Safeguarding Policy

Wycliffe Hall
- Oxford -

Safeguarding Policy: Safeguarding Children, Young People & Adults Who Are Vulnerable

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1. **Important Contact Details**

1.1. **The Wycliffe Hall Designated Officer for Safeguarding (children and adults) is:**
   - Name: Jenni Williams
   - Telephone: 2-84771

1.2. **The Wycliffe Hall Deputy Designated Officer for Safeguarding (children and adults) is:**
   - Name: John Michaux
   - Telephone: 2-74205

1.3. **Oxford Social & Health Care¹ (children and adults):**
   - Name of Authority: Oxfordshire County Council
   - Telephone (office hours): 0845 050 7666
   - Telephone (emergencies out of office hours): 0800 833 408

1.4. **Police:**
   - Emergencies: 999
   - Non-Emergencies: 101

1.5. **The name(s) of the relevant Diocesan Safeguarding Adviser(s) are:**
   - Name: Revd Stephen Barber
   - Telephone: 01865 208290

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¹ The contact details for local social services can be found here
2. **Background**

2.1 Wycliffe Hall is committed to supporting and promoting the welfare of its students, staff and families and to the promotion of a safe, positive environment. The Hall is also committed to seeking to ensure that students who are children are in a safe environment. The Hall also recognises that within the course of its activities its students and staff may come into contact with children or vulnerable adults who are not members of the Hall.

2.2 Wycliffe Hall wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the Hall’s work brings it into contact. The Hall is committed to promoting good practice in relation to safeguarding. In the management of its community, the discharge of its functions, and in implementing this Policy and Procedure, the Hall will remain mindful of its duty of care and other legal obligations such as those it owes under the Health and Safety at Work Act 1974, the Data Protection Act 1998, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010 and the Protection of Freedoms Act 2012.

3. **Safeguarding is Everyone’s Business**

3.1 The Church of England and the Methodist Church work in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so the Churches subscribe to the following principles, which, in partnership, Wycliffe Hall also subscribes to. Therefore, Wycliffe Hall is committed to:

- The care and nurture of, and respectful pastoral ministry with, all children, young people and all adults
- The safeguarding and protection of all children, young people and all adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

3.2 In particular, Wycliffe Hall aims to:

a) Reduce the risk of significant harm to vulnerable people (children and adults) from abuse or other types of exploitation, whilst listening to and supporting individuals

b) Ensure safeguarding is everybody’s business, with this institution playing its part in preventing, detecting and reporting neglect and abuse

c) Ensure arrangements are in place locally to protect those least able to protect themselves.

4. **Definitions**

4.1 A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

4.2 An adult is someone over 18 years old and includes any adult, whether or not they consider themselves vulnerable, who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or as a victim/survivor of abuse.

4.3 For definitions of abuse, see Appendix 1: Types of Abuse.
5. **Government National Policy Guidance**

5.1 This policy statement follows requirements from the following Government Guidance:

- *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, HM Government 2013*;
- *Statement of Government Policy on Adult Safeguarding, Department of Health 2011*;
- *Keeping Children Safe in Education, Department for Education 2014*.

6. **Church of England National Policy Guidance**

6.1 This policy statement follows Church of England national safeguarding policies and procedures:

- *Promoting a Safe Church* (safeguarding policy for adults 2006);
- *Responding to Domestic Abuse* (guidelines for those with pastoral responsibility, 2006);
- *Responding Well to those who have been sexually abused* (2011);
- *Protecting All God's Children* (safeguarding policy for children and young people, 4th edition, 2010); and

7. **Duties of Faith Organisations – Section 11 of the Children Act 2004**

7.1 Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

7.2 The range of organisations includes “Faith Organisations”:

“Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children” as described in *Working Together* (Chapter 2 paragraph 4.)

8. **Statutory Safeguarding Requirements for All Vulnerable People (Children and Adults)**

8.1 Ultimate legal responsibility for safeguarding in Wycliffe Hall rests with the Hall Council which ensures that Wycliffe Hall has put in place safeguarding arrangements that reflect the importance of safeguarding and promoting the welfare of children and adults in accordance with statutory requirements and locally agreed interagency procedures:

a) as set out in *Working Together to Safeguard Children* (chapter 2 paragraph 4), in relation to children
b) following equivalent guidance in relation to adults who are vulnerable.

8.2 Such statutory requirements are as follows:

a) a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults

b) a member of the Hall Council to take leadership responsibility for the organisation’s safeguarding arrangements (Sarah Pullen)

c) a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services

d) arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)\(^7\) 01865 815843 or Local Safeguarding Adults Board (LSAB)\(^8\) 01865 713916

e) at least one member of staff appointed as Designated Officer for Safeguarding (Jenni Williams and John Michaux), whose role is to support other staff in recognising the needs of children and adults, including rescue from possible abuse or neglect. [see appendix 2]. Designated Officers for Safeguarding roles should always be explicitly defined in job descriptions. Designated Officers for Safeguarding should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively

f) safe recruitment procedures ensuring that all appropriate checks, including criminal record checks, are carried out on staff, students and volunteers who work with children and adults who are vulnerable. ‘Staff’ means persons employed directly by Wycliffe Hall, OCCA and SCIO plus any member of contract staff whose employment will be for 3 months or over

g) appropriate supervision and support for staff, including undertaking safeguarding training:

• employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

• staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s or adult’s safety or welfare; and

• all staff should have regular reviews of their own practice to ensure they improve over time.

h) clear policies in line with those from the LSCB/LSAB for dealing with allegations against people who work with children or adults who are vulnerable. An allegation may relate to a person who works with children or adults who has:

• behaved in a way that has harmed a child or adult, or may have harmed a child or adult;

• possibly committed a criminal offence against or related to a child or adult; or

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\(^7\) Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 which gives a statutory responsibility to each locality to have this mechanism in place. LSCBs are now the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. The purpose of this partnership working is to hold each other to account and to ensure safeguarding children remains high on the agenda across their region.

\(^8\) The Local Safeguarding Adults Board (LSAB) is a multi-agency partnership which provides strategic leadership for the development of adults safeguarding policy and practice, consistent with the national policy and best practice.
• behaved towards a child or children or adult(s) in a way that indicates they may pose a risk of harm to children or adults.

8.3 In addition:

a) county level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)\(^9\) (Barry Armstrong, 01865 815956) to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;

b) any allegation should be reported immediately to a senior manager within the organisation. The LADO should also be informed within one working day of all allegations that come to an employer’s attention or that are made directly to the police; and

c) if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service\(^10\). It is an offence to fail to make a referral without good reason.

Specific arrangements for Wycliffe Hall’s implementation of these requirements are set out in section 8.

9. **Wycliffe Hall’s Implementation of Statutory Safeguarding Requirement as Set Out in Section 8**

9.1 Wycliffe Hall follows the detailed guidance and procedures of the Diocese of Oxford. The Diocesan Safeguarding Adviser, can be contacted for advice on putting arrangements in place\(^11\) and information about policy and practice. Wycliffe Hall staff seconded from dioceses should follow the training requirements of the sponsoring diocese.

9.2 For each of the sections below, the person or body named as responsible in each section is required to list actions specific to Wycliffe Hall which demonstrate how the arrangement is being implemented.

9.3 **Procedures for Activities**

**Responsibility:** Jenni Williams & John Michaux, Designated Officers for Safeguarding, Sarah Pullen (Safeguarding Representative for Hall Council)

a) Procedures are in place for activities for children, adults and mixed age within Wycliffe Hall community (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).

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\(^9\) The LADO works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child possibly committed a criminal offence against children, or related to a child behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. If you need to contact your Local Authority Designated Officer (LADO), please consult your Local Safeguarding Children Board (LSCB) or Local Children’s Services Authority.

\(^10\) Information about the Disclosure and Barring service can be found here


Version 6 October 2014
b) Ensuring that placement supervisors have put in place procedures for students running activities for children, adults and mixed age when out on placement, in line with placement church’s and diocese’s procedures.

c) Diocesan safeguarding policies, procedures and guidance are held by the Designated Officer for Safeguarding and Safeguarding Representative, and details of Wycliffe Hall’s procedures reflect the requirements.

d) Designated Officers for Safeguarding (staff) are in contact with the Diocesan Safeguarding Adviser.

9.4 **Designated Officers for Safeguarding**

*Responsibility: Hall Council*

a) Senior members of Wycliffe Hall’s leadership team are appointed as Designated Officer and Deputy Designated Officer for Safeguarding, and Governing Body Safeguarding Representative appointed by that Body, to ensure procedures are in place for dealing with safeguarding issues.

b) Safeguarding roles are defined in the job descriptions of Designated and Deputy Designated Officers.

c) Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for Designated Officer and Deputy Designated Officer for Safeguarding, and Governing Body Safeguarding Representative.

9.5 **Culture of Listening to Children and Adults**

*Responsibility: All Staff*

a) All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Designated Officer for Safeguarding (staff).

*Responsibility: Designated Officer for Safeguarding*

b) Independent authorised listeners, appointed by the Diocese, are made available through the Diocesan Safeguarding Adviser to adults reporting abuse.

*Responsibility: Hall Council*

c) Taking into account the views of children and adults affected, the Governing Body:

- reviews all allegations and concerns brought to its attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention; and
- reviews Wycliffe Hall’s safeguarding policies and procedures annually.

9.6 **Information Sharing**

*Responsibility: All staff*

a) All allegations or concerns are reported to the Designated Officer for Safeguarding (staff).

*Responsibility: Designated Officer for Safeguarding*

b) The Designated Officer for Safeguarding (staff) shares information about any allegation or concern with the statutory agencies in which the alleged victim resides: police if criminal behaviour; and with the LADO of Children’s Services, or equivalent senior manager in Adult Services, within one working day; and follows statutory advice.
c) The Designated Officer for Safeguarding (staff) reports all safeguarding information about abuse, and the response made, to the Hall Council Safeguarding Representative.

d) In responding to serious situations\(^{12}\), the Designated Officer for Safeguarding (staff) shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes the Diocese in which Wycliffe Hall is located; for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with Wycliffe Hall.

**Responsibility: Hall Council**

e) Name of member of the governing body nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against Wycliffe Hall Principal: Sarah Pullen.

9.7 **Safer Recruitment**

**Responsibility: Designated Officer for Safeguarding and Bursar (as effective Head of Human Resources)**

a) **For staff:**

Wycliffe Hall follows Church of England and Diocesan practice in recruitment of staff, including references, interviews and criminal checks with the DBS as stated above.

**Responsibility: Bursar/Diocesan Directors of Ordinands**

b) **For students:**

Wycliffe Hall works with the sponsoring diocese to ensure that all students have been recruited safely, including a criminal check.

N.B. Occasional or short term students do not need a criminal check unless they are involved in regulated activity.\(^{13}\)

9.8 **Competence for Role/Raising Concerns/Support**

**Responsibility: Designated Officer for Safeguarding**

a) Wycliffe Hall’s policies and procedures are available and accessible to all staff and students, as is required by their role.

**Responsibility: Designated Officer for Safeguarding/all staff and students/users**

b) All staff, students and users of services know who to contact if they have a safeguarding concern.

**Responsibility: Designated Officer for Safeguarding/temporary staff and volunteers**

c) Temporary staff and volunteers who work with children or adults who are vulnerable are made aware of Wycliffe Hall’s arrangements for safeguarding and their responsibilities.

9.9 **Training, supervision, induction, review**

**For staff - Responsibility: Designated Officer for Safeguarding and Bursar**

\(^{12}\) See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

a) Wycliffe Hall's principal, and all staff (teaching and support staff if they work directly with children or adults who are vulnerable), undertake training required to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three yearly intervals.

b) Details of training are provided in a timely fashion for all staff.

c) Introduction to safeguarding policies and procedures is included in staff induction programmes.

d) Review of improvement in safeguarding practice forms part of staff ongoing appraisal.

For students - Responsibility: Designated Officer for Safeguarding /Curriculum Planners (Senior Tutor and Tutor in Spiritual Formation).

a) Safeguarding training forms a core part of Wycliffe Hall's curriculum for students.

b) Review of improvement in safeguarding practice forms part of student ongoing assessment.

9.10 Responding to serious situations

Responsibility: Designated Officer for Safeguarding

a) Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan policies and practice guidance.

b) Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.
Appendix 1

Types of Abuse

Abuse is mistreatment by any other person or persons that violates a person’s human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person’s quality of life, to causing actual physical or mental suffering.

1. **Physical Abuse.** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. **Sexual Abuse.** Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3. **Neglect and acts of omission.** The persistent failure to meet an individual’s basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

4. **Emotional/psychological Abuse** (including Web-based bullying and witnessing Domestic Violence/Abuse). The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual’s emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

5. **Institutional Abuse.** Institutional Abuse occurs where the routines and regimes within care settings (day, residential, hospital or other institutions including TEIs) deny people rights, choices and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of Whistleblowing policies and lack of training.

6. **Discriminatory Abuse.** Including racist, sexist, that based on a person’s disability, sexual orientation, and other forms of harassment, slurs or similar treatment.

7. **Financial / material abuse.** Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

8. **Domestic Violence/Abuse.** Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can include forced marriage and so-called ‘honour crimes’. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent

9. **Spiritual Abuse.** The inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.

For children see Working Together to Safeguard Children page 85 and for adults No secrets paragraph 2.7
Appendix 2

The Designated Officer for Safeguarding

The Designated Officer for Safeguarding need not be a teacher/lecturer but must have the status and authority within Wycliffe Hall management structure to carry out the duties of the post including committing resources to safeguarding matters, and where appropriate directing other staff.

In many TEIs a single designated person will be sufficient, but a deputy should be available to act in the designated person’s absence. In large establishments, or those with a large number of safeguarding concerns, it may be necessary to have a number of deputies to deal with the workload;

In addition to basic safeguarding training the Designated Officer undertakes training in interagency working that is provided by, or to standards agreed by, the Local Safeguarding Children and Adult boards and refresher training at two yearly intervals to keep his or her knowledge and skills up to date;

The Designated Officer should make contact with the Local Authority Designated Officer (LADO) for children and his or her equivalent for adults. Their names can be obtained from the local social services department.

The broad areas of responsibility proposed for the Designated Officer for Safeguarding include:

a) Making referrals to the statutory authorities, the Disclosure and Barring Service and supporting people involved in the process

b) Training

c) Raising awareness

These are detailed in Keeping Children Safe in Education Department for Education 2014\textsuperscript{15} Annex B which provides a useful guide to TEIs in safeguarding arrangements.

Appendix 3

Responding to Serious Situations

Flow Chart Extracted and Adapted from Church of England Safeguarding Practice Guidance: Responding to Serious Situations

Information about a serious safeguarding information is received by a person who become the referrer

If an emergency situation of immediate danger for child or adult, referrer calls emergency services 999 or ensures it is done (para 2)

TEI and Diocesan staff as required (para 10)

Referrer within 24 hours informs Designated Officer for Safeguarding (staff) (DOS) who immediately notifies Diocesan Safeguarding Adviser (DSA).

DOS/DSA inform as required (paras 3, 7)

DOD/DSA in consultation with or on advice of LADO/AST/Police, as required

Local Authority Designated Officer (LADO) or Adult Safeguarding Team (AST)

TEI and Diocesan and parish roles/responsibilities

Ongoing contact with statutory agencies

Sharing information: insurance (para 4), Charity Commission (para 16.6), other dioceses, national team

Information and support for victim(s) (para 11), abuser (paras 12, 14.6) parish officers (para

Suspension, risk assessment, disciplinary action

If there are court proceedings, Wycliffe staff or diocesan officers should not provide character references (para 15.1) and consider victim’s views before accompanying abuser to court (para 15.2)

At the conclusion of the investigation, whatever the outcome, DOS/DSA convene core group; to consider and advise on:

Risk Assessment (paras 16.1, 16.2) and disciplinary proceedings (para 16.3) of abuser

Referral of abuser to DBS for barring (para 16.4)

An apology to the victim(s) (para 16.5) and ongoing support and costs (paras 16.6, 17.6)

A complete Wycliffe Hall and diocesan record (paras 10, 17.1, - 17.5)

Lessons learned and recommendations for changes in policy and practice (para 17.7)
Appendix 4

Wycliffe Hall Safeguarding Procedures

Wycliffe Hall is committed to supporting and promoting the welfare of its students and staff and to the promotion of a positive student experience. The Hall is also committed to seeking to ensure that students who are children are in a safe environment. The Hall does not usually admit students under the age of 21 but there is an on-site crèche and recognises that there are times when its students may be defined as vulnerable adults. The Hall also recognises that within the course of its activities its students and staff may come into contact with children or vulnerable adults who are not members of the Hall, e.g. in respect of undertaking placements or in connection with outreach activities. The Hall wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the Hall’s work brings it into contact.

The Hall is committed to promoting good practice in relation to safeguarding. In the management of its community, the discharge of its functions, and in implementing this Policy and Procedure, the Hall will remain mindful of its duty of care and other legal obligations such as those it owes under the Health and Safety at Work Act 1974, the Data Protection Act 1998, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010 and the Protection of Freedoms Act 2012. This Policy and Procedure is designed to assist the Hall to achieve the commitments set out above and to take reasonable steps to safeguard those who are vulnerable and who come into contact with the Hall. It aims to provide clear guidelines and procedures for identifying risks, reporting concerns and ensuring that appropriate action is taken.

Preamble:

One of the complexities of this environment is the range of possible abusive interactions:

- a member of staff makes a complaint against a student
- a student makes a complaint against a member of staff
- a member of staff makes a complaint against a member of staff
- a student makes a complaint against a student
- a student makes a complaint against someone on their placement
- a parent makes a complaint against any member of the community on behalf of their child
- a child makes a complaint against any member of the community
- a placement supervisor makes a complaint against a student
- a placement supervisor makes a complaint against a member of staff

Under the Church of England’s definition of ‘vulnerable adult’ which goes far beyond the statutory definition, an initial consultation will be made with the diocesan safeguarding officer to determine whether or not an adult-adult complaint is a matter for safeguarding or harassment procedures.
Examples of the type of situations which will result in the Hall implementing this procedure:

- an allegation of abuse or harm or other inappropriate behaviour;
- there are suspicions or indicators of abuse or harm, or risk of abuse or harm in a child or vulnerable adult;
- a concern is raised that an individual presents a risk of abuse or harm towards a child or adult, e.g. in relation to criminal convictions or downloading or possession of inappropriate images;

Where a complaint or other incident is reported, the Hall follows the ‘Responding to Serious Situations’ Appendix to the Policy document. The main addendum is that the Hall Council’s Safeguarding representative will also be informed immediately of the complaint. This will automatically trigger a review of the complaint at the next Hall Council and when the complaint has been completely dealt with. All appropriate steps will be taken by the Principal and SMT in the light of immediate advice from the LADO to manage the period between complaint and outcome of the complaint.

**Guidance on what to do in the event of a complaint** *(adapted from the University of Oxford’s guidelines)*

- keep questions to a minimum so as to avoid leading questions which can cause problems in subsequent investigations or court proceedings;
- reassure the person making the complaint that they have done the right thing in reporting;
- do not promise confidentiality;
- make a full record of the nature of the allegation and other relevant information such as date, time, place, and individuals concerned;
- consider children or vulnerable adults with special needs, such as those with speech impediments or those for whom English is not their first language, and involve the Disability Advisory Team as and when necessary;
- immediately inform the SO so that the procedures in this document can be implemented.

**Where there is suspicion or indicators of abuse or harm**

- immediately inform the SO so that the procedures in this document can be implemented.

**Risk Assessment**

Risk Assessment will be done in areas where, in the normal life of the Hall, situations might arise in the area of safeguarding.

**Exceptional Circumstance**

An exceptional circumstances form will be kept for situations where normal rules of procedure cannot be followed.
Review

Hall Council will regularly review a report on the risk assessment forms. They will be immediately notified where the exceptional circumstances form has had to be used and will, at their next meeting, consider whether a policy review is required.

Particular Situations

Examples of areas where members of the Hall may have contact with children or vulnerable adults include:

- Teaching, tutorials and pastoral care of students
- Open days
- Summer schools and conferences
- Placements
- Missions
- In the pursuit of research e.g. placement reports
- crèche and all age worship
- Sporting and other recreational activities

Guidance on Behaviour

Guidance for staff in observing appropriate boundaries with students may be found in the Hall Policy on staff student relationships.

The following guidance is issued by the University of Oxford and may be considered to apply to both staff and students:

Conduct to be avoided

The following conduct should be avoided, except in emergencies:

- spending excessive amounts of time alone with children or vulnerable adults away from others;
- taking children or vulnerable adults to your home.

If cases arise where these situations are unavoidable, the full knowledge and consent of the parents, guardian, or teacher is required: for example, if a child requires transportation to hospital or if a parent fails to turn up at the end of a session.

Conduct never to be sanctioned

- engaging in rough, physical, or sexually provocative games;
- giving children or vulnerable adults inappropriate drugs or other inappropriate substances
- allowing or engaging in any form of inappropriate touching
- making sexually suggestive comments to children or vulnerable adults, even in fun
allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon

doing things of an intimate nature for children or vulnerable adults that they can do for themselves.

- It may be necessary for volunteers or coaching staff to do things of an intimate nature for children and/or vulnerable adults (e.g. dressing and undressing children, lifting), particularly if they are young or disabled. These tasks must be carried out only with full parental consent. It is important to be responsive to the child's or vulnerable adult's reactions. If they are fully dependent on the person providing support, that person should talk about what he/she is doing and give choices where possible and should avoid taking on tasks for which appropriate training is needed.

Staff, students, and volunteers should remember that inappropriate behaviour can occur via the telephone, Internet and e-mail, as well as during direct interaction with children and vulnerable adults.

Photographs, Videos, Audiotapes, CDs, Websites and Webcams

- It may be necessary for volunteers or staff to take photographs or make videos of children or vulnerable adults for educational research or teaching purposes. An image of a child or vulnerable adult is personal data for the purposes of the Data Protection Act 1998.

- Where images are stored in a way which makes the data subject identifiable, or where the images are to be used for publication, written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of a parent or legal guardian should be obtained. Whenever an image of a child or vulnerable adult is published, the data subject should, as far as is practicable, be unidentifiable.

- Those engaged in research should read this policy in conjunction with the Hall’s Policy on Ethics in research, which may give extra detail on issues of confidentiality and sensitive content. When publishing research findings, it is preferable to obscure the faces of children or vulnerable adults, or otherwise make them unidentifiable.

Training

The Safeguarding Officers will follow LA or Diocesan approved training every 2 years: implementation HT2015.

All staff will do a minimum training organised by the SO every three years implementation via staff development TT 2015

students will be given basic training during mission preparation session: HT 2015

‘Clear Desk’

All staff will maintain a ‘clear desk’ policy which is defined as no sensitive documents which could lead to the arming of any member of the Hall left on their desk when they are not in the room. All staff will lock their doors when not in the room.

DBS Checks

Will be done for all staff and students (ordinands have Diocesan checks whose numbers will be kept on record. Administrative staff who do not have a check as condition of employment are entitled to refuse.

Going forward all staff will be required to consent to a DBS check.
Documentation

The SO will keep a record of checks and forms in relation to placements and missions.

Students going on placement are required to show their DBS to placement church and ask to see a copy of the church’s safeguarding policy. If the church is in contravention of Diocesan guidelines and/or does not have such a policy, the student may have to be removed for their own sake. When the student has shown their check and seen the policy, they sign a form to this effect which is returned to the SO. This requirement will be flagged well in advance.

Staff and students going on mission will also be required to show their DBS checks and be made aware of the church’s safeguarding policy, as above. If the church is in contravention of Diocesan guidelines and/or does not have such a policy, the mission team may have to be removed for their own sake. When the staff or student leader has shown their checks and seen the policy, they sign a form to this effect which is returned to the SO. This requirement will be flagged well in advance.

Useful External Sources

Oxfordshire Area Child Protection Committee This website provides information about child protection training in Oxfordshire, which is provided free (unless an external trainer is required).
NSPCC The NSPCC also provides child protection training.
Oxford University Department of Education
Disability Rights Commission
Oxford Safeguarding Children Board (OSCB)
Oxford Safeguarding Children Board (OSCB) training. Training opportunities for those who have to work with children.

Relevant Documents

- Promoting a Safe Church
- Oxford Diocesan Safeguarding Policy

Both are held by the SO

Appendix 5 (A5 Leaflet for all Staff)

Contact Details

Wycliffe Hall Designated Officer for Safeguarding:
Name: Jenni Williams
Telephone: 2-84771

Wycliffe Hall Deputy Designated Officer for Safeguarding:
Name: John Michaux
Telephone: 2-74205

Wycliffe Hall
Telephone: 01865 274200 (Office Hours)

Police Emergencies: 999

Police Non Emergencies: 101

Oxford Social & Health Care:
Telephone: 0845 050 7666 (Office Hours)
0800 833408 (Out of Hours Emergency)
What to do if...

... you have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Inform the Designated Officer for Safeguarding (staff) in Wycliffe Hall.
3. Decide together whether to seek advice or to make an immediate referral to police or care services (see back page).
4. Keep a record of what happened, your concerns and your actions.
5. In consultation with the Designated Officer for Safeguarding (staff), tell the person to whom you are responsible and Wycliffe Hall principal.
6. Only tell others who need to know.

... a child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your Designated Officer for Safeguarding (staff) or principal.
7. Only tell those who need to know.

Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including you, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.
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<th>Policy Gatekeeper</th>
<th>Date of Approval</th>
<th>Sub-Committee</th>
<th>Date to Take Effect</th>
<th>Date of Next Major Review</th>
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<td>Governance</td>
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It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.