

What to do if...

... you have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Inform the Designated Officer for Safeguarding asap.
3. Record what happened, your concerns and your actions using the form on Moodle.
4. Only tell others who need to know.

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

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them you may need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the Designated Officer for Safeguarding.
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for all.
2. Respect personal space and privacy.
3. Ensure your actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

Safeguarding Quick Guide

Important Contact Details for Safeguarding

1.1. Designated Officer for Safeguarding is:

Name: Deacon Julie Hudson
Telephone: 0121 452 2660
07847 755856
Email: hudsonj@queens.ac.uk

If you would prefer to talk to a male member of staff, or the situation concerns the above person please contact:

Name: Prof Clive Marsh
Telephone: 0121 452 2603
Email: principal@queens.ac.uk

1.2. Deputy Officer for Safeguarding is:

Name: Revd Allison Fenton
Telephone: 0121 452 2609
Email: fentona@queens.ac.uk

1.3. Designated Governor for Safeguarding is:

Name: Bishop Paul Bayes
Telephone: 0121 454 1527 (Queen's Reception)
Email: bishoppaulbayes@icloud.com

1.4. Prevent Duty single point of contact is:

Name: Deacon Julie Hudson
Telephone: 0121 452 2660
Email: hudsonj@queens.ac.uk

1.5. The contact details for the local Social Services (sometimes known as Social Care):

Name of Authority: Birmingham

Children's Services:

Multi-Agency Safeguarding Hub –MASH@birmingham.gov.uk
Telephone (office hours): 0121 303 1888
Telephone (emergencies out of office hours): 0121 6754806

Adult Services:

Adults and Communities Access Point (ACAP)
Telephone (office hours): 0121 303 1234
Telephone (emergencies out of office hours): 0121 675 4806
Email: CSAdultSocialCare@birmingham.gov.uk

1.6. Police:

Emergencies: 999
Non-emergencies: 101

1.7. The name(s) of the relevant Sponsoring Church Safeguarding Adviser(s) are

C of E Diocesan Safeguarding Advisor: Stephanie Haynes
Methodist District Safeguarding Officer: Sue Holder