

Safeguarding Incident Reports to the central Mothers' Union

If an incident relating to abuse, or suspected abuse, of a child, young person or adult occurs, and once the procedures for reporting such incidents have been followed, the Diocesan President and/or the Mothers' Union Diocesan Safeguarding Contact should discuss with the Anglican Diocesan Safeguarding Adviser (or if with a partner organisation, their lead on safeguarding)

- The nature of the information which, whilst appropriately respecting issues of confidentiality, should be passed to the Safeguarding Lead of Mothers' Union, so that any appropriate lessons which have been learnt from the specific incident can be more generally applied to Mothers' Union activities.
- The nature of the information, which, whilst appropriately respecting issues of confidentiality, should be passed as soon as possible (via the Safeguarding Lead of the Mothers' Union) to the Mothers' Union's insurers.

As a minimum, the following information should be reported:

- **Diocese**
- **The date of the incident**
- **An incident summary** - a brief anonymised summary of the incident or allegation of abuse
- **The individual(s) to whom the incident was initially reported** – including the name(s), position held and contact details
- **The action taken as a result of this incident** - this should include:
 - the channel through which the incident was reported (e.g. the diocesan/provincial safeguarding team or that of another organisation);
 - any involvement of statutory agencies (e.g. social services or the police)
 - names, positions and contact details
 - as well as the action taken.
- **Where the full record of the incident and the subsequent action is held** – including both the location and the method of storage (e.g. paper, electronic) and who has access to this information at the time of reporting.
- **Any action recommended to the diocese to reduce the likelihood of a similar occurrence** – especially if this could be helpful for other Mothers' Union dioceses

A full record of all safeguarding incidents should be kept securely* by the Mothers' Union diocese involved and be accessible, if ever necessary, to future diocesan trustees who may have a legitimate need to access the information, for example, Diocesan President, Mothers' Union Diocesan Safeguarding Contact.

Safeguarding Incident records must be kept for a minimum of 50 years in case of a public liability claim.

* Paper records should be held in a filing or storage cabinet, which is kept locked and has limited key holders. Electronic records should be kept on a password protected external drive, not on a PC or laptop, as this may more generally accessible and could be lost if a PC crashes. But technology changes rapidly, and storage devices become obsolete, so it is important to transfer records to current drives, etc. If records are stored on 'clouds', then these should be password protected files.