

St Mary's Greenham Procedure for handling safeguarding concerns

The **purpose** of this procedure is to ensure that:

- Safeguarding concerns are taken seriously
- They are recorded
- Advice is sought
- Matters are referred appropriately

This document should be read in conjunction with **House of Bishops' safeguarding policies and practice guidance**.

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

If someone is in immediate danger

In a safeguarding situation where a child or adult is in immediate danger, or requires immediate medical attention, the person with concerns should call emergency services on 999. If they have approached another for advice, that 3rd party should ensure they contact 999.

If there is no risk of immediate harm

Contact our Parish Safeguarding Officer (PSO) Liz Jones on 07880 758663 or our Vicar, Rev Gail Minter on 07454 229074.

Please do this even if you are not sure whether you need to or should. If you feel uneasy then please speak to one of us.

If your concern is about Gail then you should contact the Diocesan Safeguarding Team on 01865 208 295 or email safeguardingreferrals@oxford.anglican.org. This team operates during normal working hours so outside these times contact the please call Thirtyone:eight on 0303 003 1111 for confidential advice, guidance and support.

What will happen next

Record

You will be asked to make a record of your concerns, Liz and Gail will do this with you. This record will be kept securely on our Google Drive which only Liz and Gail have access to.

Seek Advice

Gail or Liz will speak to the relevant authority to seek advice. This will usually be the Diocesan Safeguarding Advisor (DSA) for our area (Charlotte Wilmshurst on 01865 208284) but out of office hours this will be either the Police or our partners Thirtyone:eight on 0303 003 1111 depending on the urgency.

Written by
Adopted by PCC
Due for Review

Rev Gail Minter
13 January 2026
January 2027

Report

Depending on the advice given, a report may be made to the appropriate authority. This will be made by either Gail or Liz but will make use of the initial record made.

Respond

Depending on the advice given, a pastoral response may be made, or other actions taken. These will be done with the support of the DSA and reviewed at appropriate intervals.

Please do not conduct any investigations – your role is to share your concerns and then leave it to the PSO and Vicar to take it from there.

You are unlikely to get any detailed feedback once you have shared your concern because this could compromise the privacy or safety of others but please do feel free to check that your concerns have been acted upon in a general way.

If you feel that your concern has not been taken seriously then please contact the DSA yourself or refer to the more detailed guidance.