

# Keeping Yourself Safe

**If you are in a position of trust in the church, please consider the following to keep yourself safe:**

1. Have you considered a risk assessment linked to the activity or task you are engaged with?
2. Have you thought about the following:
  - a) If home visiting; who knows you are visiting (your whereabouts) is it better to visit this particular person with two of you?
  - b) Not giving out your personal number or other personal details to someone you don't know or trust.
  - c) If working with another group (outside the church using the church premises); are they following a safeguarding policy themselves, do they use a safer recruitment process? How do they deal with safeguarding issues? What evidence have you seen in relation to this?
  - d) Confidentiality; don't gossip with others or go on Facebook to share someone's personal information unless you have consent to do so.
  - e) Don't make yourself vulnerable!
  - f) Who could make an allegation or complaint against you? How do you reduce this likelihood?
  - g) Making sure that you report to someone else in a position of trust. Tell them what is going on so that they can give you advice/support.
  - h) If it doesn't look right, if it doesn't feel right, is it right? if you are uncomfortable with any task or activity etc. tell a peer mentor about it. (Colleague or someone in a position of trust) get advice.
  - i) Don't be impulsive in response to a situation, think first, seek advice if needed and then act (think; can you justify your actions, what evidence do you have as to why you did this or that).
  - j) If someone gives you information, think; who else needs to know this? Do I have consent to share? Is there a person at risk (if so) can I override consent?
  - k) Not making promises that you may not be able to keep.
  - l) You are an agent of the Safeguarding Policy, are you acting in accordance with the guidance or instruction? If you have to take a safeguarding action is it in line with the policy?
  - m) Could your actions be misinterpreted? Have others understood your actions? Are your actions in line with policy?
- 3) You can only keep others safe if you keep yourself safe first!
- 4) Do no harm to others!
- 5) The person who needs to be safeguarded comes first, not the reputation of the Church!

