



Safeguarding Children, Young People and Adults who are Vulnerable Policy Statement

Lindisfarne College of Theology (LCT) recognises its responsibility in the prevention of abuse of children, young people and vulnerable adults. It is committed to the provision of a safe and secure environment for children, young people and vulnerable adults with whom it has contact.

Although there are few occasions when LCT has direct responsibility for the care and protection of children, young people and vulnerable adults it recognises that at times through its work there will be contact with them and that as such it has a duty of care.

Overview of this document

Section 1	Important contact details
Section 2	Safeguarding is everybody's business
Section 3	Definitions
Section 4	Government National Policy Guidance
Section 5	Church of England National Policy Guidance
Section 6	Duties of Faith Organisations
Section 7	Statutory safeguarding requirements
Section 8	Implementation of statutory safeguarding requirements as set out in section 7
Appendix 1	Types of Abuse
Appendix 2	The designated officer for safeguarding: role description
Appendix 3	Responding to Serious Situations: flow chart
Appendix 4	Safeguarding Information Sheet

1. Important contact details

1.1 Safeguarding Officers (children and adults)

Lead Safeguarding Officer: Tiffany Conlin (Director of Contextual Learning)

Email: tiffany.conlin@lindisfarnect.org

Deputy Safeguarding Officer: Richard Briggs (Principal)

Email: richard.briggs@lindisfarnect.org

Governance Safeguarding Representative: Sue McCormack (Trustee)

1.2 Contact details for the local Social Care

Name of Authority: North Tyneside Council

Children's Services: Front Door Service

Telephone (office hours): 0345 2000 109

Telephone (emergencies out of office hours): 0345 2000 109

Adult Services: Adult Social Care Gateway Team Telephone (office hours): 0191 643 2777

Telephone (emergencies out of office hours): 0191 200 6800

1.3 Police

Emergencies: 999

Non emergencies: 101

1.4 Relevant Diocesan Safeguarding Advisers:

Newcastle Diocese: Chris Elder (0191 270 4100)

Durham Diocese: Beth Miller (07968 034075)

2. Safeguarding is everyone's business

The Church of England works in partnership with other Christian Churches and agencies in delivering safeguarding. The Church of England policy statement offers six overarching commitments, which LCT also subscribes to.

- 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.

In particular, LCT aims to:

- 2.1 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.
- 2.2 Ensure safeguarding is everybody's business, with this institution playing its part in preventing, detecting and reporting neglect and abuse.
- 2.3 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 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. Government National Policy Guidance

This policy statement follows requirements from the following Government Guidance:

- 4.1 *Working Together to Safeguard Children*, A guide to inter-agency working to safeguard and promote the welfare of children (HM Government, 2015)
- 4.2 *Statement of Government Policy On Adult Safeguarding* (Department of Health, 2011)
- 4.3 *Keeping Children Safe in Education* (Department for Education, 2014)

5. Church of England National Policy Guidance

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

- 5.1 *Promoting a Safer Church* (Safeguarding Policy Statement for children, young people and adults, 2017)
- 5.2 *Protecting All God's Children* (safeguarding policy for children and young people, 4th edition, 2010)
- 5.3 *Promoting a Safe Church* (Safeguarding policy for adults, 2006)
- 5.4 *Responding well to Domestic Abuse* (2017)
- 5.5 *Responding well to those who have been sexually abused* (2011)

5.6 *Responding to serious safeguarding situations (2015)*

5.7 *Safer Recruitment (2016)*

6. Duties of Faith Organisations

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. Statutory safeguarding requirements for all vulnerable people (children and adults)

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

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

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 fulfill 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.

- Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.
- Staff should be given a mandatory induction (a single 2-hour session offering an overview of safeguarding policies and procedures), 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.
- All staff should have regular reviews of their own practice to ensure they improve over time.
- All core teaching staff and the Boards Safeguarding representative should complete the appropriate CofE safeguarding training. This needs to be repeated every 3 years.

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:

- 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.

7.9 In addition:

- 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.
- 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.
- 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 the implementation of these requirements are set out in section 8.

8. Implementation of statutory safeguarding requirement as set out in section 7

LCT follows the detailed guidance and procedures of the Dioceses of Durham and Newcastle. The Diocesan Safeguarding Advisers can be contacted for advice on putting arrangements in place and information about policy and practice. LCT 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 LCT which demonstrate how the arrangement is being implemented, and to note the date for review.

8.1 Procedures for activities (ref 7.1)

Responsibility: Designated Officer for Safeguarding (staff) and Safeguarding Representative (Board)

1. Procedures are in place for activities for children, adults and mixed age within the LCT community (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).
2. 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 diocesan procedures.
3. Diocesan safeguarding policies, procedures and guidance are held by the Designated Officer for Safeguarding and Safeguarding Representative, and details of Lindisfarne CT procedures reflect the requirements.
4. The Designated Officer for Safeguarding (staff) is in contact with the Diocesan Safeguarding Adviser.

8.2 Designated Officers for Safeguarding (ref 7.2, 7.5)

Responsibility: Board of Trustees

1. Senior members of LCT's leadership team are appointed as Designated Officer and Deputy Designated Officer for Safeguarding, and the Board Safeguarding Representative appointed by that Body, to ensure procedures are in place for dealing with safeguarding issues.
2. Safeguarding roles are defined in the job descriptions of Designated and Deputy Designated Officers.
3. Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for Designated Officer and Deputy Designated Officer for Safeguarding, and Board Safeguarding Representative.

8.3 Culture of listening to children and adults (ref 7.3)

Responsibility: All Staff

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

Responsibility: Designated Officer for Safeguarding (staff)

Independent authorised listeners, appointed by the Dioceses, are made available through the Diocesan Safeguarding Advisers to adults reporting abuse.

Responsibility: Board of Trustees

Taking into account the views of children and adults affected, the Board of Trustees:

- 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 LCT's safeguarding policies and procedures annually.

8.4 Information sharing (ref 7.4, 7.9)

Responsibility: All staff

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

Responsibility: Designated Officer for Safeguarding (staff)

1. 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.
2. The Designated Officer for Safeguarding (staff) reports all safeguarding information about abuse, and the response made, to the Board Safeguarding Representative.
3. In responding to serious situations, 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 Dioceses of Durham and Newcastle where LCT delivers services; for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with LCT.

Responsibility: Board of Trustees

The Board of Trustees Safeguarding Representative is responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Principal.

8.5 Safer recruitment (ref 7.6)

In all cases, DBS checks must be dated within the last three years.

Responsibility: Designated Officer for Safeguarding (staff)/Human Resources

For staff: LCT follows Church of England and Diocesan practice in recruitment of staff, including references, interviews and criminal checks with the DBS.

For students:

All non-sponsored students who are not in active ministry will have a basic DBS check arranged by LCT. Those who are involved in placements and/or mission projects will require an enhanced check for these activities depending on the particular context.

Students will only begin work in an external context arranged as part of a module when the result of the DBS check confirms the student is cleared for placement or mission project activity.

All non-sponsored students in active ministry will require a DBS check arranged by their diocese.

Responsibility: Human Resources/Diocesan Directors of Ordinands/Wardens of Readers

For students: LCT works with the sponsoring diocese to ensure that all students have been recruited safely, including a DBS check as they commence studying with LCT.

DBS checks for sponsored students participating in continuing studies (curates, Readers post licensing) will be the responsibility of the sponsoring diocese.

8.6 Competence for role/raising concerns/support (ref 7.7)

Responsibility: Designated Officer for Safeguarding (staff)

LCT'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: Designated Officer for Safeguarding (staff)/all staff and students/users

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

Responsibility: Designated Officer for Safeguarding (staff) /temporary staff and volunteers

Temporary staff and volunteers who work with children or adults who are vulnerable are made aware of LCT's arrangements for safeguarding and their responsibilities.

8.7 Training, supervision, induction, review (ref 7.7)

For staff:

Responsibility: Designated Officer for Safeguarding (staff)/Human Resources/Staff training

1. 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.
2. Introduction to safeguarding policies and procedures is included in staff induction programmes.
3. Review of improvement in safeguarding practice forms part of staff ongoing appraisal.

For students:

Responsibility: Designated Officer for Safeguarding (staff)/Curriculum planners

1. Safeguarding training forms a core part of LCT's curriculum for students.
2. Review of improvement in safeguarding practice forms part of student ongoing assessment.

8.8 Responding to serious situations (ref 7.8, 7.9 and cross reference 7.4)

Responsibility: Designated Officer for Safeguarding (staff)

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

Appendix 1

Types of abuse

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. For more details see Church of England online training module C0

1. Physical Abuse

Physical abuse is the non-accidental infliction of physical force, which results in pain, injury or impairment. It 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. Child sexual exploitation involves the manipulation and/or coercion of young people into sexual activity in exchange for things such as money, gifts, accommodation, affection or status.

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. It can be intentional or unintentional and includes acts of omission.

4. Emotional or psychological abuse

This is 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 when an organisation's priorities, policies and practices are more important than individual's needs and wishes. It includes a failure to ensure that the necessary standards are in place to protect vulnerable adults and maintain good standards of care according to individual choice.

6. Discriminatory Abuse

This includes racist and sexist abuse, and abuse based on a person's disability, sexual orientation, and other forms of harassment, slurs or similar treatment. It exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups.

7. Financial / Material Abuse

Financial or material abuse is the denial of access of the individual to money, property, possessions, valuables or inheritance, or the improper or unauthorized use of funds via omission, exploitation or extortion through threats. It can include 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 Abuse

Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behavior, violence or abuse between those aged 16 and over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can be (but is not limited to) physical, sexual, psychological, emotional or financial. Domestic abuse can include forced marriage and so-called 'honour crimes'.

9. Spiritual Abuse

This is not a category of abuse recognised in statutory guidance, but it is of concern both within and outside faith communities including the Church. Spiritual abuse is the inappropriate use of religious belief or practice. It can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, or the denial of the right to faith or the opportunity to grow in the knowledge and love of God.

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 LCT 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:

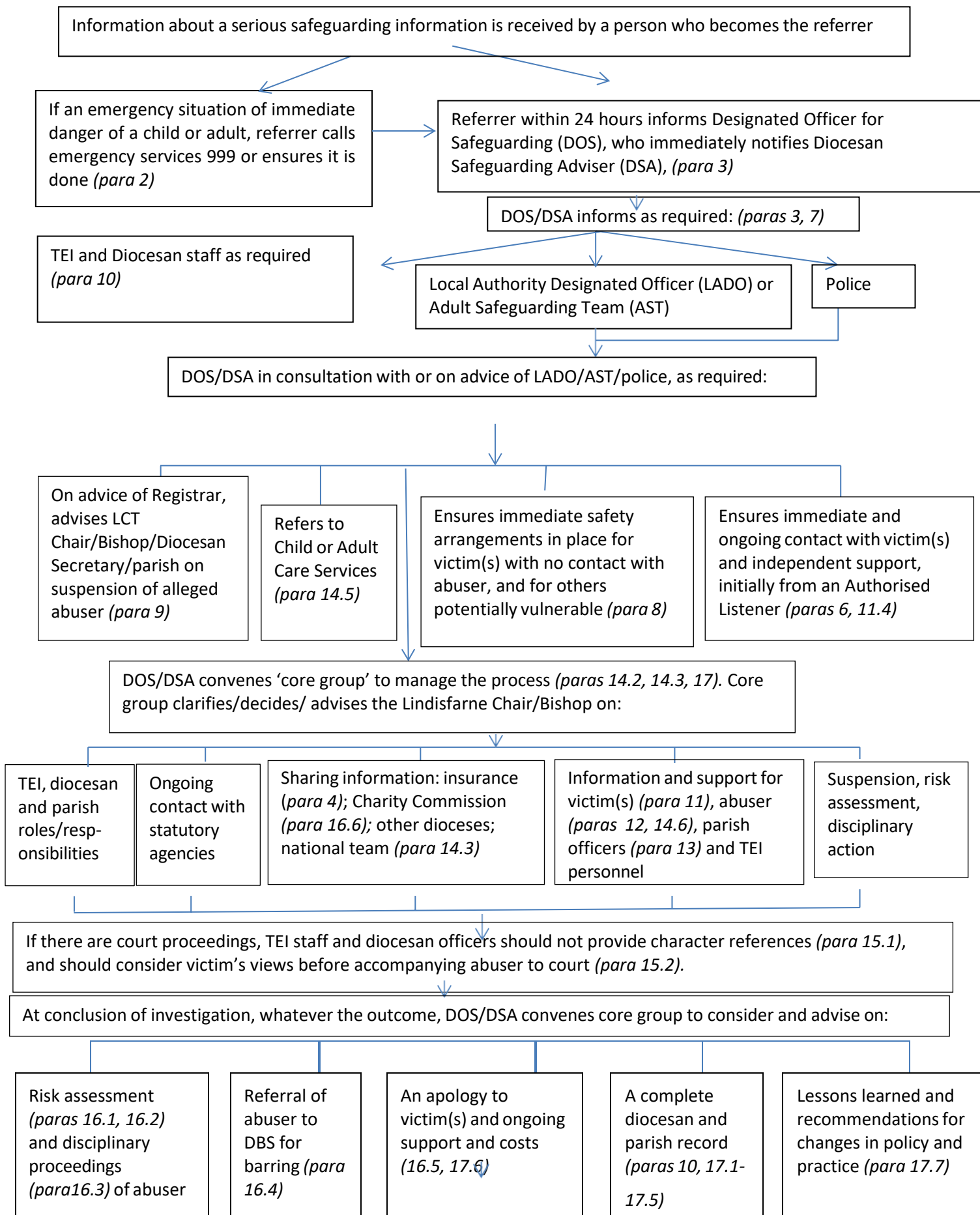
- Making referrals to the statutory authorities, the Disclosure and Barring Service and supporting people involved in the process
- Training
- Raising awareness.

These are detailed in *Keeping Children Safe in Education* (Department for Education, 2014, Annex B) which provides a useful guide to TEIs in safeguarding arrangements.

The LCT Designated Officer for Safeguarding and the Administrator are authorized on behalf of LCT as verifiers for the purposes of carrying out online or paper Disclosure and Barring Scheme (DBS) checks via Church Agency for Safeguarding (CAS).

RESPONDING TO SERIOUS SITUATIONS FLOW CHART

(references refer to C of E 'Responding to Serious Safeguarding Concerns' 2015)



Safeguarding Information



Safeguarding Officers (children and adults)

Lead Safeguarding Officer:

Tiffany Conlin: tiffany.conlin@lindisfarnect.org

Deputy Safeguarding Officer:

Richard Briggs: richard.briggs@lindisfarnect.org

Governance Safeguarding Representative:

Sue McCormack

Police

Emergencies: 999

Non emergencies: 101

Contact details for the local Social Care

Name of Authority: North Tyneside Council

Children's Services: Front Door Service

Telephone (office hours): 0345 2000 109

Telephone (emergencies out of office hours): 0345 2000 109

Adult Services: Adult Social Care Gateway Team

Telephone (office hours): 0191 643 2777

Telephone (emergencies out of office hours): 0191 200 6800

What to do if ...

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

1. In an emergency, respond immediately.
2. Inform the Designated Officer for Safeguarding.
3. Decide together whether to seek advice or to make an immediate referral to police or care services
4. Keep a record of what happened, your concerns and your actions.
5. Only tell others who need to know.

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

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

Things to remember:

- ❖ Treat everyone with respect, setting a positive example for others.
- ❖ Respect personal space and privacy.
- ❖ Ensure any actions cannot be misrepresented by someone else.
- ❖ Challenge unacceptable behaviour.
- ❖ Do not put anyone, including yourself, in a vulnerable or compromising situation.
- ❖ Do not have inappropriate physical or verbal contact with others.
- ❖ You must not keep allegations or suspected abuse secret.