

# GBC SAFEGUARDING QUICK REFERENCE GUIDE

## RECOGNISE

### 10 TYPES OF ABUSE

Discriminatory

Modern Slavery

Psychological including Spiritual.

Domestic violence

Neglect

Sexual

Financial or material

Self-neglect

Institutional or Organisational

Physical

### POTENTIAL CONCERNs

Someone discloses something

Unexplained Bruising

Unkempt appearance

Inconsistent story

Change in behaviour

Unexplained weight loss

## RESPOND

- Listen carefully and keep on listening.  
They were right to tell you, it is not their fault, and you are taking what they say seriously.
- Be open and honest. Use open questions and never promise confidentiality.  
Tell me about....  
Explain to me....  
Describe to me....
- Reassure and remain calm.
- Tell them that you would like to pass this information on Explain this is to the safeguarding team/appropriate person with their permission but in some circumstances you will have to pass it on even without permission in order to protect them and others

## RECORD

- ✓ Write down the conversation you have had as soon as possible. Record as much as you can remember. The concern form will help but is not essential.
- ✓ Record facts and not opinions using the 4 W's Who? What? Where? When?
- ✓ Do not talk to the alleged abuser or try and investigate further.
- ✓ Maintain confidentiality do not discuss with others apart from the safeguarding team even for prayer.



DPS for adults – Nicky Rattigan  
07833 623614

DPS for children – Sarah Duncanson-Hunter  
07890 492243

Deputy DPS – Daniel Beckett  
07909 767505 / 01480 458565

Safeguarding Trustee – Andrew Shefford  
07840 280486

Adult Social Services  
03450 455202

Children's Social Services  
03450 455203 / 01733 234724

Police  
101 or 999 in an emergency

EBA Safeguarding Lead - Gillian Jones  
07729 688791

## REPORT

Contact the appropriate designated person for safeguarding.