

# SSPX SAFEGUARDING COORDINATOR GUIDE

Use this information sheet as a checklist of main points of SSPX Safeguarding Policy

Church:

## THE PRINCIPLES:

- always remember about God's commandment of love, obliging each of us to care for ourselves and each other
- child's welfare is paramount
- safeguarding children is everyone's responsibility
- safeguarding concerns about a child must be shared
- if concern is about an adult, consider risks to the person, to yourself and to others – and issues of consent: listen to the person and do not charge into action if they don't want it
- if in doubt, always seek advice and support



## RESPONDING TO SAFEGUARDING CONCERNS:

- in emergency always call 999
- If you are approached by a child or young person:
  - Listen to them and reassure them of your support
  - Avoid staying with them on your own.
  - Avoid physical contact.
  - Never make promises to keep secrets.
- safeguarding concerns about children must be shared - your first point of contact is SSPX Safeguarding Officer (see below)
- responding to safeguarding concerns about adults is not straight forward – listen to them and talk to others who know the person, especially if it's an elderly and you suspect abuse taking place
- all allegations about staff or volunteers must be shared with SSPX Safeguarding Officer
- record the incident as soon as possible in Safeguarding Incident Recording Form using person's own words (see end of SSPX Safeguarding Policy document)
- if you cannot reach the SSPX Safeguarding Officer in a case of a serious incident contact Children Social Services / Adult Social Care as appropriate and / or the Designated Officer when staff or volunteer is involved. In urgent cases CCPAS can be contacted for advice.

**Stay calm and do not jump to conclusions**

## IMPORTANT CONTACT DETAILS:

- SSPX Safeguarding Officer: REV. FR. ROBERT BRUCCIANI tel. 0208 946 7916 email: [district@fsspx.uk](mailto:district@fsspx.uk)
- Priest who looks after chapel:
- Church Safeguarding Coordinator:
- Peer Safeguarding Coordinator:
- Churches Child Protection Advisory Service (CCPAS): 0845 120 4550
- Children Social Care:
- Adult Social Care:
- Designated Officer (formerly LADO):
- NSPCC: 0808 800 5000 / 88858 / [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Childline: 0800111 / [www.childline.org.uk](http://www.childline.org.uk)
- Action on Elder Abuse: 0808 808 8141

## WHAT TO DO IF:

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### CONCERN IS RAISED ABOUT A MEMBER OF SSPX STAFF OR A VOLUNTEER:

- listen carefully to the concerns raised
- clarify and check your understanding, but avoid making comments
- complete Safeguarding Incident Recording Form
- inform the SSPX Safeguarding Officer
- the SSPX Safeguarding Officer determines further course of action
- refrain from informing a member of staff or a volunteer concerned as it may potentially affect further investigation

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### CONCERN IS RAISED ABOUT A CHILD:

- if a child is in an immediate danger call the Police on 999
- if the child / young person requires medical attention, make sure this is provided. Inform medical people that safeguarding concerns have been raised.
- complete Safeguarding Incident Recording Form – write exactly what you observed and heard, not what you think
- contact the SSPX Safeguarding Officer and inform them about the incident
- the SSPX Safeguarding Officer makes decision on immediate referral to or consultation with Children's Social Care or Police and records actions taken agreed - including who, how and when will inform parents.
- if the SSPX Safeguarding Officer cannot be contacted and the situation is serious you can make those decisions.
- ensure that support is provided to all involved in the incident.

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### CONCERN IS RAISED ABOUT AN ADULT:

- if a person is in an immediate danger the Police must be called on 999
- if a person requires medical attention ensure this is provided
- consider if there is a possibility that crime has been committed
- if no crime / no immediate danger – ask the person what they would like to happen – avoid making assumptions and jumping to conclusions
- explain to the person what will happen next
- complete Safeguarding Incident Recording Form
- inform the SSPX Safeguarding Officer who will decide if Adult Social Care should be contacted
- if the matter is serious and urgent you can make this decision
- if the incident involves older person you might consider contacting Action on Elder Abuse for advice

#### Points to remember:

- **In emergency do not delay – always call the Police on 999**
- **Always consider risks to yourself, to the others and to the reputation of the church**
- **Never hesitate to ask for advice and support**