

SAFEGUARDING: WHAT TO DO IF YOU HAVE A CONCERN

Parish of Cowley St John – Reporting Flowchart

START HERE

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



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

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



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**



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**



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.



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

KEY CONTACTS

Parish Safeguarding Officer

Mrs Miriam Atoro

Phone: 07375 623614

Email: safeguarding@cowleystjohn.co.uk

Incumbent

Revd Martha Grace Weatherill

Phone: 07472 909011

Email: vicar@cowleystjohn.co.uk

Diocese of Oxford Safeguarding Team

Tel: 01865 208295

Email: safeguardingreferrals@oxford.anglican.org

Local Authority (Oxfordshire)

Children's Services: 0345 050 7666

Adult Safeguarding: 0345 050 7666

Police (non-emergency): 101

Emergency: 999

GOLDEN RULE

If in doubt – REPORT IT.

Safeguarding is everyone's responsibility.