

WESTCOTT HOUSE

Safeguarding children, young
people and adults who are
vulnerable

Policy Statement

Updated December 2021
Due to be ratified by the Governing Body December 2021

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Section 1: Important Contact Details

1.1 The Name of the Westcott House Designated Lead for Safeguarding (children and adults) is:

The Revd Dr Naomi Wormell
01638 730857
naw1002@cam.ac.uk

1.2 The name of the Westcott House Deputy Designated Lead for Safeguarding (children and adults) is:

Mrs Emma Jeeves
01223 272972
e.jeeves@westcott.cam.ac.uk

1.3 The contact details for the local Social Care Services:

Name of Authority: Cambridgeshire County Council

Children's Services:

Telephone (office hours): 0345 045 5203

Telephone (emergencies out of office hours): 01733 234724

Adult Services:

Telephone (office hours): 0345 045 5202

Telephone (emergencies out of office hours): 01733 234724

1.4 Police:

Emergencies: 999

Non emergencies: 101

1.5 The names of the relevant Diocesan Safeguarding Advisers are:

Diocesan Safeguarding Adviser – Rebecca Boswell

01353 652731 07904 487912 rebecca.boswell@elydiocese.org

Diocesan Safeguarding Officer – Sarah King

01353 652735 sarah.king@elydiocese.org

Diocesan Safeguarding Adviser (part-time) – Sharon Gage

01353 652706 07507 741295 sharon.gage@elydiocese.org

Assistant Diocesan Safeguarding Adviser: (part-time) - Lisa Pearson

01353 652738 07990581267 lisa.pearson@elydiocese.org

Diocesan Safeguarding Administrative Support - DBS Checks – Jackie Williamson (part time)

01353 652721 safeguardingadmin@elydiocese.org

Duty phone (emergencies) 01353 652747

Section 2: Safeguarding is Everyone's Business

The Church of England and the Methodist Church work in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so the Churches subscribe to the following principles, which, in partnership, Westcott House also subscribes to.

- Promote a safer environment and culture
- Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church
- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Respond to those that may pose a present risk to others.¹

Therefore, Westcott House 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, Westcott House 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.

Section 3: Definitions

- 3.1 The term "child"** is used to include all children and young people who have not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender's institution, does not change his or her status or entitlement to services or protection under the Children Act 1989. The Parish Safeguarding Handbook² also uses the term 'young person/people' for those aged between 14 and 17.

¹ <https://www.churchofengland.org/more/safeguarding#na>

² <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

3.2 The term “vulnerable adult” (now replaced by “adult at risk of abuse”) refers to 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, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

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

Section 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 July 2018, updated December 2020.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
- 4.2 Statement of Government Policy on Adult Safeguarding Department of Health 2013:**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/197402/Statement_of_Gov_Policy.pdf
- 4.3 Keeping Children Safe in Education Department for Education 2021:**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf

Section 5: Church of England National Policy Guidance

This policy statement follows Church of England national safeguarding policies and practice guidance (<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>)

- *Promoting a Safe Church* (safeguarding policy for adults) 2006
<https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf>
- *Protecting All God's Children* (safeguarding policy for children and young people, 4th edition, 2010)
<https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>
- *Promoting a Safer Church*; House of Bishops Policy Statement (2017)
<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>
- *Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance* (2017) (chapter 8)
<https://www.churchofengland.org/sites/default/files/2017-10/roles-and-responsibilities-practice-guidance.pdf>
- *Responding well to domestic abuse practice guidance* (2017)
<https://www.churchofengland.org/sites/default/files/2017-12/RespondingWellWeb.pdf>
- *Safer Recruitment Practice Guidance* (2016)
https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

- *Responding well to those who have been sexually abused practice guidance* (2011)
<https://www.churchofengland.org/sites/default/files/2017-11/Responding%20well%20to%20those%20who%20have%20been%20sexually%20abused%20%282011%29.pdf>
- *Parish Safeguarding Handbook* (2019)
<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
- *Practice Guidance Training and Development 2019*
https://www.churchofengland.org/sites/default/files/2019-07/Safeguarding%20Training%20%26%20Development%202019%20Final%20version_0.pdf
- *Safer Environment and Activities 2019*
https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf
- *Safeguarding in Religious Communities Practice Guidelines* (2015)
<https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20in%20religious%20communities%20practice%20guidance.pdf>
- *Code of Safer Working Practice 2019*
<https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>
- *Safeguarding and Clergy Discipline Measure 2016*
https://www.churchofengland.org/sites/default/files/2017-10/cdm-2003-as-amended-by-scdm-jan-2017-as-published_0.pdf
- *Practice Guidance: Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults*(2018)
<https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%2C%20Young%20People%20and%20Vulnerable%20Adults.pdf>
- *Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers* (2017)
<https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf>
- *Safeguarding Training and Development* (2021)
<https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf>
- *Glossary Reference Guide* (2017)
<https://www.churchofengland.org/sites/default/files/2017-11/Glossary%20Reference%20Document%20-FINAL.pdf>
- *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church* (2015)
<https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

In addition, for safeguarding and non-safeguarding serious incidents we follow the guidance³

- *Identifying and Reporting Serious Safeguarding Incidents to the Charity Commission Guidance for DBFs* (2021)
<https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20DBFs%201%20March%202021.pdf>
- *Identifying and Reporting Serious Safeguarding Incidents to the Charity Commission Guidance for PCCs* (2021)
<https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20PCCs%201%20March%202021%20.pdf>
- *Identifying and Reporting Serious Safeguarding Incidents to the Charity Commission Guidance for Religious Communities* (2021)
<https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20Religious%20Communities%201%20March%202021.pdf>

³We use all three documents as there is no document which covers TEIs

- *Serious Incident Reporting to the Charity Commission: FAQs*
<https://www.churchofengland.org/sites/default/files/2021-02/FAQs%20revised%201%20March%202021.pdf>

See Appendix 9.

Section 6: Duties of Faith Organisations

Section 11 of the Children Act 2004

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

6.2 The range of organisations includes “Faith Organisations”:

“Every Voluntary, charity, social enterprise, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance” as described in Working Together (2018).”⁴

Section 7: Statutory Safeguarding Requirements for All Vulnerable People (children and adults)⁵

Ultimate legal responsibility for safeguarding in the TEI rests with the Governing Body which ensures that the TEI 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 2018 (Updated December 2020)* 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

⁴ Working Together to Safeguard Children 2018 (updated December 2020) see pp.6ff., especially pp.73-4 (paragraph 57-62)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

⁵ See Also the Care Act 2014

http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf

7.4 Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Partners and/or Safeguarding Adults Board (LSAB).⁶

7.5 A member of staff appointed as Designated Lead 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 Lead for Safeguarding roles should always be explicitly defined in job descriptions (see appendix 2). Designated Leads 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:

- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's or adult's safety or welfare; and
- all staff should have regular reviews of their own practice to ensure they improve over time.

7.8 Clear policies in line with those from the Local Safeguarding Partners/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 County level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)⁷ 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

⁶ A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 (as amended by the Children and Social Work Act, 2017) as: (a) the local authority (b) a clinical commissioning group for an area any part of which falls within the local authority area (c) the chief officer of police for an area any part of which falls within the local authority area. See *Working Together to Safeguard Children 2018 (Updated December 2020)* pp. 75-76.

⁷ 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 Board (LSCB) or Local Children's Services Authority.

- allegations that come to an employer's attention or that are made directly to the police; and
- 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 Service⁸. It is an offence to fail to make a referral without good reason.

Specific arrangements for Westcott House's implementation of these requirements are set out in section 8.

Section 8: Westcott House's Implementation of Statutory Safeguarding Requirement as set out in Section 7

Westcott House follows the detailed guidance and procedures of the Diocese of Ely and the Church of England National Safeguarding Team. The Diocesan Safeguarding Advisers can be contacted for advice on putting arrangements in place⁹ and information about policy and practice. Westcott House staff seconded from dioceses should follow the training requirements of the sponsoring diocese.

Safeguarding is everyone's responsibility, but people occupying particular roles, and particular groups of people associated with Westcott House may have specific responsibilities to fulfill.

It is the overall responsibility of the Governing Body (Westcott Council) to ensure that there is a comprehensive Safeguarding strategy for the implementation of this policy, and that this policy is reviewed annually.¹⁰

For each of the sections below, the person or body named as responsible in each section is required to list actions specific to Westcott House which demonstrate how the arrangement is being implemented, and to note the date for review.

⁸ Information about the Disclosure and Barring service can be found here

⁹ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations, reference Appendix 3 Flow chart, and *Roles and Responsibilities Practice Guidance* (updated 2017) section 8 (p.30). <https://www.churchofengland.org/sites/default/files/2017-12/Roles%20and%20Responsibilities%20Practice%20Guidance%20V2.pdf>

¹⁰ The strategy addresses areas that the safeguarding self-assessment/checklist and/or other lessons learnt reviews/inspections (including the Periodic External Review) have identified as requiring improvement. It is also to be informed by the national 'Promoting a Safer Church' Business Plan. Safeguarding is included in the Periodic External Review.

8.1 Procedures for activities (ref 7.1)

Responsibility: Designated Lead for Safeguarding (staff): **Naomi Wormell**
and Safeguarding Representative: (Governing Body): **Revd Canon Thomas Woodhouse**

1. Procedures are in place for activities for children, adults and mixed age within the Westcott House community (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).¹¹
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 diocese's procedures.¹²
3. Diocesan and National safeguarding policies, procedures and guidance are held by the Designated Lead for Safeguarding and Safeguarding Representative, and details of Westcott House procedures reflect the requirements.¹³
4. Designated Lead for Safeguarding (staff) is in contact with the Diocesan Safeguarding Adviser as required.
5. Ensure that there is appropriate insurance cover for all activities undertaken in the name of the TEI.
6. Provide a structure to manage safeguarding in the TEI with clear lines of accountability. This is set out in this policy document.
7. Ensuring that the Reconciliation of a Penitent (hearing of confessions) does not take place between members of the community, and that tutorial staff do not act as spiritual directors for other members of the community.

8.2 Designated Officers for Safeguarding (ref 7.2, 7.5)

Responsibility: Governing Body

1. Senior members of Westcott House's leadership team are appointed as Designated Lead and Deputy Designated Lead for Safeguarding, and Governing Body 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 Leads.
3. Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for Designated Lead and Deputy Designated Lead for Safeguarding, and Governing Body Safeguarding Representative.¹⁴

¹¹ See Z > Administration > Safeguarding > Little Saints

¹² See Z > Tutorial Secretary > DOPS files for sharing > Checklist for all placements.

See also Appendix 5: Westcott House Safeguarding and DBS table of requirements

¹³ All documents referred to via hyperlinks in this document, together with any others deemed by the DSO to be helpful, are also stored in Z > Administration > Safeguarding > Westcott Safeguarding Policy > Supporting documents

¹⁴ See appendix 5.

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 Lead for Safeguarding (staff).

Responsibility: All members of the community / Governing Body

Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;

Responsibility: Designated Lead for Safeguarding (staff)

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

Responsibility: Governing Body

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

- a) reviews the structural and other impact of all allegations and concerns brought to the attention of the Safeguarding team, and ensures, without delay, the remedy of any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention;
- b) reviews Westcott House'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 Lead for Safeguarding (staff).

Responsibility: Designated Lead for Safeguarding (staff)

1. The Designated Lead 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 Lead for Safeguarding (staff) reports all safeguarding information about abuse, and the response made, to the Governing Body Safeguarding Representative.¹⁵
3. In responding to serious situations¹⁶, including when an allegation is made in relation to church officers,¹⁷ the Designated Lead for Safeguarding (staff) shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a

¹⁵ Normally a summary report will be made by the Designated Officer for Safeguarding to the Governing Body Safeguarding Representative prior to each Council meeting; contact will be made more urgently if the situation demands it.

¹⁶ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

¹⁷ This relates predominately to church officers who are ordinands, licensed by the bishop or who have a role in a diocese. It does not apply to TEI employees who do not fulfill this criterion.

member of staff this includes the Diocese in which Westcott House is located; for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with Westcott House which must inform Ely DSA..

4. The Designated Lead for Safeguarding maintains a log of all Safeguarding matters, including the result of any conversations with the DSA. This log is electronic, on Westcott House's internal network, and is password protected (the password is held by the Designated Lead for Safeguarding, the Deputy Designated Lead for Safeguarding and the Principal).

Responsibility: Governing Body

1. Name of member of the governing body nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Westcott House principal:

Revd Canon Thomas Woodhouse

8.5 Safer recruitment (ref 7.6)

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

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

Responsibility: Human Resources/Diocesan Directors of Ordinands

1. *For students:* Westcott House works with the sponsoring diocese to ensure that all students have been recruited safely, including a criminal check. All ordinands are required to hold a current DBS for their role as ordinand; they may choose to subscribe to the DBS update service. Independent students must be supported by their Diocese; the level of DBS check and training required for these students is dependent on their involvement in regulated activity. *NB Occasional or short term students do not need a criminal check unless they are involved in regulated activity.*¹⁸

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

Responsibility: Designated Lead for Safeguarding (staff) / Governing Body Safeguarding Representative

Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues.

Responsibility: Designated Lead for Safeguarding (staff)

Westcott House's policies and procedures are available and accessible to all staff and students, as is required by their role.¹⁹

¹⁸ Changes to Disclosure and Barring 2012, Summary of the new definition of Regulated Activity, p 9: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf See also Appendix 5.

¹⁹ See Appendix 3

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

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

8.7 Training, supervision, induction, review (ref 7.7)²⁰

Responsibility: Designated Lead for Safeguarding (staff)

Ensure that training is up to date (and updated every three years) and that they have a working knowledge of how safeguarding processes work, so as to be able to contribute to them as needed. These include Local Authority case conferences and review conferences.

For staff:

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

1. The Westcott House 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.
2. Details of training are provided in a timely fashion for all staff.
3. Introduction to safeguarding policies and procedures is included in staff induction programmes.
4. Review of improvement in safeguarding practice forms part of staff ongoing appraisal.²¹
5. In-House training in power dynamics in relation to spiritual abuse.

For students:

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

1. Safeguarding training forms a core part of Westcott House'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 Lead 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

²⁰ See appendix 5, and also: <https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf>

²¹ Staff appraisals are carried out by the Principal and Vice Principal

with Local Safeguarding Partners/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

UK Statutory guidance, and the Church of England's practice guidance and policy documents recognize a number of forms of abuse. The following are headings only, taken from the document, *Fact Sheet: Types of Abuse*, published by the Church of England in September 2018, which itself draws on *Working Together 2018* and the *Care Act 2014*.²²

Children

*"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."*²³

- Physical Abuse
- Sexual Abuse²⁴
 - Grooming
 - Child Sexual Exploitation
- Neglect
- Emotional Abuse
- Domestic Abuse²⁵
- Bullying and Cyberbullying
- Spiritual Abuse

Adults

- Physical Abuse
- Sexual Abuse
- Psychological Abuse
- Financial/material Abuse
- Modern Slavery
- Discriminatory Abuse
- Domestic Abuse
 - Psychological/emotional, physical, sexual, neglect, financial, spiritual, digital²⁶
- Controlling and/or coercive behaviour
- Organisational or Institutional Abuse
- Neglect and acts of omission
 - Self neglect

The document names particular risk factors that may place individuals at particular risk of being abused (though these are not indicators that abuse is actually taking place), among them those most likely to occur in a theological college:

- Imbalance of power and control
- Dependency on others

²² For a full description, together with advice on recognizing the signs of abuse, please see the full document: <https://www.churchofengland.org/sites/default/files/2018-10/Type%20of%20Abuse%20Reference%20Document%20September%202018%20-%20PROOF%20COPY.pdf>

²³ *Working Together to Safeguard Children, 2018* (Updated December 2020)

²⁴ The document also contains guidance around the issue of sexual activity between two young people between 13 and 15 years of age, and the current legal position regarding age of consent, and age of criminal responsibility, as well as parameters for defining abuse for those age 16 or 17 who are legally able to consent (p.5-6)

²⁵ Including children who witness domestic abuse at home as well as those caught up in any incidents directly

²⁶ The example given is 'revenge porn'

History of family abuse
History of alcohol, drug or other substance abuse
Lack of personal space / privacy
Financial problems
Change in lifestyle of a member of the household
Reduction in physical, mental or emotional capacity by external events, such as bereavement or previous abuse or other traumatic events.²⁷

The document also signposts to specialist advice for:

Complex Abuse (usually that carried out by a number of organized abusers)
Honour based violence or abuse
Forced marriage
Female Genital Mutilation
Spiritual abuse

Spiritual Abuse

Spiritual abuse is not currently covered by the standard statutory definitions of abuse but is of concern both within and outside faith communities including the Church of England, and there is work underway to provide fuller guidance and training materials.

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by 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, which may result in vulnerable people experiencing physical, emotional or sexual harm. If such inappropriate behavior becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

The form of spiritual abuse most widely reported in the media has been associated with exorcisms performed on children and young people.²⁸

In a context such as a theological training institution, however, spiritual abuse most likely to be associated with abuse of power arising from staff holding dual roles (tutorial, pastoral, academic, formational, spiritual, and so on). In light of this, Westcott House will:

- Ensure that all tutorial staff have a supervisor whom they see regularly;
- Ensure that all staff receive training about spiritual abuse and power dynamics;
- Ensure that the Reconciliation of a Penitent (hearing of confessions) does not take place between members of the community;
- Ensure that tutors do not act as spiritual directors for other members of the community.

²⁷ For the full list, see *Fact Sheet: Types of Abuse*, page 18-19

²⁸ See *Safeguarding Children from Abuse Linked to a Belief in Spirit Possession*, Department of Health, 2007. A copy may be found here:

https://www.islingtonscb.org.uk/SiteCollectionDocuments/Safeguarding_children_from_abuse_linked_to_a_belief_in_spirit_possession_DCSF_2007.pdf

Appendix 2: The Designated Lead for Safeguarding

It is recommended that the Designated Lead for Safeguarding should be an appropriate senior member of staff, from the leadership team. The role should take lead responsibility for safeguarding. This should be explicit in the role-holder's job description. This person should have the appropriate status and authority within the institution to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on safeguarding matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so.

Westcott's Designated LEad for Safeguarding, and Deputy, are listed, with their contact details, in Section 1 of this policy document.

In addition to basic safeguarding training the Designated Lead undertakes training in inter-agency working that is provided by, or to standards agreed by, the Local Safeguarding Partners and Boards and refresher training 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.

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

- Making referrals to the statutory authorities, the Disclosure and Barring Service and supporting people involved in the process
- Ensuring that those who require Safeguarding training receive it
- Keeping abreast of changes to policies both within and outside the church, and ensure that these are reflected in Westcott's policy and strategy.
- Raising awareness.

These are detailed in Keeping Children Safe in Education Department for Education 2021 Annex C which provides a useful guide to TEIs for safeguarding arrangements.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf

The broad areas of responsibility for the Westcott Council Safeguarding Representative include:

- Ensuring that there is an annual review of Westcott House's Safeguarding Policy, and a strategy for its implementation.
- Oversight of the implementation of the policy in terms of procedures for activities, and the role of the Designated Officer for Safeguarding (and their deputy);
- Reviewing the structural and other impacts of any allegations and concerns, and oversight of any remedial action necessary;
- Being the named person responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Westcott House Principal.

Appendix 3: Responding to Serious Situations

Flow chart extracted and adapted from Church of England Safeguarding Practice Guidance: Responding to Serious Situations (numbers in red refer to this document)

<https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf>

Information about a serious safeguarding information 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 **2**

Referrer within 24 hours informs Designated Lead for Safeguarding (staff) (DSL), who immediately notifies Diocesan Safeguarding Adviser (DSA)

DSL/DSA inform as required **3,7**

TEI and Diocesan staff as required **10**

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

Police

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

on advice of Registrar, advises TEI Principal/Bishop/Diocesan Secretary on suspension of alleged abuser **9**

refers to Child or Adult Care Services **14.5**

ensures immediate safety arrangements in place for victim(s) with no contact with abuser, and for others potentially vulnerable **8**

ensures immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener **6, 11.4**

DSL/ DSA convene Core Group if the allegation is against a church officer. **14.2, 14.3, 17** Core group clarifies/decides/ advises the Principal/Bishop on:

TEI and Diocesan and parish roles/responsibilities

Ongoing contact with statutory agencies

Sharing information: insurance **4**; Charity Commission **16.6**; other dioceses; national team **14.3**

Information and support for victim(s) **11**, abuser **12, 14.6**, parish officers **13**

Suspension, risk assessment, disciplinary action

If there are court proceedings, TEI staff or diocesan officers should not provide character references **15.1**, and consider victim's views before accompanying abuser to court **15.2**.

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

Risk assessment **16.1, 16.2** and disciplinary proceedings **16.3** of abuser

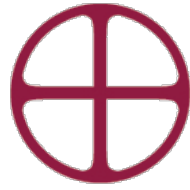
Referral of abuser to DBS for barring **16.4**

An apology to victim(s) **16.5** and ongoing support and costs **16.6, 17.6**

A complete TEI and diocesan record **10, 17.1-17.5**

Lessons learned and recommendations for changes in policy and practice **17.7**

Appendix 4: Safeguarding Information leaflet
Distributed to all staff/students annually (September)



WESTCOTT
HOUSE

Safeguarding

**This leaflet was last updated and distributed in September 2020.
It is due to be updated and distributed again in September 2021.**

Safeguarding is everyone's business

Therefore, Westcott House is committed to:

- The care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- The safeguarding and protection of all children, young people and 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.

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.

What to do if...you have concerns about possible abuse (including allegations):

In an emergency, **call emergency services 999.**

- Otherwise, consult the Designated Lead for Safeguarding.
- Decide together whether to seek advice or to make an immediate referral to police or care services (see back page for contacts).
- Always ensure that the Diocesan Safeguarding Adviser is contacted (the Designated Lead for Safeguarding will usually do this).
- Keep a record of what happened, your concerns and your actions.
- In consultation with the Designated Lead for Safeguarding, tell the person to whom you are responsible and the principal. Please use the Ely Diocese "Logging a Concern about a Child, Young Person or Adult" form
- Only tell others who need to know.
- Do not alert the alleged perpetrator.

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

Listen. Keep listening. Do not question or investigate.

- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told. Please use the Ely Diocese “Logging a Concern about a Child, Young Person or Adult” form
- Report it to the person to whom you are responsible and your Designated Lead for Safeguarding or Principal. Please use the Ely Diocese “Logging a Concern about a Child, Young Person or Adult” form
- Tell only those who need to know.

Definitions

- "child": all who have not yet reached their 18th birthday.
- “vulnerable adult”: person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired.

Types of abuse

Children	Adults
<ul style="list-style-type: none">◆ Physical Abuse◆ Sexual Abuse• Grooming• Child Sexual Exploitation◆ Neglect◆ Emotional Abuse• Domestic Abuse• Bullying and Cyberbullying• Spiritual Abuse	<ul style="list-style-type: none">▪ Physical Abuse▪ Sexual Abuse▪ Psychological Abuse▪ Financial/material Abuse▪ Modern Slavery▪ Discriminatory Abuse▪ Domestic Abuse▪ Controlling/ coercive behaviour▪ Organisational or Institutional Abuse▪ Neglect and acts of omission▪ Spiritual Abuse

Contact Details

The Westcott House designated lead for safeguarding is:

The Revd Dr Naomi Wormell 01223 272977 naw1002@am.ac.uk

The Westcott House deputy designated lead for safeguarding is:

Mrs Emma Jeeves 01223 272972 e.jeeves@westcott.cam.ac.uk

The Diocese of Ely Safeguarding Team:

Diocesan Safeguarding Adviser – Rebecca Boswell

01353 652731 07904 487912 rebecca.boswell@elydiocese.org

Diocesan Safeguarding Officer – Sarah King

01353 652735 sarah.king@elydiocese.org

Diocesan Safeguarding Adviser (part-time) – Sharon Gage

01353 652706 07507 741295 sharon.gage@elydiocese.org

Assistant Diocesan Safeguarding Adviser: (part-time) - Lisa Pearson

01353 652738 Mobile 07990581267 lisa.pearson@elydiocese.org

Diocesan Safeguarding Administrative Support (DBS Checks)

Jackie Williamson (part time)

01353 652721 safeguardingadmin@elydiocese.org

The contact details for the local Social Care services are:

Cambridgeshire County Council Children's Services:

Telephone (office hours): 0345 045 5203

Telephone (emergencies out of office hours): 01733 234724

Cambridgeshire County Council Adult Services:

Telephone (office hours): 0345 045 5202

Telephone (emergencies out of office hours): 01733 234724

Police - Emergencies: 999

Police - Non emergencies: 101

Appendix 5: Safeguarding Incident or Concern Logging Form



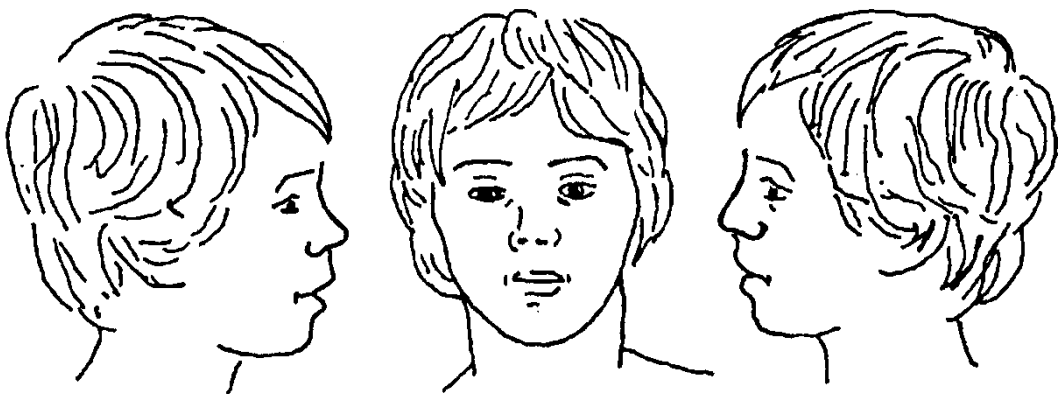
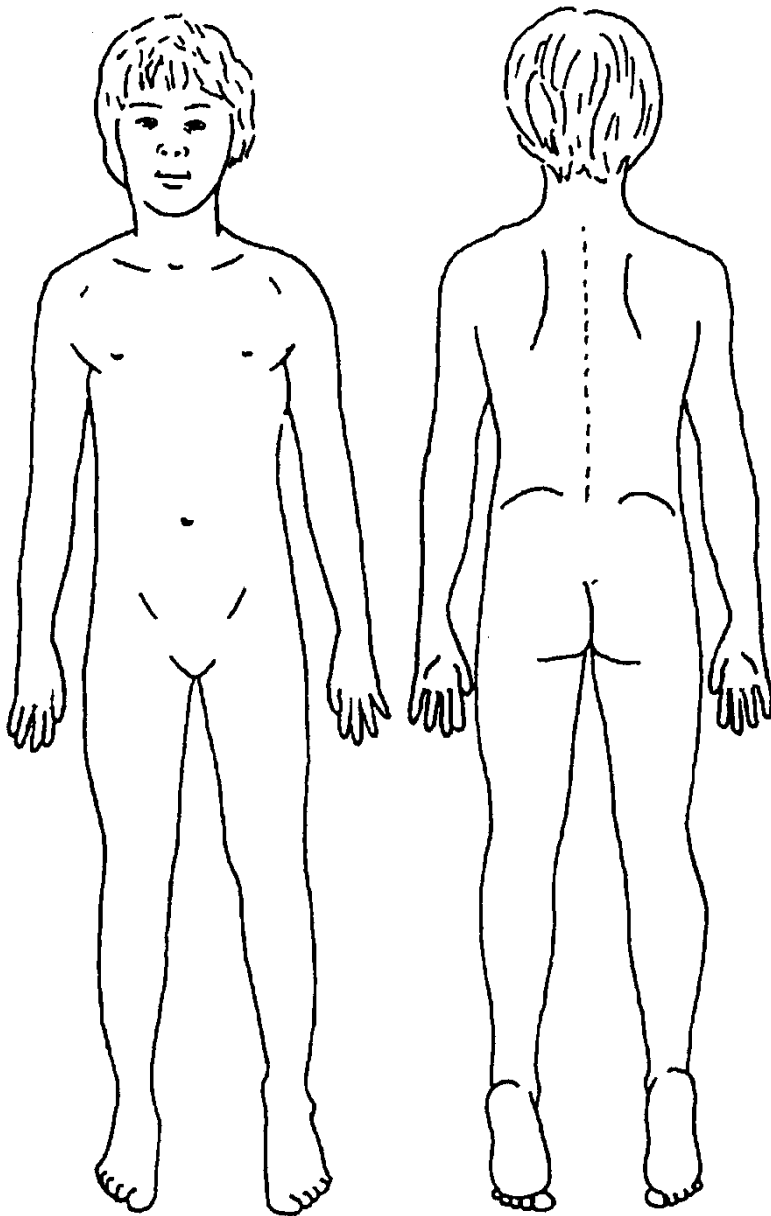
The Church of England
Diocese of Ely

Logging a Concern about a Child, Young Person or Adult at risk

(Insert Church name and address)	Date of this Log: dd/mm/yy
	Time of this log: 00:00
Child/Vulnerable Adult's Full Name:	
Address:	Phone no:
	DoB:
	Gender
Date of Concern/Incident: dd/mm/yy	Time of Concern/Incident: 00:00
Your Name:	Your role:
<p>Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary.</p>	
<p>Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.</p>	
Action taken:	
Signature of reporting person:	

Form received by:	(Safeguarding Officer)
Date:	Time:
Proposed action by the Safeguarding Officer:	

Body Map



Appendix 6: Westcott House Safeguarding and DBS Requirements Table

Category of person	DBS type (3 year renewal)		Training required (3-year renewal)				
			Basic (online) (formerly C0)	Foundation (online) (formerly C1)	Leadership (formerly C2)	Domestic Abuse (online)	Safer Recruitment & People Management
Ordinands living onsite or offsite	Enhanced with barred list check, issued for "Ordinand", "Child and Adult Workforce; should be done by sending diocese; applicants may subscribe to update service**. If ordinand has lost DBS a new one must be sought through Ely Diocese. Ordinand must pay for replacement	By arrival	Soon after arrival	Before they leave*	Soon after arrival	In final year of training	no
Spouses / adult children of ordinands living onsite	Dependent on level of involvement/activity in community (e.g., if working with Little Saints). Follow guidance for Sunday School teachers in Parish Safeguarding policy. Level of involvement/activity needs monitoring. Dependent on level of involvement/activity in community (e.g., if working with Little Saints). Follow guidance for Sunday School teachers in Parish Safeguarding policy. Level of involvement/activity needs monitoring	Recommended by arrival	Dependent on level of involvement/activity ***	no	no	No	no
Spouses / adult children of ordinands living offsite	Dependent on level of involvement/activity in community - this needs monitoring	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	no	no	No	no
Independent students not studying for any ministry and not sponsored by a church	Dependent on level of involvement/activity in community – this needs monitoring Confidential self declaration and two references as starting point	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	If moving to leadership role*	Depending on level of involvement/activity **	If moving to leadership role*: in final year of training	no
Independent students living onsite and not on placement	Basic check as a starting point.	By arrival	Dependent on level of involvement/activity ***	no	Soon after arrival	no	no

Independent students living onsite & undertaking placements	Enhanced with barred list check. Must be subscribed to update service if placements are to take place outside the diocese that undertook the check.	By arrival	Soon after arrival	If moving to leadership role*	Soon after arrival	No	no
Independent students living offsite & not on placement	Dependent on level of involvement/activity in community (e.g., if working with Little Saints). Follow guidance for Sunday School teachers in Parish Safeguarding policy. Level of involvement/activity needs monitoring	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	no	Soon after arrival	No	no
Independent students living offsite & undertaking placements	Enhanced with barred list check. Must be subscribed to update service if placements are to take place outside the diocese that undertook the check.	By arrival	Soon after arrival	If moving to leadership role*	Soon after arrival	no	no
Tutorial staff	Enhanced with barred list check if clergy Enhanced check if not clergy	By arrival	Soon after arrival	Soon after arrival*	Soon after arrival	Clergy: soon after arrival Non-clergy:	Principal, VP, and Designated Safeguarding Lead(s)
Tutorial staff spouses living on site	Dependent on level of involvement/activity in community (e.g., if working with Little Saints). Follow guidance for Sunday School teachers in Parish Safeguarding policy. Level of involvement/activity needs monitoring	Dependent on level of involvement/activity ***	Dependent on status (e.g., clergy), role, and level of involvement/activity	Dependent on status (eg clergy) and role*	Dependent on status (eg clergy) and role*	no	no
Non-tutorial staff	Dependent on level of involvement/activity in community (e.g., if working with Little Saints). Follow guidance for Sunday School teachers in Parish Safeguarding policy. Level of involvement/activity needs monitoring	During induction	Dependent on level of involvement/activity ***	no	Soon after arrival	no	no
Private renters of accommodation onsite	No check as part of referencing process; however, check may be necessary dependent on level of involvement/activity within community	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	no	no	no	no
Sabbatical visitors	Base the decision on what is needed on how comparable their role is with any of the above roles. Ensure that any clergy are up to date with training.	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	no	no	no	no

Bed and breakfast / conference guests	Consider Basic check for B+B guests staying long term.	Dependent on level of involvement/activity ***	Dependent on level of involvement/activity ***	no	no	no	no
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NOTES:

The "Letter to Assurance" (Appendix 7) which DDOs supply for ordinands confirms that the Diocese has completed the correct checks for the ordinand through the pre-BAP/training process.

* If we do not have enough new ordinands to run a dedicated training session in-House, ordinands may attend Diocese-given training at local parishes, at the appropriate level.

**Subscription to the update service costs £13 per year and must be applied for as soon as new DBS certificate is received.

OVERSEAS VISITORS, STAFF, STUDENTS: overseas criminal record checks relate also to UK nationals who have spent a year or more outside the UK in the last ten years.

*** use CoFE Safeguarding Risk Assessment Practice Guidance p13 as guide to activity levels which require particular levels of training.

RATIONALE: the rationale for what each category above requires is based on status (e.g., clergy), official role, involvement with the community generally, and specific activities undertaken either within Westcott or on placements. There will always be new situations arising – these can be discerned on the same basis, and advice sought from the Ely Safeguarding team.

Appendix 7: Letter to assurance

Name of Diocese:

Name of DDO:

Date:

Pre-training safeguarding checks for Ordinands in Training

I write to confirm that the Diocese of _____ maintains records of the pre-employment checks undertaken for ordinands commencing training as per Church of England Practice Guidance Safer Recruitment 2016.

I can confirm that the following named person has completed the required Safer Recruitment checks and Safeguarding training

(Full name) _____

- * Enhanced Disclosure and Barring Service check (Child and Adult workforce)
- * Checks against the barred lists
- * Certificate of Good Conduct/Overseas Criminal Record Check (Where applicable)
- * Confidential Declaration
- * Satisfactory reference (2 references are required)
- * Basic Awareness (C0) Safeguarding training
- * Foundation (C1) Safeguarding training

We confirm that on the basis of information received there are no current safeguarding concerns and this person is suitable to take up a placement in a parish.

If you have any questions, then please do not hesitate to contact me.

Yours faithfully,

Phone:

Email:



WESTCOTT HOUSE

JESUS LANE • CAMBRIDGE CB5 8BP
UNITED KINGDOM

Dear

We are pleased that will be joining us in September to begin training for ordained or authorised lay ministry.

In order to fulfil our requirements for safeguarding we need some information and assurances from you as DDO of the sponsoring diocese. The Ely Diocesan Safeguarding Team have worked with the Ely DDO to create this checklist, which we have found very helpful for record keeping, and so we are asking all dioceses to complete this checklist for new ordinands and other students to confirm that All required safer recruitment processes have been undertaken in accordance with the House of Bishops Safer Recruitment and People Management Guidance 2021.

Please could you complete and return this by 1st September this year so that your student can begin training. We are afraid that we cannot admit students for whom we do not have a completed checklist returned by the DDO.

Naomi Wormell

The Revd Dr Paul Dominiak, Tutor for Admissions
The Revd Dr Naomi Wormell, Designated Safeguarding Lead.

Appendix 7b: Safer Recruitment of Independent Students

Independent students studying for authorized or licensed lay ministry follow the same process as Ordinands.

Safeguarding Requirements are set out in Appendix 6

Independent students not preparing for authorized or licensed lay ministry

1. Complete attached confidential declaration form
2. Provide two referees for safeguarding reference using attached reference form.

Applicants Name.....

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules²⁹? (Include both ‘spent’³⁰ and ‘unspent’ convictions) YES / NO
2. Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules³¹? YES / NO

²⁹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.** Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

³⁰ Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roi/>

³¹ You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?
YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO

*Notes applicable to question 4: You **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in "regulated activity" with children and/or vulnerable adults. If you are unsure whether the position involves "regulated activity" please contact the appointing organisation/person.*

5. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you³²? YES / NO
6. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO

Note: if you have answered 'yes' to any of the questions above, please give details here:

7. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO

³² 'harm' involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

Note: if you have answered 'yes' to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:

Note: Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority? YES / NO
11. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules³³; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):

*Note applicable to question 11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).³⁴*

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

³³ <https://www.gov.uk/government/collections/dbs-filtering-guidance>

³⁴ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

After I have been appointed, I agree to inform my Bishop/Archbishop if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....Full Name.....

Address.....

.....

Date.....

Please return the completed form to.....

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

References

Please give the names of **two** people who would be able to provide a reference. They should be people who have known you at least two years, and who are not in your family. If you are employed, one of the referees should be your current employer.

Referee 1:

Name

Address

Tel:

e-mail address

How does this person know you?

Referee 2:

Name

Address

Tel:

e-mail address

How does this person know you?

Before an appointment can be made applicants, who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

If a Confidential Declaration form contains information relevant to safeguarding the parish must notify the Safeguarding Team who will risk assess that information and make a recommendation to the parish concerning the suitability of the applicant. The appointment must not go ahead until this is completed. The Risk Assessment in the above circumstances is always the responsibility of the Safeguarding Team Should the applicant not wish the confidential declaration and / or the criminal record disclosure to be seen, which is entirely his / her choice, the application must not proceed further and must be terminated.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

Privacy Notice

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

1. Who I/we are

Westcott House is the data controller (contact details below). This means Westcott House decides how your personal data is processed and for what purposes.

2. The data Westcott House collect about you

Westcott House collects your name and address as provided by you in the Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

Westcott House also collects the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed “Purposes and lawful bases for using your personal data” paragraph 3):

- criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the CD form, and that you explain the reason for this.

3. Purposes and lawful bases for using your personal data

The overall purpose of the confidential declaration is to ensure that Westcott House takes all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

Westcott House uses your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of Westcott House to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016).

Legitimate Interest Assessment

Westcott House has a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed "Complaints".

4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children's or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

5. Data Retention

Westcott House keeps your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

6. Your Legal Rights and Complaints

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data

- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below:

Westcott House, Jesus Lane, Cambridge CB5 8BP.

If you do not feel that your complaint has been dealt with appropriately, please contact Shelby Bohland, Data Protection Officer, Westcott House, Jesus Lane, Cambridge. CB5 8BP.

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



Private and Confidential
Reference Form

Name of applicant _____

In what capacity do you know the applicant? _____

How long have you known him/her? _____

With your knowledge and experience of the above person, please comment on his/her experience and suitability to work with children/adults.

His/her previous experience of working with children / adults who are vulnerable

His/her ability to provide kind, consistent and safe care

Evidence of his/her willingness to respect the background and culture of children/adults who are vulnerable and to treat everyone with equal concern

Please include comments about his/her honesty, reliability, health and experience of working with children/young people/vulnerable adults.

Are there any other comments you would like to make about the applicant?

Are you aware of any health concerns relevant to working with children/adults who are vulnerable that need to be taken into account? Yes No

If yes, please outline.

Have you any evidence or concerns that this person is not suitable for work with children/vulnerable adults? Yes No

If yes, please outline. Your comments will be treated in confidence.

Signed _____ Date _____

Print name _____

Please return this form to: Westcott House Designated Safeguarding Lead, The Revd Dr Naomi Wormell

E-mail: naw1002@cam.ac.uk

Address: Westcott House, Jesus Lane, Cambridge. CB5 8BP

Appendix 8: Non-Safeguarding Serious Incidents

Westcott House uses the resources for Reporting Serious Incidents for Religious Communities as these are closest in scope and application to the situation in college.

<https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20Religious%20Communities%201%20March%202021.pdf>

Reference has also been made to the resources for PCCs

<https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20PCCs%201%20March%202021%20.pdf> and DBFs <https://www.churchofengland.org/sites/default/files/2021-02/Safeguarding%20SIR%20Guidance%20DBFs%201%20March%202021.pdf>

Definition

- “Non-Safeguarding Serious Incidents are actual or alleged adverse incidents, which results in or risks loss of the Religious Community’s money or assets, damage to its property of harm to its work or reputation.”³⁵
- Non-Safeguarding Serious Incidents can include areas such as fraud, cyber-crime, theft, significant financial loss, data protection breach, links to terrorism or extremism, unverifiable or suspicious incidents. Organisations must report serious incidents which involved beneficiaries, office holders, employees and volunteers.³⁶

Reporting

- Non-Safeguarding Serious Incidents must be reported to the Charity Commission. Using this form <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>
- All Serious Incidents should be reported to Ely Diocese for support and guidance: Non-safeguarding Serious Incidents should be alerted to the Diocesan Secretary, Canon Paul Evans (paul.evans@elydiocese.org).
- All Serious Incidents should also be reported to the police, local authority, statutory agency or any other authority as soon as any irregularity is suspected; do not wait until after an arrest has been made.³⁷
- Events may be deemed serious because of the size of the incident, the person of the (alleged) perpetrator, the frequency or regularity of the activity or the adverse publicity arising from the event.
- Westcott House has a responsibility to report serious incidents to the charity commission as soon as possible after the event.
- Westcott House has designated responsibility for reporting serious incidents to Designated Safeguarding Person (DSP) (Safeguarding Lead). The DSP should use the appended template to make the report.

³⁵ <https://www.parishresources.org.uk/wp-content/uploads/SIR-Rel-Comms-cover-note-FINAL-Dec-2018.pdf> p.2

³⁶ <https://www.parishresources.org.uk/wp-content/uploads/SIR-Guidance-DBFs-RCs-Non-Safeguarding-FINAL-1-Jan-2019.pdf> p.2

³⁷ <https://www.parishresources.org.uk/wp-content/uploads/SIR-Guidance-DBFs-RCs-Non-Safeguarding-FINAL-1-Jan-2019.pdf> p.2

Appendix 9: Template for Reporting Non-Safeguarding Serious Incidents. Although this has been superseded by a new online form from the Charity Commission, this is a helpful guide for information gathering. The reporting form can be found here:

<https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

TEMPLATE FOR INDIVIDUAL (NON-SAFEGUARDING) SERIOUS INCIDENT REPORTS³⁸

Full name of the charity	
Charity registration number	
Charity's address	
Date of Report's submission to the Charity Commission	
Name of person submitting the Report and position in the charity (or authority on which Report is being submitted)	
Email address of person submitting the Report	
Name and contact details (email and telephone) of named contact for follow-up queries	
Who in the trustee body is aware of the Incident	
Nature of the Incident	
Details of the Incident: <u>What</u> happened? <u>When</u> and <u>how</u> did it happen? <u>When</u> and <u>how</u> did the charity first become aware of it? Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.	
Is anyone in the charity involved (trustee, office holder, employee, volunteer, beneficiary)? If so, what is their role in the charity? Are you aware of any positions they also hold in other charities? Will any disciplinary action need to be taken against an individual? If so, provide details.	

³⁸ <https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/> find link on page.

<p>Loss: What is the estimated value of the loss? How much of the loss (if any) might be recoverable and, if so, what steps are being taken to recover it? Are the charity's losses covered by insurance?</p>	
<p><u>Has the Incident been reported to the police, or to any other relevant regulator?</u> If so, provide the name of the relevant regulator and the (e.g. crime) reference number. Was there any delay in reporting the incident to the police or other relevant regulator? If so, please explain why.</p>	
<p>Does the charity have <u>internal policies and procedures</u> that relate to the Incident?</p> <ul style="list-style-type: none"> * <u>If so</u>, have they been followed (and, if not, why not)? * <u>If not</u>, why were no policies/procedures in place and are steps being taken to adopt suitable policies? * Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain. <p>Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring.</p>	
<p>Is it likely that the public / media will become interested in the Incident? If so, what plans have been made to respond to any media stories? Were the funds lost raised from a public appeal or received as a grant? If so, will the activity/project the funds were raised for be able to be delivered?</p>	
<p>Provide details of any anticipated next steps.</p>	
<p>Provide any additional information that is not provided above which is of relevance to the Serious Incident being reported.</p>	

Appendix 10: Non-Safeguarding Serious Incidents Delegation by Trustees

Westcott House (Charity Commission registration number 311445)³⁹

Delegation by the trustees of Westcott House: Reporting of Serious Incidents to the Charity Commission

Date: Presented to Council (Trustees) Michaelmas Term 2020

* **Background**

* The members of the Council of the Westcott House, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The Council delegate the reporting of Serious Incidents in accordance with this Resolution.

* The Charity Commission has approved specific Church of England guidance and templates for Religious Communities to use when reporting Serious Incidents to it ("**RC Guidance**"). The RC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents.

* If a safeguarding incident occurs within Westcott House, the Designated Safeguarding Person (**DSP**) (Safeguarding Lead) must be informed and the incident responded to and managed in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance, "*2015 Safeguarding Guidance for Religious Communities*" and "*Roles and Responsibilities 2017*" and all other relevant guidance produced by the House of Bishops. These which require the DSP in Westcott House] to inform and take advice from the Diocesan Safeguarding Adviser (DSA) should a safeguarding concerns or allegation arise.

* If a non-safeguarding incident occurs, The Designated Safeguarding Person (**DSP**) should be informed immediately. The Designated Safeguarding Person (**DSP**) is responsible for taking such immediate steps or actions as may be required to secure and protect the Westcott House's property, assets and reputation, in accordance with any internal policies or procedures.

* Below is an example template resolution for the Council of the Westcott House to complete and adopt to delegate responsibility for reporting safeguarding and non-safeguarding Serious Incidents to the Charity Commission (and, for safeguarding Serious Incidents, to the National Safeguarding Team too).

* **DELEGATION of responsibility to report Serious Incidents to the Charity Commission in accordance with the RC Guidance**

* In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for any decisions relating to the reporting of any Serious Incidents is delegated to the Trustee with special responsibility for Safeguarding and the Chairman. [All references to the Trustee Group in this delegation are references to this smaller group of trustees.]

* *The following responsibilities are delegated to Westcott House DSP*

* Responsibility for deciding whether, in accordance with the RC Guidance, the incident is a Serious Incident and needs to be reported to the Charity Commission. If a decision is taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the DSP.

* Responsibility for preparing any Serious Incident report for the Charity Commission, using the appropriate template in the RC Guidance, and obtaining the Trustee Group's approval of the draft report.

* Responsibility for submitting the Serious Incident report to the Charity Commission, on behalf of Westcott House's trustees, in a timely manner.

* Responsibility for providing the Westcott House's trustees with a copy of any Serious Incident report submitted to the Charity Commission.

* Responsibility for sending copies of any SAFEGUARDING Serious Incident report submitted to the Charity Commission to the National Safeguarding Team, the Diocesan Safeguarding Adviser in the diocese in which it occurred and to Westcott House's Episcopal Visitor.

³⁹ The original template may be found here <https://www.parishresources.org.uk/wp-content/uploads/Religious-Community-Template-Delegations-Dec-2018.pdf>. The version in this appendix has been amended as trustees see fit to suit Westcott House.