## Westminster Abbey



## **Safeguarding Procedures**

Concerns about children, young people and adults at risk will be diligently and promptly responded to according to the Dean and Chapter's procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person (the Abbey Safeguarding Officer or Deputy Abbey Safeguarding Officer) or advice sought (from the London Diocesan Safeguarding Team or the Thirty One Eight 24 hour helpline) immediately where possible, but at least within 24 hours. The flow chart below sets out the process you should follow and from whom you can seek assistance.

Westminster Abbey and St Margaret's Church Flowchart: Safeguarding Concerns<sup>1</sup>

## Is the child / adult at immediate risk?

Yes

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, and within 24 hours, follow the recording and reporting steps on the right.

The Dean and Chapter are ultimately responsible for ensuring excellent safeguarding practice throughout Westminster Abbey. Any concerns may be discussed with its members, but advice should always be sought.

No

Concern about a member of the Abbey Community.

Inform the Abbey Safeguarding Officer who may seek advice from Safeguarding Adviser who will be able to advise on the next steps.

## **Abbey Safeguarding Officer**

Tel: 0207 654 8590 M: 07394562778 safeguarding@westminster-abbey.org

Or **Abbey Safeguarding Adviser** 020 7932 1124 | Annette.gordon@londonanglican.org

If above contacts are not available, please contact either of the below for help, advice and support:

Thirty One Eight – 0303 003 111 or NSPCC 24/7 helpline 0808 800 5000 | help@nspcc.org.uk

Record the concern within 24 hours and file securely with Westminster Abbey **Human Resources Department** 

All concerns reported to the ASO are shared with the Canon Steward, on behalf of the Dean and Chapter; and any concerns that are brought to the attention of the Dean and Chapter are shared with the ASO.