



WYCLIFFE HALL

**SAFEGUARDING CHILDREN,
YOUNG PEOPLE AND ADULTS
WHO ARE VULNERABLE**

POLICY STATEMENT

Date agreed by the Governing Body.....

Date of next Review: (annual) September 2019

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Preamble:

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. 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, the Protection of Freedoms Act 2012 and the General Data Protection 2018.

This policy should be read in conjunction with the Church of England's Safeguarding Guidance 2017 <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

LATEST VERSIONS OF THE CHURCH OF ENGLAND'S SAFEGUARDING DOCUMENTS CAN BE FOUND HERE:

[HTTPS://WWW.CHURCHOFENGLAND.ORG/CLERGY-OFFICE-HOLDERS/SAFEGUARDING-CHILDREN-VULNERABLE-ADULTS/NATIONAL-POLICY-PRACTICE-GUIDANCE.ASPX](https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx)

1.0 IMPORTANT CONTACT DETAILS**1.1 The name of TEI Designated Officer for Safeguarding (children and adults) is:**

Jenni Williams
Telephone: (2)84771

1.2 The name of TEI Deputy Designated Officer for Safeguarding (children and adults) is:

Kirsty Wrapson
Telephone: (2)74206

1.3 The contact details for the local Social Services (sometimes known as Social Care):

Name of Authority: Oxfordshire County Council
Children's Services:
Telephone (office hours): 0845 050 7666
Telephone (emergencies out of office hours): 0800 833 408
Adult Services:
Telephone (office hours): 0845 0507 666
Telephone (emergencies out of office hours): 0800 833408

1.4 Police:

Emergencies: 999
Non emergencies: 101

1.5 The name of the relevant Diocesan Safeguarding Adviser is:

Name: Rebecca Norris-Bulpitt
Telephone: 01865 208200

2.0 SAFEGUARDING IS EVERYONE'S BUSINESS

The Church of England, its archbishops, bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks. The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play. The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

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
- best practice that contributes to the prevention of abuse.

The Church of England safeguarding policy statement is based on five foundations and offers six overarching policy commitments:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

The following core principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount*
- Integrity, respect and listening to all
- Transparency and openness
- Accountability
- Collaboration with key statutory authorities and other partners

- Use of professional safeguarding advice and support both inside and outside the Church
- A commitment to the prevention of abuse
- The active management of risk
- Promoting a culture of informed vigilance
- Regular evaluation to ensure best practice.

2.1 The Hall's commitment to safeguarding means that:

- This policy will be publically available and staff and students will be made aware of it
- Staff and students will be trained regularly as detailed below
- Appropriate checks will be carried out on all members of the Hall community

3.0 DEFINITIONS

3.1 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.

3.2 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.

3.3 For definitions of abuse, see Appendix 1: Types of Abuse.

4.0 GOVERNMENT NATIONAL POLICY GUIDANCE

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*⁴ Department for Education 2014.

5.0 CHURCH OF ENGLAND NATIONAL POLICY GUIDANCE

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

- Promoting a Safer Church; House of Bishops policy statement (2017)
- Protecting All God's Children (safeguarding policy for children and young people, 4th edition, 2010)
- Promoting a Safe Church (safeguarding policy for adults, 2006)
 - *Safeguarding Guidelines relating to Safer Recruitment* (interim policy, 2013).

6.0 DUTIES OF FAITH ORGANISATIONS - SECTION 11 OF THE CHILDREN ACT 2004

6.1 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. 6.2 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.)".

7.0 POLICY COMMITMENTS

Based on the foundations outlined above the Church of England commits to:

7.1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes. The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

7.2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance⁹

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.¹⁰

7.3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

7.4. Caring pastorally for victims/survivors of abuse and other affected persons

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

7.5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered. The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

7.6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

8.0 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, and
 - b) following equivalent guidance in relation to adults who are vulnerable.
- 8.2 Such statutory requirements are as follows:
- 8.2.a There should be a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults.
 - 8.2.b A member of the Hall Council should be designated to take leadership responsibility for the organisation's safeguarding arrangements (Sarah Finch).
 - 8.2.c There should be a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services.
 - 8.2.d Arrangements should be in place which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)¹, on 01865 815843; or Local Safeguarding Adults Board (LSAB)², on 01865 713916.

¹ 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.

² 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 national policy and best practice.

- 8.2.e A member of staff should be appointed as Designated Safeguarding Officer and Deputy Designated Safeguarding Officer, 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.
- 8.2.f Safe recruitment procedures should be in place, 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 and SCIO, plus any member of contract staff whose employment will be for 3 months or over. It also includes any regularly invited academic visitors and contractors. Staff and ordinands will have an 'enhanced check'. Independent students who volunteer in the crèche or go on missions or other placements and forms of outreach under the name of the Hall or as part of their activities in the Hall will have a 'volunteer' check (see 9.5). Other independent students and members of Hall Council will have checks at as high a level as the law currently allows: that is, where regulated activities apply they will have enhanced checks. Otherwise they will have basic level checks.
- 8.2.g There should be appropriate supervision and support in place 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 mandatory regular training, 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.
- 8.2.h There should be 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. See Appendix 3. 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
 - 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:
- County level and unitary Local Authorities should have a Local Authority

Designated Officer (LADO)³ - 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.

- Any allegation should be reported immediately to the safeguarding officers 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.
- 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. 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.

9.0 WYCLIFFE HALL'S IMPLEMENTATION OF STATUTORY SAFEGUARDING REQUIREMENT

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 place⁴ and information about policy and practice. TEI staff seconded from dioceses should follow the training requirements of the sponsoring diocese.

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, and to note the date for review.

All members of the Hall will have access to this Policy Statement

The Policy Statement is promoted and publicised;

The Hall's safeguarding message is communicated as reflected in the policy.

³ 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.

⁴ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations (reference Appendix 3 flow chart).

9.1 Procedures for activities

Responsibility: Jenni Williams, Kirsty Wrapson, Sarah Finch

- 9.1.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).
- 9.1.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.
- 9.1.c Diocesan safeguarding policies, procedures and guidance are held by the Designated Officer for Safeguarding and Safeguarding Representative, and details of TEI procedures reflect the requirements.
- 9.1.d Designated Officer for Safeguarding (staff) is in contact with the Diocesan Safeguarding Adviser.

9.2 Designated Officers for Safeguarding

Responsibility: Hall Council

- 9.2.a Senior members of TEI's leadership team are appointed as Designated Officer and Deputy Designated Officer for Safeguarding, and Governing Body Safeguarding Representative appointed by that Body (Sarah Finch), to ensure procedures are in place for dealing with safeguarding issues.
- 9.2.b Safeguarding roles are defined in the job descriptions of Designated and Deputy Designated Officers.
- 9.2.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.

9.3 Culture of listening to children and adults

Responsibility: All Staff

- 9.3.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: Jenni Williams Kirsty Wrapson
- 9.3.b Independent authorised listeners, appointed by the Diocese, are made available through the Diocesan Safeguarding Adviser to adults reporting abuse.
Responsibility: Hall Council
- 9.3.c Taking into account the views of children and adults affected, the Governing Body:

- a) 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;
- b) reviews Wycliffe Hall's safeguarding policies and procedures annually.

9.4 Information sharing

Responsibility: All staff

- 9.4.a All allegations or concerns are reported to the Designated Officer for Safeguarding (staff).
Responsibility: Kirsty Wrapson, Jenni Williams
- 9.4.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.
- 9.4.c The Designated Officer for Safeguarding (staff) reports all safeguarding information about abuse, and the response made, to the Hall Council Safeguarding Representative.
- 9.4.d In responding to serious situations⁵, 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
- 9.4.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 Finch.

9.5 Safer recruitment

Responsibility: Jenni Williams, Kirsty Wrapson, Human Resources (Andy Butterworth)

- 9.5.a *For staff:* Wycliffe Hall follows Church of England and Diocesan practice in recruitment of staff, including references, interviews and an enhanced DBS check.
Responsibility: Human Resources (Andy Butterworth) Jenni Williams Kirsty Wrapson
- 9.5.b *For students:* Wycliffe Hall works with the sponsoring diocese to ensure that all ordinands have been recruited safely, including an enhanced DBS check. Any student who is not an ordinand but who is involved in missions, church placements, outreach work in the name of the Hall, volunteering in the crèche or any other activity which may bring them into regular contact with children or vulnerable adults as part of Hall

⁵ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

community will be required to have a volunteer check, as detailed above. Students who are not ordinands and who are not intending to engage in such activities will have a basic check, unless they can provide evidence they already hold a check from within the last 3 years from another organisation. The intention behind this is to ensure that everyone in the Hall community has as high a level of check as the law allows. Therefore this will be regularly reviewed in line with current statutory provision.

NB Occasional or short term students do not need a criminal check unless they are involved in regulated activity.

9.5c

For Hall Council: all members of Hall Council will undergo a basic DBS check unless they already hold an enhanced disclosure. The Hall Council member for safeguarding will also undergo training if they are not already in a training cycle in another context.

9.6 Competence for role/raising concerns/support

Responsibility: Jenni Williams, Kirsty Wrapson

9.6.a Wycliffe Hall's policies and procedures are available and accessible to all staff and students, as is required by their role [see appendix 3 for an example of accessible format].

Responsibility: Jenni Williams, Kirsty Wrapson/all staff and students/users

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

Responsibility: Jenni Williams Kirsty Wrapson /temporary staff and volunteers

9.6.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. *Human resources Andy Butterworth*

9.7 Training, supervision, induction, review

For Staff

Responsibility: Jenni Williams, Kirsty Wrapson, Human Resources (Andy Butterworth)

9.7.a Wycliffe Hall's principal, and all staff (teaching and support staff, if they work directly with children or adults who are or may be 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. This training will be level C2.

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

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

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

For students

Responsibility: Jenni Williams, Kirsty Wrapson, Senior Tutor

- 9.7.e Safeguarding training forms a core part of Wycliffe Hall's curriculum for students. All students are required to undertake C1 online. All ordinands will do C2 during IME 1.
- 9.7.f Review of improvement in safeguarding practice forms part of student ongoing assessment.

9.8 Responding to serious situations

Responsibility: Jenni Williams, Kirsty Wrapson

- 9.8.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.
- 9.8.b Referral is made to the Disclosure and Barring Service if a member of staff (or of the Hall Council) is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

9.9 Regulated activities

- 9.9a The Wycliffe Hall crèche has a series of guidance notes which are appended to this policy: appendix 4.

Appendix 1

TYPES OF ABUSE ⁶

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 For more information, see (for children) *Working Together to Safeguard Children*, page 85; and (for adults) *No Secrets*, paragraph 2.7.

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.

Appendix 2

THE DESIGNATED OFFICER FOR SAFEGUARDING : JENNI WILLIAMS, KIRSTY WRAPSON

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 inter-agency 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.

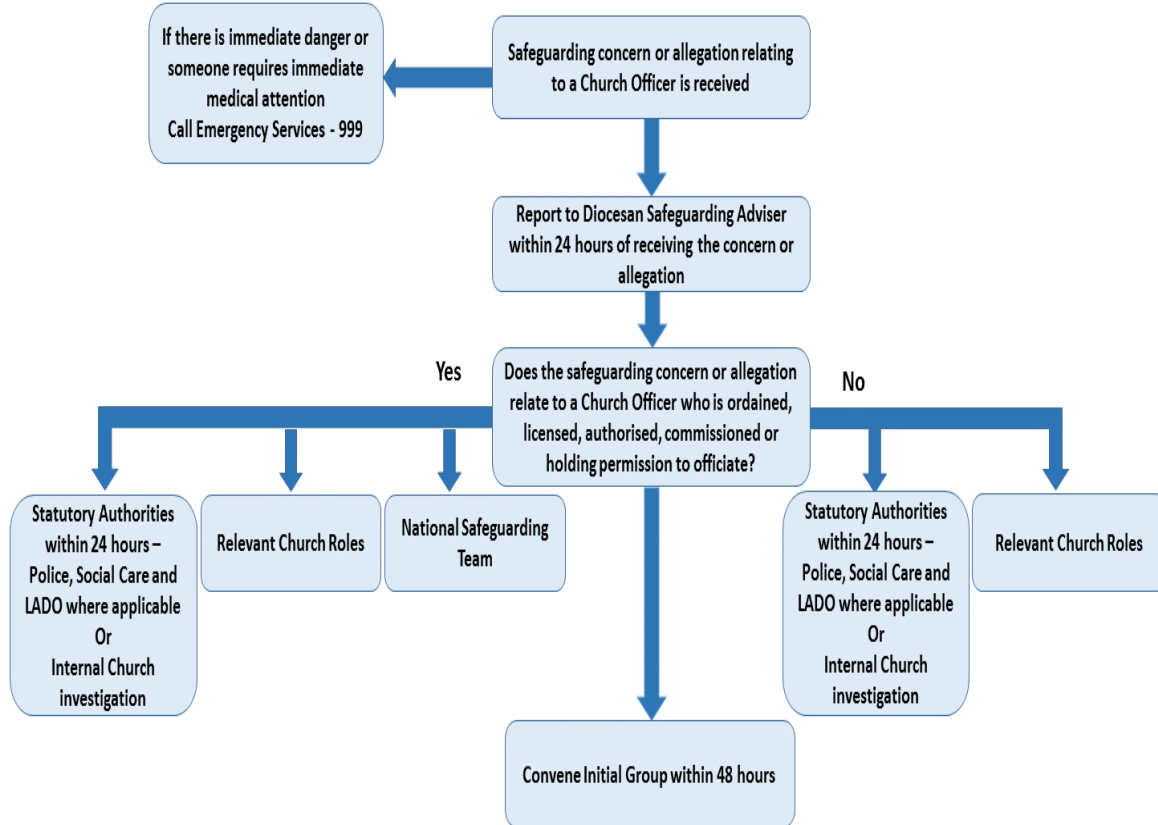
The broad areas of responsibility proposed for the Designated Officer for Safeguarding include:

- making referrals to the statutory authorities, the Disclosure and Barring Service and supporting people involved in the process;
- training;
- raising awareness.

These are detailed in *Keeping Children Safe in Education* Department for Education 2014⁷ Annex B which provides a useful guide to TEIs in safeguarding arrangements.

⁷ *Keeping Children Safe in Education* can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf

APPENDIX 3: RESPONDING



First Response – The person receiving a Safeguarding concern or allegation against a member of the Hall.

Any member of the Hall who has a safeguarding concern or has a safeguarding issue raised with them by someone else should immediately refer this to the safeguarding team. The following action will then be taken.

Following receipt of a safeguarding concern or allegation by anyone:

1. As soon as is practicably possible and in any case within 24 hours of receiving a safeguarding concern or allegation of abuse against a member of the Hall refer the matter to the DSA.
2. Respond well to the victim/survivor to ensure they feel heard and taken seriously (please see below).
3. Record the details of the concern or allegation.
4. Pass all original records, including rough notes, immediately to the DSA. Any copies of retained records should be kept secure and confidential.
5. Explain to the victim/survivor what will happen next.
6. The DSA will now take over the response to the case. There may also be a requirement to be involved in any subsequent core group.

The only exception to this would be a situation, in relation to other church bodies who have a professional safeguarding adviser, where agreement has been reached about who is placed to lead on the Church's response. For instance where a cathedral has a paid professional safeguarding adviser or the nominated safeguarding lead in a TEI and the concern or allegation is against a church officer who is not ordained, licensed, authorised, commissioned or holding permission to officiate or have another diocesan or Parish role. In these situations the DSA should be kept informed of progress and outcome.

Responding to an adult raising a safeguarding concern or allegation

It is often very difficult for people to talk about abuse, so it is important to make sure that a safe environment of listening carefully and actively is created, in which a victim/survivor feels able to disclose as much as they can remember. This will help the statutory agencies to investigate the incident as thoroughly as possible.

Do not question beyond checking what has been said. It is the responsibility of Social Care and the Police to investigate. There should be no probing for detail beyond what has been freely given.

People may raise concerns or make allegations about:

- Abuse that happened to them when they were a child or young person;
- Something they've been told by someone else and that they strongly believe is true (disclosure);
- Seeing signs of abuse, such as physical injuries on a child or young person;
- Something they have witnessed that makes them feel uncomfortable.

Where information is given in person, consider the following:

- Adopt a listening style that is compassionate, calm and reassuring. If the information given causes shock, disgust or distress, do not allow these feelings to show. Doing so may inadvertently dissuade the person from giving any further information;
- Listen carefully to that person, but do not ask intrusive or leading questions;
- Stay calm, take what the person raising the concern says seriously, and reassure them;
- Allow the person to continue at their own pace;
- Check with the person to make sure what they actually said has been understood. Do not suggest words – use their words;
- Make no promises that cannot be kept, particularly in relation to confidentiality, but listen carefully to what is being sought in this regard;
- Explain the referral procedures to the person;
- Do not make any comments about the respondent; do not make assumptions or speculate;
- Be aware that a person's ability to recount their concern or allegation will depend on their age, culture, nationality or any disability that may affect speech or language;
- Avoid statements about your reaction to the information given;
- Do not offer wording or language to the person raising the concern or making the allegation that may affect the way they provide an account. To do so may prejudice any criminal investigation.

Responding to a child or young person raising a concern or making an allegation

The Church aims to create and maintain a safe environment for children and young people. This includes being open and willing to listen to and respond appropriately to concerns or allegations of abuse they raise concerns. However, avoid intentionally instigating a meeting with a child or young person to receive a disclosure or take a statement from them – that is the role of Children's Social Care and/or the Police.

However, if a child or young person directly discloses about abuse happening to them, the following general guidelines should be adhered to:

- Remain calm;
- Listen to the child or young person carefully and in a manner, that conveys they are being heard and taken seriously;
- Give the child or young person the opportunity to tell their story in their own time;
- Ask questions only for clarification;
- Reassure the child or young person they have done the right thing by telling;
- Do not make promises that cannot be kept;
- Explain to the child or young person what will happen next, i.e. passing the information on to the DSA, explaining to them about the limits of confidentiality, etc.

It is good practice in this situation, if possible, to have another adult present for the protection of the child or young person and yourself against allegations and to ensure corroboration of any account provided.

Responding to an anonymous concern/allegation

Anonymous complaints are to be handled carefully. Anxiety and fear may persuade some people not to immediately reveal their identity. It is sometimes difficult to act on information under these circumstances, unless at some point the name of the victim/survivor becomes known.

The victim/survivor should be informed that anonymity might restrict the ability of professionals to access information or to intervene to protect a child, young person and/or vulnerable adult. As much openness, as possible should be encouraged. However, if any identifiable information that relates to a safeguarding concern or allegation (current or non-current) is received, it must be passed onto the DSA, who will refer to the appropriate statutory agencies so an investigation can be undertaken to assess the risks, as required.

Responding to someone who admits to abusing a child, young person or vulnerable adult

It is necessary to tell a person who admits an offence against any person that such information cannot be kept confidential. If such an admission is made to you, even where the admission relates to something that happened a long time ago, the matter must be referred to the DSA, who will refer to the appropriate statutory agencies so an investigation can be undertaken to assess the risks, as required.

Appendix 4

NOTES FOR CRECHE SAFEGUARDING (March 2016)

- We are committed to the safeguarding, care and nurture of the children attending the crèche.
- Crèche will be a high quality setting which is welcoming and safe where the children are able to enjoy learning and grow in confidence.
- All staff and volunteers working in the crèche will have an enhanced DBS check.
- The Crèche Co-ordinator supervises the volunteer at all times within the main crèche room and the adjacent kitchen.
- The Crèche Co-ordinator will complete safeguarding training to ensure signs of potential abuse and neglect could be recognised. These signs include:
 - Deterioration in children's general well-being;
 - Children's comments which give cause for concern;
 - Unexplained bruising, marks or signs of possible abuse.
- High standards of hygiene and cleanliness will help to prevent the spread of infections and illnesses in the crèche.

- Risks are minimised and well managed and children protected from harm and abuse.
- The minimum age for a child to attend crèche will be 6 months.
- Each child will have a completed Registration Form detailing such information as two sets of emergency contact details, medical information and doctor's surgery.
- The crèche entrance door remains locked from the inside during sessions. The window in the door allows the Crèche Co-ordinator to see any visitor.
- The staff to child ratio will be 1 to 3 ensuring that the needs of all children are able to be met.
- Only the Crèche Co-ordinator is to change nappies and supervise the use of the potty.
- The internal extension numbers of Wycliffe's two Safeguarding Officers, two first aiders and the Health & Safety Officer are on display next to the crèche's telephone.

Appendix 5: Street Evangelism and other forms of unstructured outreach.

1. Always make sure you go with at least one other person, for your own safety and that of others. It is preferable that groups should include both men and women.
2. If you are going to say 'We're from Wycliffe Hall', a tutor should always have approved your going.
3. If you want to say you are from WH or invite people to WH events you must have completed both a DBS check and safeguarding training.
4. Do NOT ask for or accept contact details from young people. If you choose to offer an adult your contact details, you do so at your own risk.
5. Do not approach anyone on their own who is, or looks as if they may be, under the age of 18. If in doubt, don't. If young people are in a group together, that's fine, but don't separate anyone from the group.
6. Do not approach anyone who looks as though they may be vulnerable (in any way) with a view to evangelising them. If someone needs help, help. Again, if someone is in a group, don't separate them from the group.
7. Do not ever go into a non-public space with someone you are talking to evangelistically: remain in the public space.
8. Do not take photos of people you are talking to. They may be hiding from someone abusive or there may be other consequences you don't realise from your having photos of them.