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 CCPAS 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[1]

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 from the Abbey Safeguarding Officer Tel: 020 7654 4863.

NO

Concern about a member of the Abbey Community

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

Inform the Abbey Safeguarding Officer
Helen Averill, Tel: 0207 654 4863
Email: helen.averill@westminster-abbey.org
or
Abbey Safeguarding Adviser,
Annette Gordon, Tel: 020 7932 1124
email Annette.Gordon@london.anglican.org
If neither available call
CCPAS helpline: 0303 003 111
or the NSPCC helpline: 0808 800 5000

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.

[1] The procedures for Westminster Abbey Choir School are detailed in the Choir School's Safeguarding Policy and Procedure.