

## Important Contact Numbers

### St Philip's Centre Director

Revd Dr Tom Wilson—07759 823104

director@stphilipscentre.co.uk

### St Philip's Centre's Safeguarding Co-ordinator

Mr Riaz Ravat—07837 551090

riaz.ravat@stphilipscentre.co.uk

### Diocesan Safeguarding Adviser (DSA)

Rachael Spiers—0116 2615341

rachael.spiers@leicestercofe.org

Peter Holloway (Assistant) - 0116 2515241

peter.holloway@leicestercofe.org

### Leicester City Children & Adults Services (incl. out of hours for Children's Services)

0116 454 1004

### Leicestershire Children's Services (any time)

0116 305 0005

### Leicestershire Adult Services (daytime)

0116 305 0004

### Leicester & Leicestershire Adult Services (Out of hours)

0116 255 1606

**In emergency, call 999**

St Philip's Centre  
living well together

# Safeguarding

Pocket Guide

What to do if you have a concern  
about a child, young person or adult  
on a St Philip's Centre programme



## Do's and don'ts for handling a disclosure

### 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 as appropriate

### Don't

- ✗ Promise complete confidentiality
- ✗ Ask leading or probing questions
- ✗ Investigate
- ✗ Discuss with people who do not need to know
- ✗ Delay in reporting the disclosure to the Safeguarding Co-ordinator

## Reporting concerns

