

## Important contact numbers

**Parish Safeguarding Officers (PSOs)**  
Christine Aubrey and Fiona Aiton  
safeguarding@steyningparishchurch.org  
01903 879986

**Vicar**  
Fr Mark Heather  
vicar@steyningparishchurch.org  
01903 879877

**Diocesan Safeguarding Officer (DSO)**  
Colin Perkins  
safeguarding@chichester.anglican.org

**Emergencies and out of hours help**  
See:  
<https://safeguarding.chichester.anglican.org/advice/>

If you believe someone is in immediate danger, you must contact the police on 999

## Reporting concerns

Is there an emergency?  
Is there an immediate risk of harm?

YES

Contact the  
police and  
social services

THEN

NO

Contact the Parish  
Safeguarding Officer  
(PSO) and Diocesan  
Safeguarding  
Officer (DSO)

THEN

Complete a written record and  
e-mail it to the DSO

THEN

The DSO will manage the response,  
report to statutory agencies and  
support the parish



**The Parish Church of St  
Andrew & St Cuthman,  
Steyning**

tel: 01903 813276

<https://steyningparishchurch.org>  
[safeguarding@steyningparishchurch.org](mailto:safeguarding@steyningparishchurch.org)

The Parish Church of  
St Andrew & St Cuthman,  
Steyning

*How do we  
make our  
church a  
safer place?*



A handy  
reference for  
members of the  
congregation

# How we can all make our church a safe, welcoming space

## ***What to do if you have a concern about a child, young person or adult within our church:***

In the heart of every church lies a commitment to reflect Christ's love, compassion, and care for all people. At the very core of our mission at Steyning is the aspiration to make our church a truly safe place—a sanctuary where everyone is welcomed, valued, and protected.

Ultimately, making the church a safe place is a shared responsibility. It is built on trust, mutual respect, and the willingness of each person—clergy, staff, volunteers, and congregation members—to care for one another.

It is incumbent therefore on each one of us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

## ***If you have concerns:***

**Children, young people and adults**  
If you have a concern about an individual's physical, sexual or emotional well-being, it is your responsibility to seek advice and support from your Parish Safeguarding Officer (PSO) or Diocesan Safeguarding Officer (DSO).

**Clergy, church wardens, volunteers or other church officers**  
Any safeguarding concerns or allegations about anyone in a parish role must be immediately reported to the DSO.

If you or someone close to you (e.g. a partner or someone you live with) becomes involved in any police or social services investigation, you must notify the Diocesan Safeguarding Officer immediately.

**A member of the congregation**  
Any safeguarding concerns or allegations must be immediately reported to the PSO or DSO immediately i.e. within 24 hours. Please be assured that all matters will be dealt with confidentially by the Church and reported to the police and/or social services as required to protect those who are vulnerable from harm.

## ***If a volunteer or anyone finds themselves being approached by someone who needs to disclose something you should be aware of the following Dos and Don'ts.***

### **Do**

- Remain calm, approachable and receptive
- Take it seriously
- Listen carefully, without interrupting
- Acknowledge you understand how difficult this may be
- Offer reassurance – it is the right thing to tell someone
- Tell them what will happen next
- Make a written record of exactly what has been said and when
- Report

### **Don't**

- Promise complete confidentiality
- Ask leading or probing questions
- Investigate
- Discuss with people who do not need to know
- Delay reporting the disclosure to the PSO or DSO