

# Pocket Safeguarding Guide

A summary of safeguarding procedures in response to a concern for staff and volunteers

*Weaving Jesus into the rich fabric of the city and beyond*

**If you have concerns about possible abuse (including allegations):**

1. In an emergency, call emergency services 999
2. Otherwise, contact the Cathedral Safeguarding Team (contact details above) and keep a record listing what happened, your concerns and your actions. Only tell others who need to know.
3. You can also contact the Anglican Diocese of Leeds Safeguarding Team via [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org) and [0113 353 0257](tel:01133530257) 9am - 5pm, Mon - Fri

For out of hours contact details, please see [www.leeds.anglican.org/safeguarding.php](http://www.leeds.anglican.org/safeguarding.php)

**If a child, young person or adult wishes to disclose they have been abused:**

- listen, keep listening, do not question or investigate
- do not promise confidentiality, tell them we need to share this
- assure them they are not to blame
- tell them what you are going to do and that they will be told what happens
- make careful notes of what is said, record dates, times, events and when you are told
- report it to the Cathedral Safeguarding Team by phone and email (please see above)
- only tell those who need to know

**Things to remember:**

- treat everyone with respect, setting a positive example for others
- respect personal space and privacy
- ensure any actions cannot be misrepresented by someone else
- challenge unacceptable behaviour
- do not put anyone, including yourself, in a vulnerable or compromising situation and ensure that you are never alone with a child or a group of children
- do not have inappropriate physical or verbal contact with others
- you must not keep allegations or suspected abuse secret
- safeguarding good practice applies online as well as offline
- it is inappropriate to contact children and vulnerable adults directly using a personal phone number, email or social media accounts

## If a child or adult is at immediate risk of significant harm, you should

1. Contact social services or the police immediately
  - Children: 01274 437500
  - Adults: 01274 435400
  - Out of office hours: 01274 431010
  - Police: 999
2. Inform the Cathedral Safeguarding Team quickly
  - Pete Gunstone  
Cathedral Safeguarding Officer  
01274 77 77 31
  - Andy McCarthy  
Chief Operations Officer  
01274 77 77 26
  - Ian Price  
Assistant Cathedral Safeguarding Officer  
01274 77 77 45
3. E-mail a record of what happened, your concerns, and your actions to [safeguarding@bradfordcathedral.org](mailto:safeguarding@bradfordcathedral.org)