

Action	Reason/additional info
First, <b>listen</b> to the child	
<b>Reassure</b> the child that you have heard what has been said	
State that you <b>cannot keep it a secret</b> and will have to tell someone else	
Tell AM Safeguarding Officer Judith Eversley or Maggie Williams	01225 315480 or email judith.eversley@gmail.com 01373 451544 or email mew234ela@gmail.com
If AM Safeguarding Officer not available, inform the Clerk to Trustees or failing him your Meeting’s Trustee	Clerk to Trustees (and Bath Trustee) Jane Stephenson Chippenham Debbie Nightingale (Deputy) Devizes Robin Brookes Frome Maggie Williams Trowbridge Chris Pollock
<i>Do not necessarily tell the parent</i>	<i>Take advice from CCPAS – see below</i>
<i>Do not tell Elders or Overseers</i>	<i>Confidentiality more important than sharing info</i>
Write down (on paper not computer) what you have heard, within the hour if possible	Give context: what was said, where were you, who else was there, what were you doing e.g. game or story
Ring the Police who will contact Social Services via the Multi-Agency Safeguarding Hub (MASH)	MASH in the three local authorities: <a href="#">Somerset</a> Safeguarding Children Board <a href="#">Bath &amp; NE Somerset</a> Local Safeguarding Children Board <a href="#">Wiltshire</a> MASH
For advice 24 hours a day, 7 days a week call the CCPAS helpline. We pay an annual subscription for this service	Churches Child Protection Advisory Service 0303 003 11 11 (24 hour service for emergency matters) Quote West Wilts & East Somerset AM CCPAS membership no. 5354
<i>Do not conduct an enquiry</i>	<i>This is not our role and we are not qualified to investigate</i>
<i>It is not an industrial process</i>	<i>Do what we have to do with loving care</i>

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