



Pocket Safeguarding Guide

**Responding to safeguarding
concerns**
For staff and volunteers

Weaving Jesus into the rich fabric of the city and beyond

If you have concerns about possible abuse:

Respond calmly, listen carefully, and take all concerns seriously.

1. Emergency

Call 999

2. Report the concern

Contact Emma Slater, the Cathedral Safeguarding Officer (CSO), as soon as possible on

01274 777730 / safeguarding@bradfordcathedral.org

- Keep a clear record of what has been said and any actions taken
- Only share information with those who need to know.

3. External support

You can also contact the Anglican Diocese of Leeds Safeguarding Team, Mon-Fri, 9am-5pm : safeguarding@leeds.anglican.org / 0113 353 0257

4. Out of hours support

Emergency- Call 999

- If a situation requires immediate support- contact Local Authority Emergency Duty Team on **01274 431010**
- **Update the CSO as soon as you can**

If a child, young person or adult shares a concern:

- Stay calm and listen
- Take what is said seriously
- Thank them for telling you
- Reassure them they have done the right thing
- Avoid asking detailed questions
- Do not promise confidentiality
- Explain you need to share the information

Make a clear record of what was said

Include dates, times and key details

Report to CSO as soon as possible

Only share with those who need to know

When supporting someone

- Treat everyone with dignity and respect
- Be aware they feel anxious, distressed or fearful
- Take time to listen and avoid rushing them
- Remain calm and non-judgemental
- Maintain appropriate boundaries at all times
- Respect privacy and personal space
- Avoid being alone where possible
- Act in a way that is appropriate and unlikely to be misunderstood
- Do not share personal information or contact details with the person

1. If someone is at immediate risk-

- Call 999

2. If not urgent (but out of hours)

- Contact Local Authority Emergency Duty Team on 01274 431010

3. Always Inform CSO Emma Slater on:

01274 777730

safeguarding@bradfordcathedral.org