

**In an emergency, call the Police on 999**

**Chapter Safeguarding Adviser: Dee Cooley**

Ext dir line: 01904 559542

Int extn: 5420

Mobile: 07843339980

**Canon Pastor: Michael Smith**

Ext dir line: 01904 557211

Int extn: 2110

Mobile: 07551 153 464

**Minster Police**

Ext dir line: 01904 557222

Int extn: 2220

**Head of Security: Mark Sutcliffe**

Ext dir line: 01904 557243

Int extn: 2340

**York Minster Safeguarding Rep: Julia Pope**

Tel: 01904 782874 (The YMSR is not employed by York Minster.

You can contact them if you wish to speak with an independent person about safeguarding issues)

**City of York (Safeguarding Children)**

Children's front door: 01904 559100 (9-5, mon-fri)

Emergency Duty Team: 01609 780780 (out of hours)

**City of York (Safeguarding Adults)**

Police non-emergency: 101

Adult Social Care: 01904 555111

Out of hours service: 01609 534527



# Safeguarding Children and Adults

**Safeguarding is everyone's business**

The first principle is that you **MUST** report your concerns.

It is not your place to investigate – only the proper authorities, and trained professionals, should do that.

## What to do if...

### You have concerns about possible abuse (including allegations):

- In an emergency, call emergency services 999.
- You can go directly to the Chapter Safeguarding Adviser, or Canon Michael Smith, if you wish or make an immediate referral to police or appropriate care services (see back page).
- If you are unsure about that, consult a member of the Safeguarding Committee Team (see box opposite), or your line manager, and decide together when to seek advice from the Chapter Safeguarding Adviser, or speak to Minster Police.
- Always inform the Safeguarding Team member you spoke with, and the Chapter Safeguarding Adviser, of your actions.
- Keep a record of what happened, your concerns, who you spoke with and your actions, and pass to the Chapter Safeguarding Adviser.
- Only tell those who need to know. NOT the person the allegations relate to.

### A child, young person or adult wishes to disclose they have been abused

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events, when you are told, who you spoke with and your actions.
- Report it to the Chapter Safeguarding Adviser or the Canon Pastor. If unavailable, speak with Minster Police or line manager
- Only tell those who need to know. NOT the person the allegations relate to.

## Things to remember

- Anyone up to the age of 18 years is a child in law.
- Treat everyone with respect, setting a positive example.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour, regardless of position or authority.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.
- You can get advice and support from the person you report to, or the Chapter Safeguarding Adviser
- You may not be informed of actions taken re: your concern – this information is confidential.

### Safeguarding Committee Team members at York Minster

Emiliana Fois - Visitor Experience Team: 2163

Kadir Turcan - YM Police: 01904 557222/2220

Susan Mason - People Team: 01904 557236/2360

Chris Hughes - Vergers: 2211

Jeremy Muldowny - Learning Centre: 01904 559524/2243

Ellen Harvey - Music department: 07771 966895

Tim Stead - Stoneyard: 01904 5557226/2260

Peter Young - Old Palace: 01904 557250

If you wish to speak with someone independent, please contact York Minster's Safeguarding Representative (see back page).

If you have/are told of concerns about a person with whom you have a close relationship, e.g. familial, marital, friendship, please pass all information onto someone else as soon as possible.