

*If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said, and:*

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them 'I believe you', it's not your fault' and 'I am going to help you'
- Tell your Child Protection Co-ordinator your concerns.
- Record all details, which support your suspicions. Sign, date and keep these.
- Inform the Diocesan Child Protection Support Group Co-ordinator of the action you have taken.

*If there is an allegation or suspicion of abuse by someone involved in your Church including yourself:*

- Inform the Diocesan Child Protection Support Group Co-ordinator of your concerns.

*You must refer.  
You must not investigate.*

**In an emergency contact either the police or social services/social work department and inform the Diocesan Child Protection Co-ordinator of your action.**

## DIOCESAN CHILD PROTECTION SUPPORT GROUP CONTACTS

**Co-ordinator:**

**The Revd Dick Swindell  
Church House  
1 South Parade  
Wakefield  
WF1 1LP**

**office: 01924 371802  
emergencies: 01422 250044  
e-mail: [dick.swindell@wakefield.anglican.org](mailto:dick.swindell@wakefield.anglican.org)**

**The Archdeacon of Halifax**

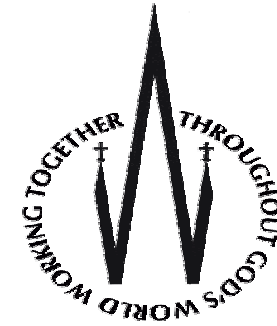
**The Archdeacon of Pontefract**

**The Bishop's Chaplain**

**For further copies of these guidelines  
please contact**

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Church House, Wakefield.  
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## DIocese OF WAKEFIELD



## CODE OF GOOD PRACTICE

**The Diocese of Wakefield wants to safeguard its children and their leaders from physical, sexual and emotional harm whilst in our care.**

**The Diocese requires Parishes to take all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Church activities do so in a safe environment.**

## GUIDELINES FOR ADULTS WORKING WITH CHILDREN AND YOUNG PEOPLE

**Please keep in a safe place for quick  
reference**

*As an adult working with children/young people in the Diocese of Wakefield you should always:*

- **Respect everyone as an individual.**
- **Provide a good example of acceptable behaviour.**
- **Respect everyone's right to personal privacy.**
- **Be available as a listening ear and, if necessary, refer for more appropriate help.**
- **Be sensitive to other people's likes and dislikes.**
- **Try to ensure that your actions cannot be misunderstood or cause offence.**
- **Show understanding when dealing with sensitive issues.**
- **Plan to have more than one adult present during activities.**
- **Adhere to the rules and recommendations outlined in The Code of Good Practice.**

*You should never:*

- **Permit abusive behaviour, e.g. bullying, ridiculing or taunting.**
- **Have inappropriate physical or verbal contact with others.**
- **Jump to conclusions or make assumptions about others without checking facts.**
- **Encourage inappropriate attention-seeking behaviour.**
- **Show favouritism to anyone.**
- **Make suggestive remarks or actions, even in jest.**
- **Deliberately place yourself or others in a compromising situation.**
- **Believe 'it could never happen to me'.**

*If you suspect a child is being abused physically, sexually or emotionally:*

- **Keep calm. Do not be shocked. Try to act normally.**
- **Do not investigate-do not question.**
- **Do not challenge parents/carers about your concerns.**
- **Record all details which support your suspicions. Sign, date and keep these.**
- **Agree with your Child Protection Co-ordinator and if necessary the Diocesan Child Protection Support Group Co-ordinator what action should be taken.**

**NEVER AGREE TO KEEP A SECRET.  
YOU MUST INFORM OTHERS**