglican.org)

### **Local Authority (Oxfordshire)**

Children's Services: 0345 050 7666

Adult Safeguarding: 0345 050 7666

**Police (non-emergency): 101**

**Emergency: 999**

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## **GOLDEN RULE**

**If in doubt – REPORT IT.**

Safeguarding is everyone's responsibility.