All Saints Centre for Mission and Ministry

Safeguarding Policy and Procedures

Date agreed by the Governing Body: 10 July 2019

Date of next Review: July 2020
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1. Important Contact Details

1.1. All Saints Designated Officer for Safeguarding Children and Adults is:

Name: Dr Claire Egan (Director of Postgraduate Programmes)
Telephone: 01925 535094 07860 271971
Email: safeguarding@allsaintscentre.org

1.2. All Saints Deputy Designated Officer for Safeguarding Children and Adults is:

Name: Dr Karl Möller (Vice Principal)
Telephone: 01925 534691

1.3. The contact details for the local Social Services

Warrington Borough Council

Children’s Safeguarding Service/Social Work Team:
Telephone (office hours): 01925 443400
Telephone (emergencies out of office hours): 01925 444400

Adult Services: Access Social Care Team
Telephone (office hours): 01925 444239
Telephone (emergencies out of office hours): 01925 444400

Local Authority Designated Officer (LADO) Steven Panter
01925 443062

1.4. Police:

Emergencies: 999
Non emergencies: 101

1.5. The name(s) of the relevant Diocesan Safeguarding Advisers are:

Diocese of Blackburn
Sharon Hassall 01254 503415 / 07711 485170
Sharon.Hassall@blackburn.anglican.org

Diocese of Chester
Pauline Butterfield 01928 718834 (ext 221) / 0303 003 1111
paoline.butterfield@chester.anglican.org

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2 The contact details for local social services can be found here
1.6 Thirtyone:Eight (Formerly CCPAS)

Safeguarding Helpline 0303 003 1111

This helpline is resourced by the Thirtyone:eight (formerly CCPAS) – an independent safeguarding organization and is available seven days a week.

2. Safeguarding is Everybody’s Business

Therefore, All Saints Centre for Mission and Ministry 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.

In particular, All Saints aims to:

- 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
- Ensure safeguarding is everybody’s business, with this institution playing its part in preventing, detecting and reporting neglect and abuse
- Ensure arrangements are in place locally to protect those least able to protect themselves.

3. 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.
3.3. The Church of England understands a vulnerable adult to be “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional frailty or distress, or otherwise”, and for that purpose, the reference to being impaired is [understood to mean] being temporarily or indefinitely impaired.  

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

4. 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 2018
- The Care Act 2014 Care and Support Statutory Guidance 2018
- Keeping children safe in education: for schools and colleges

5. 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)

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3 Practice Guidance: Responding to Serious Safeguarding Situations (2015). The Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health replaces the previously used term ‘vulnerable adult’ with ‘adults experiencing, or at risk of abuse or neglect’. However, the term ‘vulnerable adult’ is retained by Safeguarding Vulnerable Groups Act 2006: the Disclosure and Barring Service (DBS) in its Guide to eligibility for DBS checks (Responding to Serious Situations, p. 6).

4 Working together to safeguard children Statutory guidance on inter-agency working to safeguard and promote the welfare of children. H M Government


Practice Guidance

- Identifying and Reporting Safeguarding Serious Incidents to the Charity Commission: Guidance for DBFs, PCCs and Religious Communities (2019)
- Practical guidance: How to make a Safeguarding Serious Incident report to the Charity Commission (2019)
- Q&As for PCCs, DBFs and Religious Communities on Safeguarding Serious Incident Reporting
- Key roles and responsibilities of church office holders and bodies practice guidance (2017)
- Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance (2018)
- Responding to, assessing and managing concerns or allegations against church officers practice guidance (2017)
- Responding well to domestic abuse practice guidance (2017)
- Training and development practice guidance (2017)
- Safer recruitment practice guidance (2016)
- Responding well to those who have been sexually abused practice guidance (2011)
- Safeguarding in religious communities practice guidance (2015)

Joint Practice Guidance with The Methodist Church

- Safeguarding joint practice guidance for single congregation Local Ecumenical Partnerships (2015)

6. Duties of Faith Organisations (Section 11 of the Children Act 2004)\(^7\)

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

\(^7\) Working Together to Safeguard Children see page 47 onwards
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. Statutory Safeguarding Requirements for all Vulnerable People (Children and Adults)

Ultimate legal responsibility for safeguarding in All Saints rests with the Governing Body which ensures that All Saints Centre for Mission and Ministry 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, in relation to children
b) following equivalent guidance in relation to adults who are vulnerable.

Such statutory requirements are as follows:

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

7.2. a member of the Governing Body to take leadership responsibility for the organisation’s safeguarding arrangements

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

7.4. arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB) or Local Safeguarding Adults Board (SAB)® Under Working Together to Safeguard Children 2018 LSCB’s will be replaced with safeguarding partnerships.

7.5. a member of staff appointed as Designated Officer for Safeguarding. Their 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

7.6. 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

7.7. appropriate supervision and support for staff, including undertaking safeguarding training:

7.7.1. 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;

® 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. These will be replaced with safeguarding Partnerships in 2019.
7.7.2. 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
7.7.3. all staff should have regular reviews of their own practice to ensure they improve over time.

7.8. 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:

7.8.1. behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
7.8.2. possibly committed a criminal offence against or related to a child or adult; or
7.8.3. 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.

7.9. in addition:

7.9.1. county level and unitary Local Authorities should have a Local Authority Designated Officer (LADO) 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;
7.9.2. 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
7.9.3. 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 All Saints implementation of these requirements are set out in section 9.

8. Compiling, Storing and Sharing Safeguarding Records

8.1. Safeguarding records are needed in order to:

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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

• Ensure that what has happened and when it happened is recorded
• Provide a history of events so that patterns can be identified
• Record and justify the action/s of advisers and responsible officers
• Promote the exercise of accountability
• Provide a basis of evidence for future safeguarding activity
• Allow for continuity when there is a change of personnel

8.2. Principles of a Good Safeguarding Record

• *Proportionality* – only record information that is relevant and necessary for your specific purpose

• *Accountability* – recording practice must comply with legislation, case law, professional standards/codes of practice and guidance.

• *Transparency* – where information in a case record is classed as personal data pursuant to the Data Protection Act 1998 it is likely to be available to those about whom it is written, in accordance with the provisions of that Act (unless one of the exemptions apply). In any event, it is good practice for the information contained in the records to be available to the subjects of those records, whenever it is safe and possible to do so.

• *Accessibility* – the written record is a vital tool and should be accessible to those who have a need to know this information. In All Saints’ context this means that the Designated Officer for Safeguarding must ensure that another authorized member of staff is able to access the safeguarding records in the event that the Designated Officer is absent or otherwise unavailable.

• *Accuracy* – the subjects of these records are entitled to expect that they are accurate. Under the Data Protection Act 1998, it is a requirement that personal data is accurate and where necessary kept up to date. Bear in mind that making such records accessible upon request (where it is possible to do so) is a good way of ensuring this accuracy.

• *Security* – records should be stored securely and measures taken to avoid loss, theft, damage and inappropriate access or onward disclosure. In an age of digital storage and exchange of information this requires additional care.

8.3. Information Sharing

8.3.1. The Data Protection Act 1998 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

8.3.2. Be honest and open with the person from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement **unless it is unsafe or inappropriate to do so**. It may not be appropriate to inform a person that information is being shared, or seek consent to this sharing. This is the case if informing them is likely to hamper the prevention or investigation of a serious crime, or put a child at risk of significant harm or an adult at risk of serious harm.

8.3.3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible. Legal advice can be accessed via the All Saints Designated Officer for Safeguarding or the Principal, if there is any doubt as to whether or not you can share information.
8.3.4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

8.3.5. Consider safety and wellbeing: base your information sharing decisions on consideration of the safety and wellbeing of the person and others who may be affected by their actions.

8.3.6. Examples of good practice can be found in this document: Safeguarding Records (2015).

8.4. What should be recorded?

8.4.1. Model templates for recording case information and ongoing case management action are included in Appendix 1 of this document: Safeguarding Records (2015).

8.4.2. The following approach is helpful in considering what should be written:

- **A written record** of the event or conversation should be made as soon as is practicable (after the event or consultation but always within 24 hours)
- **Who** is it about? (the names of all key people including any actual/potential witnesses)
- **What** happened? (use exact quotes where possible, in quotation marks)
- **How** did it happen? (for example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick?)
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (this allows you to record any explanations offered to you by the people involved. **It is not the place for your own analysis**)
- **What should happen next** (what action will follow, for example, what are you going to do next, what is X going to do next, making sure it is in the diary in Y days time as a reminder)
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do?)
- **Include the views/perspective of the child or adult who is vulnerable.**
- **Analysis.** When a record is compiled for All Saints by a safeguarding adviser or the All Saints Designated Officers for Safeguarding, it should include an analysis of all the information gathered to decide the nature and level of the child’s needs/the needs of the adults experiencing, or at risk of abuse or neglect and the level of risk, if any, they may be facing.
- **Indexing.** The All Saints Designated Officers should ensure that the records held at All Saints are able to be searched or indexed so that previous names and concerns can be easily retrieved.
- **Summary.** The All Saints Designated Officers should ensure that a summary of any concerns and the outcome is filed on the personnel file of any staff member employed by All Saints or the student file of any student.
8.4.3. Facts and professional judgements (analysis) should always be distinguished in the record and the record must not be disrespectful to subjects. Always bear in mind they may well be read by the subject(s) who have a right of access to their files.

8.4.4. Examples of good practice can be found in this document: Safeguarding Records (2015).

8.5. Storing and Accessing Records

8.5.1. The Church of England publishes a number of Document Management Guides. The Information Commissioner’s Office has published advice about access to personal records and protecting personal data. These documents were updated in 2018 to incorporate GDPR requirements.

8.5.2. Best practice points about managing safeguarding records are:

- Safeguarding records should only be seen by those who need to have proper access to them.
- There should be a written protocol about who has access to the records and how records are accessed in an emergency or in planned or unplanned absences of the record holder.
- Paper files should be contained in a lockable fire proof cabinet.
- Electronic files should be password protected and backed up regularly. A secure server is preferable. Systems should be virus protected. Data must never be stored on pen drives or other removable media unless encrypted.
- Passwords should be hard to guess (6-12 characters, at least one capital letter and at least one symbol). Do not use a word that appears in a dictionary as this is easily broken.
- Personal data in relation to safeguarding is likely to be classified as ‘sensitive personal data’ under the Data Protection Act because it is likely to relate to an individual’s private life or alleged commission of an offence. Greater care is required when handling sensitive personal data and you should seek professional advice via All Saints or your Diocesan Registrar if you are ever unsure of how to manage such data.
- Professional advice (legal and IT) should always be obtained in relation to digitization of old records.
- Current Church of England guidance is that safeguarding records relating to lay staff or students should be retained indefinitely. See this document for further information: Save or Delete? (2008)
- Safeguarding records relating to clergy should be retained for 50 years from the date of the cleric’s death. See this guidance for further information (page 20): Personal Files Relating to Clergy
- Working within local Multi Agency Public Protection Arrangements (MAPPA) or within the Local Safeguarding Boards arrangements (Children or Adults) may require agencies to follow locally agreed protocols.

8.6. Sharing Information by Email

8.6.1. Sending information by email is quick and easy but it is open to the risk that someone other than the intended recipient can intercept it. Assume that it
could be read by anyone. Take appropriate care both in the content of the email and any attachments. Take care to check the address you are sending it to.

8.6.2. Emails containing safeguarding personal information should ideally be in an approved encrypted format. If full email encryption is not available, email file attachments should be always protected by an approved encryption (password protected) method.\textsuperscript{12}

8.6.3. Guidance on the management of emails is detailed in this document: Looking After Your Emails but please note the general safeguarding retention guidance in section 8.5 above.

8.7. Sharing Information by Post

8.7.1. No letter containing confidential information and identifying details should be sent other than by ‘Special Delivery’. Always use the double envelope safeguard. The relevant information should be contained within an inner envelope marked confidential but no classification details shown on the outer envelope.

8.8 GDPR

8.1 The General Data Protection Regulation (GDPR) came into effect in May 2018. We are awaiting the national safeguarding team’s update with regard to the implications of GDPR for the retention of safeguarding records and obtaining consent from young people. Parish Resources have issued guidance.\textsuperscript{13}

\textsuperscript{12} Sometimes computer firewalls reject fully encrypted emails or password protected emails. If encrypted email is sent it should always be followed up by a telephone call or ‘open’ email information the recipient that they have been sent an encrypted/password protected email so that they can check their inbox.

\textsuperscript{13} http://www.parishresources.org.uk/wp-content/uploads/Parish-Guide-to-GDPR.pdf
9. All Saints’ Implementation of Statutory Safeguarding Requirements (as set out In Section 7) and Record Keeping (as set out In Section 8)

9.1. General Implementation

All Saints Centre for Mission and Ministry recognizes that it works in partnership with at least seven dioceses and that there are shared responsibilities for safeguarding. All Saints also has a responsibility to ensure that it is working to best practice in all aspects of safeguarding.

Dioceses who sponsor students for training at All Saints, or provide seconded or voluntary staff for All Saints are required to acknowledge and affirm the shared responsibilities detailed in this Safeguarding Policy and Procedures document.

The All Saints Designated Officer for Safeguarding will work with the diocesan safeguarding advisers according to the procedures set out in Section 9 and the Appendices of this document. If there are concerns about the process of shared responsibility, the All Saints Designated Officer for Safeguarding will raise those concerns with the Principal, who may then contact Senior Management in the relevant diocese to expedite a solution.

All Saints follows the detailed guidance of the Diocese of Liverpool in addressing concerns or allegations that involve independent students and/or staff directly employed by All Saints.

All Saints follows the detailed guidance of the sponsoring diocese in addressing concerns or allegations that involve students sponsored for training by a partner diocese and/or staff employed by or recommended for voluntary work with All Saints by a partner diocese.

How the respective responsibilities of All Saints and partner dioceses are allocated as concerns or allegations are addressed is detailed in the flowcharts contained in the Appendices to this Policy.

All Saints staff (employed and voluntary) seconded from partner dioceses and students sponsored for training by partner dioceses should follow the training requirements of their sponsoring diocese in addition to any training provided by All Saints. Dioceses should provide confirmation to All Saints where such required diocesan training has been provided to staff or students and where any student or staff member has failed to attend required training.

For each of the sections below, the person or body named as responsible in each section is required to list actions specific to All Saints which demonstrate how the arrangement is being implemented, and to note the date for review. Throughout this policy, where the Designated Officer for Safeguarding is named, should that person not be available, the Deputy Designated Officer for Safeguarding may substitute for them in that responsibility. The Deputy Designated Officer for Safeguarding must provide a written report to the Designated Officer for Safeguarding detailing any action taken, as soon as possible after acting.

Throughout this policy, where ‘alleged abuser’ is specified, this should be assumed to apply equally to a staff member or student who, through giving inappropriate pastoral advice or working beyond their competence or remit, may have put a child or vulnerable adult at risk of significant harm (see 9.2 and 9.3 below).

9.2. Professional Boundaries
Responsibility: Course Management Team/All Staff/Students

9.2.1. Staff: Ensure that appropriate professional boundaries are established, understood and maintained in relationships with students.

9.2.2. CMT: Ensure that training is given to students in establishing and maintaining professional boundaries, including discerning what constitutes appropriate care in pastoral encounters, what constitutes appropriate pastoral care in a safeguarding context, how people can be made vulnerable in some situations, and when professional intervention might be required which is beyond the remit of a student.

9.2.3. Students: Always maintain appropriate professional boundaries in relationships with staff, students and people in placement contexts, seek advice should you be unclear about establishing and maintaining professional boundaries or appropriate advice giving in pastoral care, and ensure you use the resources available to you for professional supervision in placement contexts.

9.3. Fitness to Practice

Responsibility: Governing Body/Designated Officer for Safeguarding/Course Management Team/Diocesan Principal Contact/Diocesan Safeguarding Adviser

9.3.1. Some safeguarding situations could arise in which staff or students give inappropriate pastoral advice, work beyond their competence or remit, or do not maintain appropriate professional boundaries. This may place vulnerable people at risk of harm, directly or indirectly.

9.3.2. Such situations will be investigated following the procedure presented in Appendix 3 of this policy. This may result in a referral being made to a statutory body, should it be established that their actions may have put vulnerable people at risk of harm. Further details about the duty to refer can be found in Section 6 of the Church of England document Safer recruitment practice guidance (2016).

9.3.3. An appropriate assessment of risk will be made to determine whether a DBS or other referral is required. Guidance notes on when and how referrals are made can be found via this link: DBS referrals and fact sheets.

9.3.4. Where sufficient evidence is not found to address this kind of situation under the procedures of this Safeguarding Policy, but significant questions of fitness to practice still arise, the advice giver may be the subject of an investigation under the All Saints Grievance Procedure and/or any Diocesan procedure of their sponsoring diocese.

- Procedures for Activities (ref 7.1) Safer recruitment practice guidance (2016)

9.4.

Responsibility: Designated Officer for Safeguarding (Claire Egan) and the Governing Body’s Safeguarding Representative (Christopher Burkett)
9.4.1. Procedures are in place for activities for children, adults and mixed age hosted by the All Saints (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).

9.4.2. Ensuring that Directors of Studies oversee and have kept a record 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, and are ensuring that students are working to those procedures.

9.4.3. Ensuring that Directors of Studies oversee and have kept a record that placement supervisors have put in place procedures for the safe working of students when offering pastoral care to adults and children, and are ensuring that students are working to those procedures.

9.4.4. The safeguarding policies, procedures and guidance of all partner dioceses are held in the All Saints Course Office, in paper and electronic formats. All Saints procedural flowcharts make clear when staff and students should follow the detailed requirements of the policies and procedures of their sponsoring diocese and when the All Saints policy should be followed.

9.4.5. Designated Officer for Safeguarding (Claire Egan) is in contact with all relevant Diocesan Safeguarding Advisers.

9.4.6. These arrangements are to be reviewed annually at the end of each academic year, in preparation for the Trustees’ annual review of safeguarding in July of each year.

Responsibility: Directors of Studies

9.4.7. Ensure and keep a record 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, and are ensuring that students are working to those procedures.

9.4.8. Ensure and keep a record that placement supervisors have put in place procedures for the safe working of students when offering pastoral care to adults and children, and are ensuring that students are working to those procedures.

9.4.9. Keep a record that sponsored students within their diocese have completed All Saints’ safeguarding training and of any diocesan training attended by their students, and notify this annually to the Designated Officer for Safeguarding.

9.4.10. Record keeping, information sharing and registering concerns should follow the guidance in Section 8 above.

9.4.11. These arrangements are to be reviewed annually as part of the Course’s Review Week.

9.5. Designated Officers for Safeguarding (ref 7.2, 7.5)

Responsibility: Governing Body

9.5.1. Senior members of All Saints’ 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.
9.5.2. Safeguarding roles and accountability are defined in the job descriptions of Designated and Deputy Designated Officers.

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

9.5.4. Good working relationships should be fostered with diocesan safeguarding advisers and periodic meetings between the diocesan safeguarding advisers, All Saints Designated Officer and Deputy Designated Officer for Safeguarding and the Governing Body Safeguarding Representative should be convened to review protocols and safeguarding issues.

9.6. Culture of Listening to Children and Adults (ref 7.3)

Responsibility: All Staff and Students

9.6.1. All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Designated Officer for Safeguarding following the reporting protocols detailed in the flowcharts contained in the Appendices to this Policy.

Responsibility: Designated Officer for Safeguarding/Diocesan Safeguarding Adviser of Partner Dioceses

9.6.2. Independent authorised listeners, appointed by each partner Diocese, are made available through the relevant Diocesan Safeguarding Adviser to adults reporting concerns and/or abuse in a church context or by a church member/officer/minister/minister in training.

Responsibility: Governing Body

9.6.3. 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 All Saints’ safeguarding policies and procedures annually.

9.7. Information Sharing and Recording (ref 7.4, 7.9, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7)

Responsibility: All staff and students

9.7.1. All allegations or concerns are reported to the Designated Officer for Safeguarding or their Deputy, following the reporting protocols contained in the Appendices to this Policy:

- Directors of Studies should see Appendix 4 for details of who they should report safeguarding information to in different contexts.

- Module Tutors should see Appendix 5 for details of who they should report safeguarding information to in different contexts.

- Placement Supervisors should see Appendix 6 for details of who they should report safeguarding information to in different contexts.

- Students should see Appendix 7 for details of who they should report safeguarding information to in different contexts.

- Chaplains and Course Office Staff should always report allegations or concerns directly to the Designated Officer for Safeguarding or their
Deputy, but should also see Appendix 3 for details of what to do when there might be immediate risk of harm and the Designated Officer for Safeguarding and their Deputy are not immediately available.

9.7.2. Concerns or allegations should be recorded and stored in accordance with the guidance in Sections 8.2, 8.4 and 8.5.

- What should be recorded is detailed at Section 8.2. The All Saints Designated Officers for Safeguarding will advise staff and students who are unsure of what should be recorded and how.

- All safeguarding records held by individuals who report a concern or allegation should be held securely.

- If staff or students are not able to store paper and/or electronic copies securely (as detailed in Section 8.5) they may forward documents to the All Saints Designated Officer for Safeguarding, who will arrange for secure storage.

- Please follow the protocols below on information sharing.

9.7.3. Information sharing should follow the protocols set out in Sections 8.3 and 8.5-8.7 of this policy. In particular:

- Appropriate confidentiality should always be maintained. This means only people who need to know information should be told; where it is appropriate and safe to do so, information about a person should only be shared with their consent; and professional judgement should be used in discerning where the safety of a child or vulnerable adult or the public interest means that information should be shared without consent (ref 8.3)

- When information is shared by email, wherever possible, emails and attachments should be encrypted (or password protected where not possible). If emails and attachments are sent that are not encrypted, they should not include names or other identifiable features of individuals. Identifiable information should be shared only in person or by phone (ref 8.6).

- When information is shared by post, a double envelope protocol should be adopted with the sensitive information contained in a second envelope clearly marked as confidential, which is placed in an outer envelope that should not be classified in any way (ref 8.7).

Responsibility: Designated Officer for Safeguarding

9.7.4. The Designated Officer for Safeguarding shares information about any allegation or concern with the Diocesan Safeguarding Adviser(s) in the diocese in which the alleged abuser and any alleged victim(s) reside.

9.7.5. The All Saints Designated Officer for Safeguarding and the Diocesan Safeguarding Adviser(s) agree on who should take responsibility for liaison with the statutory agencies: police if criminal behaviour; and with the LADO of Children’s Services, or equivalent senior manager in Adult Services, following the protocols laid out in Appendix 3 of this Policy.

9.7.6. The Designated Officer for Safeguarding reports all safeguarding information about abuse, and the response made, to the Governing Body Safeguarding Representative.
9.7.7. The Designated Officer for Safeguarding shares information with any relevant Diocesan or Church of England Safeguarding Adviser following these protocols:

- For a member of staff employed directly by All Saints, this includes the Diocese in which All Saints’ Course Office is located and may also include any diocese in which the staff member lives and/or holds a Bishop’s licence or Permission to Officiate.
- For a Director of Studies, Module Tutor, Placement Supervisor or Chaplain this includes their sponsoring Diocese.
- For a student sponsored for ministerial training, this includes the Diocese or any agency sponsoring the student.
- For an independent student, this includes both the Diocese in which All Saints’ Course Office is located and may also include the Diocese in which the student resides.
- The Church of England National Safeguarding Team may be informed, where this is appropriate.

9.7.8. All information sharing should follow the general guidelines detailed in Section 8 above.

Responsibility: Governing Body

9.7.9. The Chair of the Academic Committee (or other Trustee appointed by the Chair of Trustees, if appropriate) is the member of the Governing Body responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against All Saints’ Principal.

Responsibility: Diocesan Principal Contact and Diocesan Safeguarding Adviser in all partner dioceses

9.7.10. When a sponsoring diocese takes the lead role in initiating safeguarding investigations relating to a student or staff member at All Saints, both the Diocesan Principal Contact and the Diocesan Safeguarding Adviser should inform the All Saints Designated Officer for Safeguarding of all relevant information in writing. This includes when a staff member or student is suspended from their involvement in ministerial training or informally asked to step back from their involvement in ministerial training, or when they are referred to a statutory authority.

9.7.11. When an allegation or concern relating to or involving a student or staff member at All Saints is reported to either the Diocesan Principal Contact or the Diocesan Safeguarding Adviser, in addition to following the procedures of their diocese, that person should contact the All Saints Designated Officer for Safeguarding to ensure that information about the allegation or concern is appropriately shared and any appropriate action is co-ordinated between the diocese and All Saints. Information should be shared during key stages of any investigation.

9.7.12. Information sharing should follow the general guidance detailed in Section 8 above.

9.7.13. Details of when All Saints takes the lead role in addressing a safeguarding allegation or concern and when the lead role passes to a partner diocese are laid out in Appendix 3.
9.8. Accessing Safeguarding Records (ref 8.5.2)

Responsibility: Designated Officer for Safeguarding/Principal/Governing Body

9.8.1. Safeguarding records are stored in a locked metal filing cabinet in the Designated Officer for Safeguarding’s Office. Records are indexed, but each case file is also contained in a sealed envelope, as this cabinet is also used by the Officer for storage of other records. Under normal circumstances, only the Designated Officer for Safeguarding has access to this cabinet.

9.8.2. The key to this cabinet is locked in a secondary location within the Designated Officer’s Office, and this location is known by the Principal and the Course Administrator.

9.8.3. Should any safeguarding records need to be accessed by the Deputy Designated Officer, or, in the absence of both the Designated Officer and her/his Deputy, by another person temporarily nominated by the Chair of Trustees to address safeguarding concerns/allegations, the following protocol should be followed:

- Files should only be accessed by a person other than the Designated Officer for Safeguarding or his/her Deputy when an urgent response is needed to a situation or request from an appropriate authority and both Officers will not be available to address the situation within a reasonable period of time.
- A request to access records should be made to the Principal, who will facilitate access both to the Office and the storage Cabinet.
- The file index reference of any file accessed should be recorded on the access sheet contained in the cabinet, together with the date and time of access and the name and signature of the person accessing the file.
- The Designated Officer for Safeguarding should be informed in writing as soon as possible that a file has been accessed.

9.9. Safer Recruitment (ref 7.6)

Responsibility: Principal/Sponsoring Dioceses

9.9.1. For staff: All Saints follows Church of England policy and the practice of any sponsoring Diocese in recruitment of staff. Where a staff member is required to hold a DBS disclosure, All Saints follows the guidance contained in the Church of England guidance [Safer recruitment practice guidance (2016)] that disclosures are valid for five years, after which the staff member must seek a further disclosure or stand down from any regulated activity at All Saints.

9.9.2. For staff employed directly by All Saints in roles defined as regulated activity, this includes references and interviews undertaken by All Saints, a confidential declaration, and criminal checks with the DBS undertaken by Thirtyone:eight on behalf of All Saints. All Saints’ policy statement on the recruitment of ex-offenders is included in this policy as Appendix 12.

9.9.3. For staff employed or recommended by partner dioceses for work with All Saints, this includes references and interviews undertaken by All Saints and criminal checks with the DBS undertaken by the partner diocese. Partner dioceses will be required to certify to All Saints that potential staff members have received a satisfactory DBS enhanced disclosure before they can be appointed to All Saints.
Responsibility: Principal/Diocesan Directors of Ordinands

9.9.4. *For students:* All Saints works with the sponsoring diocese to ensure that all students have been recruited safely, including a criminal check with the DBS undertaken by the sponsoring diocese. The sponsoring diocese will be required to certify to All Saints that a student has received a satisfactory DBS enhanced disclosure before they can commence their studies at All Saints.

9.9.5. All independent students will be asked to attend an interview and references will be taken up. Those who will be involved in regulated activity will also be required to make a confidential declaration, and to undergo a criminal check undertaken by Thirtyone:eight on behalf of All Saints, for which a charge may be made. All Saints’ policy statement on the recruitment of ex-offenders is included in this policy as Appendix 12.

*NB Occasional or short term students do not need a criminal check unless they are involved in regulated activity. They will, however, still require an interview and references to be taken up.*\(^{14}\)

Responsibility: Designated Officer for Safeguarding/Principal

9.9.6. Guests who will be staying overnight at residential schools are to complete the All Saints Safeguarding Self-Declaration Form, and be required to sign a declaration to say that they have read and will abide by the All Saints Safeguarding Policy.

9.9.7. Guests who have not passed through the safer recruitment process should not be asked to supervise groups or be left alone with students at any time.

*NB Occasional guest tutors who are present at residential schools, day schools or other teaching sessions, but who are non-resident do not need to pass through the safer recruitment process, but they should always be accompanied by a member of All Saints staff whilst on teaching premises.*

9.10. **Competence for Role/Raising Concerns/Support (ref 7.7)**

Responsibility: Designated Officer for Safeguarding

9.10.1. All Saints’ safeguarding policy and procedures are available and accessible to all staff and students, as is required by their role. The appendices contain accessible flowcharts and summary information appropriate to different members of the All Saints Community.

Responsibility: Designated Officer for Safeguarding all staff and students

9.10.2. All staff and students know who to contact if they have a safeguarding concern.

Responsibility: Designated Officer for Safeguarding /occasional staff and volunteers

9.10.3. Occasional staff and volunteers who work with children or adults who are vulnerable are made aware of All Saints’ arrangements for safeguarding and their responsibilities.

9.11. **Training, Supervision, Induction, Review (ref 7.7)**

**For staff:**

**Responsibility:** Course Management Team

9.11.1. All Saints’ 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.

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

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

**Responsibility:** Principal

9.11.4. Review of improvement in safeguarding practice forms part of staff ongoing appraisal. Appraisal should specifically refer to safeguarding where this is defined in a staff member’s role description.

**For students:**

**Responsibility:** Course Management Team

9.11.5. Safeguarding training forms a core part of All Saints’ curriculum for students.

9.11.6. Review of improvement in safeguarding practice forms part of student ongoing assessment for professional development.

9.12. **Responding to Serious Situations (ref 7.8, 7.9 and cross reference 7.4)**

**Responsibility:** Designated Officer for Safeguarding

9.12.1. Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers are in place and are followed. The procedures should be in line with Church of England policies and practice guidance, and where referrals are made to dioceses, they should follow the appropriate Diocesan policies and practice guidance.

9.12.2. Referral may be made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws or is withdrawn from training due to a safeguarding issue. This referral should be made by either the All Saints Designated Officer for Safeguarding or any appropriate Diocesan Safeguarding Adviser, and with appropriate consultation.

9.12.3. Referral is made to the Charity Commission, if appropriate, if a member of staff is removed or resigns from post, or a student withdraws or is withdrawn from training due to a safeguarding issue. The Designated Officer for Safeguarding should advise the Principal when referral seems appropriate, and the Principal undertakes the referral, if it is considered appropriate to do.
Appendix 1

Types of Abuse

Working Together to Safeguard Children 2018 defines abuse as:

**Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
b. protect a child from physical and emotional harm or danger
c. ensure adequate supervision (including the use of inadequate care-givers)
d. ensure access to appropriate medical care or treatment
It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

**Adult Protection**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in ‘No Secrets’ (Department of Health 2000) The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult’s wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating ‘safety’ measures that do not take account of individual well-being, as defined in Section 1 of the Care Act. Care Act - http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.
Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessitates of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

Whilst not in any statutory definitions:
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

The Designated Officer for Safeguarding need not be a teacher/lecturer but must have the status and authority within the All Saints’ 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 2014\textsuperscript{15} Annex B which provides a useful guide to TEIs in safeguarding arrangements.

Appendix 3
A: Responding to Safeguarding Allegations or Concerns involving a member of the Course Office Staff or an Independent Student

Information about a potential safeguarding situation is received by a person who becomes the referrer

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

Referrer within 24 hours informs Designated Officer for Safeguarding (DSO), who immediately notifies the All Saints Safeguarding Adviser (SA)

All Saints staff as required

DSO/SA inform as required:

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

Police

DSO/SA in consultation with or on advice of LADO/AST/police/relevant Diocesan Safeguarding Adviser, as required:

DSO advises All Saints Principal on suspension of alleged abuser/person who has given inappropriate advice (including University interruption of studies)

DSO/SA refers to Child or Adult Care Services, if not done

SA ensures immediate safety arrangements in place for victim(s) with no contact with abuser, and for others who are potentially vulnerable

SA ensures immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener

DSO/SA manage the ongoing process, and advise the Principal on

All Saints responsibilities

Ongoing contact with statutory agencies

Sharing information: insurance; Charity Commission; dioceses; C of E national team; employer other than All Saints; volunteering contexts.

Information and support for victim(s), abuser, All Saints staff and students, any relevant people in placement context

If there are court proceedings, All Saints’ staff or diocesan staff connected with All Saints should not provide character references, and should consider victim’s views before accompanying the person accused of abuse to court

At the conclusion of the investigation, whatever the outcome, DSO/SA advise on:

Risk assessment, disciplinary proceedings, initiation of grievance procedure

Referral of abuser or person giving advice to DBS for barring

An apology to victim(s) and ongoing support and costs

A complete All Saints’ record, and notification to dioceses and other relevant employer

Lessons learned and recommendations for changes in policy and practice
B: Responding to Safeguarding Allegations or Concerns involving a member of staff seconded from a partner diocese (employed or volunteer) or a sponsored student.

Information about a potential safeguarding situation is received by a person who becomes the referrer.

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done.

All Saints and Diocesan staff as required (DSO should inform the Diocesan Principal Contact [DPC])

Referrer within 24 hours informs Designated Officer for Safeguarding (DSO), who immediately notifies Diocesan Safeguarding Adviser (DSA) and All Saints Safeguarding Adviser (SA).

DSO/DSA inform as required:

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

DSO/DSA in consultation with or on advice of LADO/AST/police, as required:

- DSO/DSA consider the suspension of the alleged abuser/giver of inappropriate advice from involvement in training, then inform DSO. DSO then advises All Saints Principal on suspension from All Saints and any University.
- DSA/DPC ensure immediate safety arrangements in place for victim(s) with no contact with abuser, and for others who are potentially vulnerable.
- DSA/DPC ensure immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener.

DSA/DPC liaise with statutory organisations who may conduct an investigation.

DSA/DPC share information with DSO, and advise on:

- DSA ensures any consequential diocesan or parish issues are addressed.
- DSA/DPC maintain ongoing contact with statutory agencies.
- DSA/DPC/DSO agree wider information sharing: insurance; Charity Commission; other dioceses; national team; other relevant employers or volunteering contexts.
- DSA/DPC ensure information and support for victim(s), abuser, parish officers.

If there are court proceedings, All Saints’ staff or diocesan staff connected with All Saints should not provide character references, and should consider victim’s views before accompanying the person accused of abuse to court.

At the conclusion of the investigation, whatever the outcome, DPC/DSA/DSO advise on:

- DPC/DSA provide risk assessment and decide the continuing involvement in training of the abuser/advice giver, sharing documents with DSO...DSO advises the Principal in response about their involvement at All Saints.
- DSA to advise on Referral of abuser to DBS for barring and agree with DSO who will refer.
- DPC/DSA/DSO to advise diocese and All Saints jointly on an apology to victim(s) and ongoing support and costs, in consultation with diocesan staff and All Saints Governing Body/Advisers.
- DPC/DSA/DSO to advise jointly on complete All Saints and diocesan record.
- DPC/DSA/DSO to agree lessons learned and recommendations for changes in policy and practice.
Appendix 4:
Information for Directors of Studies Seconded from Partner Dioceses

Boundaries and Role Clarity

Directors of Studies have a dual role, with two different line management processes operating side by side. This is no less true when you raise a safeguarding allegation or concern or when one is reported to you.

In practical terms both line management processes need to be followed in reporting a safeguarding allegation or concern, and if you are involved in undertaking any investigation or advising your Diocese about courses of action to be taken, you also need to be clear in which capacity you are acting at any time, and ensure that those you are working alongside are also clear. In safeguarding matters, at All Saints you report to the Designated Officer for Safeguarding.

In general terms, you cannot speak for All Saints in a safeguarding situation. So if you are contacting a student about whom a concern has been raised to ask that person to temporarily step back, you are asking them as a Diocesan Officer of their sponsoring diocese to step back from training. Their involvement with All Saints at that point would be decided by the Principal and communicated to them either by the Principal or by the Designated Officer for Safeguarding. Similarly a formal suspension or a withdrawal from the Course needs to involve two separate decisions, one taken first by the Diocese which is a suspension or withdrawal of sponsorship for training for ministry, and a second decision which is a suspension or withdrawal from All Saints.

Appendix 3 contains the master flowcharts to be followed by the Designated Officer for Safeguarding. You will see in Appendix 3B that a division of responsibilities between the sponsoring diocese and All Saints has been specified. The reason for this is that an organization like All Saints, which partners with seven dioceses, is inherently complex and each partner diocese will have its own policies and procedures for safeguarding. The simplest way to be sure that policies and procedures have been followed correctly is to specify who has responsibility for which part of the overall process for addressing safeguarding allegations and concerns.

A flowchart of Directors of Studies’ responsibilities for initial reporting and summary of the process thereafter is on the next page.
You witness or receive information about a potential safeguarding situation. You now become the referrer. [the chart below includes summary information – for detail of each stage after initial referral see Appendix 3]

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

Referrer within 24 hours informs All Saints’ Designated Officer for Safeguarding (DSO). **Referrer takes no further action on behalf of All Saints.** DSO takes any further action and liaises with Diocesan Safeguarding Adviser(s) (DSA), Diocesan Principal Contact(s) (DPC), and/or All Saints Safeguarding Adviser (SA). DSO also informs any other All Saints staff, as necessary.

Referrer informs diocesan line management and/or other diocesan personnel as specified in the policies and procedures of their sponsoring diocese.

Any further action taken by the referrer at the request of their diocesan line management is taken as a Diocesan Officer only.

The DSA/DPC for the diocese and the DSO for All Saints advise the two organisations on:

- Suspension of the alleged abuser/giver of inappropriate advice from involvement in training, from All Saints and from any University.
- Referrals to Child or Adult Care Services, the LADO or AST, and/or police if appropriate
- Ensuring immediate safety arrangements in place for victim(s) with no contact with abuser, and for others who are potentially vulnerable
- Ensuring immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener

An investigation begins. DSA/DPC and the DSO advise the two organisations on:

- Consequential diocesan or parish issues
- Maintaining ongoing contact with statutory agencies
- Wider information sharing: insurance; Charity Commission; other dioceses; national team; other relevant employers or volunteering contexts.
- Ensuring information and support for victim(s), abuser, parish officers, and other staff and students within All Saints

If there are court proceedings, All Saints’ staff or diocesan staff connected with All Saints should not provide character references, and should consider victim’s views before accompanying the person accused of abuse to court.

At the conclusion of the investigation, whatever the outcome, DPC/DSA/DSO advise on:

- Provision of risk assessment and decision about the continuing involvement of the abuser/advice giver in training, All Saints and any partner University
- Referral to DBS for barring and any wider reporting necessary
- An apology to victim(s) and ongoing support and costs
- Completion of All Saints and diocesan record
- Lessons to be learned and recommendations for changes in policy and practice
Appendix 5:
Information for Module Tutors Recommended by Partner Dioceses

Boundaries and Role Clarity

Many module tutors come to All Saints as volunteers whose employment or voluntary role in ministry is with a partner diocese or other organisation. All module tutors are recommended to All Saints by a partner diocese, and so in that sense are seconded to All Saints from that diocese. This can lead to some confusion about boundaries and processes if you witness a potential safeguarding situation whilst tutoring for All Saints, or a safeguarding allegation or concern is reported to you about or by one of our staff or students.

In practical terms the basic rule of thumb is that when you are acting as a tutor for All Saints, you need to follow All Saints’ safeguarding policy and procedures. Similarly, if a safeguarding allegation or concern is reported to you about or by one of our staff or students at any other time, you need to report this to All Saints.

In safeguarding matters, at All Saints you report to the Designated Officer for Safeguarding.

The Designated Officer for Safeguarding will let you know when you report the allegation or concern if you need to also report this to someone in your diocese or organisation.

Some module tutors also act as placement supervisors. The reporting process for placement supervisors is slightly different, and so you need to be absolutely clear in which capacity you are acting at the time you witness a potential safeguarding issue or the allegation or concern is reported to you. The protocol for placement supervisors is in Appendix 6. If you are in any doubt, report to the All Saints’ Designated Officer for Safeguarding in the first instance, and discuss your capacity with that Officer.

Some module tutors are also Directors of Studies. You should always follow the reporting protocol for Directors of Studies. Others are Course Office staff, who should always report directly to the Designated Officer for Safeguarding.

Appendix 3 contains the master flowcharts to be followed by the Designated Officer for Safeguarding. You will see in Appendix 3B that a division of responsibilities between the sponsoring diocese and All Saints has been specified. The reason for this is that an organization like All Saints, which partners with seven dioceses, is inherently complex and each partner diocese will have its own policies and procedures for safeguarding.

The flowchart on the next page covers initial reporting protocols for Module Tutors and a summary of the process thereafter.
Flowchart for Module Tutors Reporting Safeguarding Allegations and Concerns

You witness or receive information about a potential safeguarding situation. You now become the referrer. [the chart below includes summary information – for detail of each stage after initial referral see Appendix 3]

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

Don’t be afraid to challenge inappropriate behaviours in the classroom, or take other action if this is needed to ensure the immediate safety of your students, other staff and yourself. Any action taken should be both lawful and a proportionate response to the risk, as you judge it, and should be recorded.

Referrer within 24 hours informs All Saints’ Designated Officer for Safeguarding (DSO). DSO takes any further action needed and liaises with Diocesan Safeguarding Adviser(s) (DSA), Diocesan Principal Contact(s) (DPC), and/or All Saints Safeguarding Adviser (SA). DSO also informs any other All Saints staff, as necessary.

Don’t be afraid to challenge inappropriate behaviours in the classroom, or take other action if this is needed to ensure the immediate safety of your students, other staff and yourself. Any action taken should be both lawful and a proportionate response to the risk, as you judge it, and should be recorded.

The DSA/DPC for the diocese and the DSO for All Saints advise the two organisations on:

- Suspension of the alleged abuser/giver of inappropriate advice from involvement in training, from All Saints and from any University.
- Referrals to Child or Adult Care Services, the LADO or AST, and/or police if appropriate
- Ensuring immediate safety arrangements in place for victim(s) with no contact with abuser, and for others who are potentially vulnerable
- Ensuring immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener

An investigation begins. DSA/DPC and the DSO advise the two organisations on:

- Consequential diocesan or parish issues
- Maintaining ongoing contact with statutory agencies
- Wider information sharing: insurance; Charity Commission; other dioceses; national team; other relevant employers or volunteering contexts.
- Ensuring information and support for victim(s), abuser, parish officers, and other staff and students within All Saints

If there are court proceedings, All Saints’ staff or diocesan staff connected with All Saints should not provide character references, and should consider victim’s views before accompanying the person accused of abuse to court.

At the conclusion of the investigation, whatever the outcome, DPC/DSA/DSO advise on:

- Provision of risk assessment and decision about the continuing involvement of the abuser/advice giver in training, All Saints and any partner University
- Referral to DBS for barring and any wider reporting necessary.
- An apology to victim(s) and ongoing support and costs
- Completion of All Saints and diocesan record
- Lessons to be learned and recommendations for changes in policy and practice
Appendix 6:  
Information for Placement Supervisors Recommended by Partner Dioceses

Boundaries and Role Clarity

Placement Supervisors inherently have at least two roles: first, their role in their context; secondly, their role as a supervisor working with All Saints supervising one of our students. Some may have additional roles within or outside a diocese. This can lead to confusion about boundaries and reporting protocols when they witness a potential safeguarding situation involving a student or staff member from All Saints, or an allegation or concern is raised by or about one of our students or staff members, especially if that person and the supervisor are within their ‘home’ church.

In practical terms, the basic rule of thumb is that if you witness a potential safeguarding situation involving a student or staff member from All Saints, or an allegation or concern is raised by or about one of our students or staff members, you need to report that to both to the Designated Officer for Safeguarding at All Saints and to any appropriate personnel specified in the safeguarding policies and procedures of your diocese or other placement context.

Some placement supervisors also act as module tutors. The reporting process for module tutors is slightly different, and so you need to be absolutely clear in which capacity you are acting at the time you witness a potential safeguarding issue or the allegation or concern is reported to you. The protocol for module tutors is in Appendix 5. If you are in any doubt, report to the All Saints’ Designated Officer for Safeguarding in the first instance, and discuss your capacity with that Officer.

Appendix 3 contains the master flowcharts to be followed by the Designated Officer for Safeguarding. You will see in Appendix 3B that a division of responsibilities between the sponsoring diocese and All Saints has been specified. The reason for this is that an organization like All Saints, which partners with seven dioceses, is inherently complex and each partner diocese will have its own policies and procedures for safeguarding.

The flowchart on the next page covers initial reporting protocols for Placement Supervisors and a summary of the process thereafter.
Flowchart for Placement Supervisors Reporting Safeguarding Allegations and Concerns

You witness or receive information about a potential safeguarding situation. You now become the referrer.

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

Referrer within 24 hours informs All Saints’ Designated Officer for Safeguarding (DSO). DSO takes any further action and liaises with relevant Safeguarding Advisers and the Diocesan Principal Contact in the case of sponsored students/staff. DSO also informs any other All Saints staff, as necessary.

Referrer also follows reporting protocols in their diocese and/or other placement context.

Any further action taken by the referrer is taken only on behalf of their diocese or other placement context, not on behalf of All Saints.

The DSA/DPC for the diocese, the DSO for All Saints and any other placement context Safeguarding Adviser advise their organisations on:

Suspension of the alleged abuser/giver of inappropriate advice from involvement in training, from All Saints and from any University.

Referrals to Child or Adult Care Services, the LADO or AST, and/or police if appropriate

Ensuring immediate safety arrangements in place for victim(s) with no contact with abuser, and for others who are potentially vulnerable

Ensuring immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener

An investigation begins. DSA/DPC/DSO and other placement context advisers advise their organisations on:

Consequential issues for their organisation

Maintaining ongoing contact with statutory agencies

Wider information sharing: insurance; Charity Commission; other dioceses; national team; other relevant employers or volunteering contexts.

Ensuring information and support for victim(s), abuser, parish officers, and other staff and students within All Saints

If there are court proceedings, All Saints’ staff or diocesan staff connected with All Saints should not provide character references, and should consider victim’s views before accompanying the person accused of abuse to court.

At the conclusion of the investigation, whatever the outcome, DPC/DSA/DSO/other placement context advisor advise on:

Provision of risk assessment and decision about the continuing involvement of the abuser/advice giver in training, All Saints and any partner University

Referral to DBS for barring and any wider reporting necessary.

An apology to victim(s) and ongoing support and costs

Completion of All Saints and diocesan/other context record s

Lessons to be learned and recommendations for changes in policy and practice
Appendix 7: Information for Students

The Duty to Report

Every member of the All Saints Community has a duty to report any situation in which vulnerable people may be at risk of harm. This includes situations where we might not be absolutely sure that there is a safeguarding risk. Please do not ignore safeguarding concerns that arise in contexts where you might not immediately expect them, for example during teaching sessions, or assume that because there is a staff member in the room they have seen or heard the same things you have.

As a rule of thumb it is always better to over report than under report and you will not be considered as having over reacted should you raise a concern and it is then subsequently established that there is no safeguarding issue. You will be considered to have acted out of concern and in good faith.

Who Should I Report Concerns To?

Who you report to depends on the context in which you see something of concern or have something reported to you. The flowchart on the next page shows clearly who to go to, but here is a summary:

If you are in a teaching session or on a residential: you report your concern to your module tutor or the convenor of the residential. That person will then refer the concern on to the Designated Officer for Safeguarding at All Saints.

If you are on placement: if there is an immediate risk to an adult or a child, always contact the emergency services via 999. If there is no immediate risk, then tell your placement supervisor as soon as possible and always within 24 hours. Your supervisor will then tell the All Saints Designated Officer for Safeguarding and follow the procedure of their diocese.

If something comes up in another context but still involves All Saints staff or students: if there is an immediate risk to an adult or a child, always contact the emergency services via 999. If there is no immediate risk, then contact the All Saints Designated Officer for Safeguarding within 24 hours. If that person is unavailable, contact their Deputy, and if that person is also unavailable tell your Director of Studies.

Theological Comment

Some people mistakenly think that safeguarding procedures are an example of law winning out over grace, or they are unscriptural, particularly in view of the guidance St Paul offers to the church at Corinth about resolving disputes in 1 Corinthians 6.

Much has been written about theological approaches to safeguarding, and there are some key resources that are worth reading to remind ourselves that keeping all God’s people safe from harm is not an empty legalistic gesture, but is actually full of the rich outpouring of God’s love for humankind. In other words, caring for each other, most especially the most vulnerable members of society, is a non-negotiable part of the ‘value and dignity which comes directly from the creation of male and female in God’s own likeness and image’.16

16 Protecting All God’s Children s.1.6
Some useful resources to help us think theologically about safeguarding are here:

Sections 1.6 to 1.16 of the Church of England policy Protecting All God’s Children (2010)
Section 1.2 of the Church of England policy ‘Responding to Domestic Abuse’ (2006)
Section 1.4 of the Church of England policy ‘Promoting a Safe Church’ (2006)
Section 3 of the Church of England policy ‘Responding Well to Those Who Have Been Sexually Abused’ (2011)

Theological texts

- *Forgiveness & Reconciliation in the Aftermath of Abuse (2017)* - House of Bishops commended document from Faith and Order Commission

Both of these documents are available to purchase through Church House Publishing
Appendix 7
Flowchart for Students Reporting Safeguarding Allegations and Concerns

You witness or receive information about a potential safeguarding situation. You now become the referrer.

[the chart below includes summary information – for detail of each stage after initial referral see Appendix 3]

Where did you see this/where was it reported to you?

All Saints teaching room/residential

Tell your module tutor immediately, or the convenor of the residential

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

The person you have told will speak with the All Saints Designated Officer for Safeguarding, who will then liaise with any appropriate Diocesan Safeguarding Adviser(s), the Statutory Authorities, and anybody else who needs to know.

An investigation will begin, but you should not attempt to investigate.

Confidentiality is important so please tell nobody else about the situation. This includes other All Saints staff and students.

On placement

Tell your supervisor as soon as possible, and always within 24 hours

During the investigation any person alleged to have abused somebody else or to have put people at risk through their actions or advice may be suspended from their involvement in All Saints and their University studies (if appropriate). Any suspension is a neutral action and does not assume guilt of any kind.

In another context but it involves All Saints staff/students

If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done

Within 24 hours tell the All Saints Designated Officer for Safeguarding

Once the investigation has been completed, consideration will be given to the abuser/advice giver’s continuing involvement at All Saints, their continuance in training and/or licensed or ordained ministry, and further action may be taken under this safeguarding policy, any Diocesan or University policy or procedure and/or the All Saints Grievance Procedure.

This may include referral to any appropriate statutory agency.
Appendices 8-11 to be inserted once the policy has been finalized
Appendix 12

Statement on the Recruitment of Ex-Offenders

As an organization assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS) on its behalf by CCPAS, a registered body for this purpose, the All Saints Centre for Mission and Ministry complies fully with the DBS Code of Practice and undertakes to treat all applications for positions fairly. All Saints undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

All Saints can only ask an individual to provide details of convictions and cautions that All Saints are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), All Saints can only ask an individual about convictions and cautions that are not protected.

All Saints is committed to the fair treatment of its staff and students regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

All Saints has a written policy on the recruitment of ex-offenders which is made available to all DBS applicants at the outset of the recruitment process. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the staff or student role concerned. For those roles where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered a staff position with All Saints or being admitted as an independent student.

All Saints ensures that those involved in the recruitment process have access to appropriate confidential, professional, advice in identifying and assessing the relevance and circumstances of offences.

At interview, or in a separate discussion, All Saints ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the role of a staff member or independent student. Failure to reveal information that is directly relevant could lead to withdrawal of an offer of employment or admission to All Saints as a student.

All Saints makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request. All Saints undertakes to discuss any matter revealed on a DBS certificate with the individual before withdrawing a conditional offer of employment or conditional admission as an independent student.

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17 This policy statement is based on the DBS Sample Policy Statement on the Recruitment of Ex-Offenders