

Action	Reason/additional info
First, listen to the child	
Reassure the child that you have heard what has been said	
State that you cannot keep it a secret and will have to tell someone else	
If a child is in immediate danger, call the Police or Multi-Agency Safeguarding Hub (MASH) first You can reach your local MASH by dialling 999 or on numbers on websites in the next column.	The police and local authority social services have combined to form Multi-Agency Safeguarding Hubs (MASH) Somerset Safeguarding Children Board B&NES Local Safeguarding Children Board Wiltshire MASH
If there is no imminent danger, take the steps below in order	
If you are unsure about the seriousness or veracity of the disclosure, or if you have more general concerns, ask for advice from thirtyone:eight (formerly the Churches Child Protection Advisory Service).	0303 003 11 11 The thirtyone:eight helpline is available 24 hours a day, 7 days a week. We pay a subscription for this service; quote West Wilts & East Somerset AM membership number 5354
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
Tell your Local Meeting safeguarding contact if there is one. That person should then inform the AM Safeguarding Officers If there is no local contact or you cannot reach your local contact, tell Judith or Maggie anyway	LM: AM: Judith Eversley 01225 315480 Maggie Williams 01373 451544
If neither AM Safeguarding Officer is available, inform the Clerk to Trustees or failing her, your own Meeting’s Trustee	Clerk to Trustees (Bath Trustee): Jane Stephenson Bradford on Avon: Angela Le Grice 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 thirtyone:eight (formerly CCPAS) as above</i>
<i>Do not tell Elders or Overseers</i>	<i>Confidentiality is more important than sharing info</i>
<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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