

WESTCOTT
HOUSE

Safeguarding and Prevent Duty. Policy Statement

Updated: July 2024
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FOR INFORMATION: List of related policies

In addition to this policy, you may find relevant or related information in the following policies:

- Bullying and Harrasment
- Discrimination
- Relationships
- Public Interest Disclosure by Westcott House Employees, Students and Partners: ('Whistleblowing' Policy)

Section 1: Important Contact Details

1.1 Details of the Theological Training Institution: Westcott House

Jesus Lane, Cambridge. CB5 8BP
Reception: 01223 74100

Westcott House Charity Number 311445.

Regulated by the Charity Commission
Westcott House Insurance Company Aviva, Combine Liability incl. Public and Products Liability and Employers Liability

The following is a brief description of our organisation and the type of work we undertake:

Westcott House seeks to prepare women and men for public ministry in a wide range of missional contexts. Westcott's vision is to form ministers who are mission-focused, collaborative, adaptable and deeply prayerful. Above all we seek to enable ordinands to respond flexibly and sensitively to the Church's priorities now and in the future. Westcott House is a community of resident and non-resident students, staff and families.

Principal: The Revd Dr Helen Dawes

Tel: 01223 272966
Email: principal@westcott.cam.ac.uk

Chair of Council (Governing Body): The Rt Revd Paul Ferguson, Bishop of Whitby

Tel: 01904 511466
Email: ppmja@btinternet.com

1.2 Westcott House Designated Lead for Safeguarding (children and adults) & Prevent:

Vice Principal: The Revd Rachel Rosborough

Tel: 01223 272975
Email: vice-principal@westcott.cam.ac.uk

1.3 Westcott House Deputy Designated Lead for Safeguarding (children and adults) & Prevent: **The Revd Dr Naomi Wormell**

Tel: 01223 272977 (Cambridge study number), 01638 730857 (parish study number)
Email: n.wormell@westcott.cam.ac.uk

1.4 Westcott House Governing Body Representative for Safeguarding & Prevent: **The Revd Mark Bennett**

Tel: 07860 555484
Email: markbennet@btinternet.com

1.5 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

1.6 Police:

Emergencies: 999 Non emergencies: 101

1.7 Westcott House is in Ely Diocese. The names of the Ely Diocesan Safeguarding Advisers are:

Safeguarding Duty Messaging Service: 01353 652747

Out-of-hours contact Thirtyone:Eight: 01353 652747

Diocesan Safeguarding Adviser: Rebecca Boswell

Tel: 01353 652731, 07904 487912

Email: rebecca.boswell@elydiocese.org

Assistant Diocesan Safeguarding Adviser (part-time): Sharon Gage

Tel: 01353 652706, 07507 741295

Email: sharon.gage@elydiocese.org

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

Tel: 01353 652738, 07990 581267

Email: lisa.pearson@elydiocese.org

Safeguarding Training and Parish Support Co-ordinator: Sarah King

Tel: 01353 652735, 07776 661798

Email: sarah.king@elydiocese.org

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

Tel: 01353 652721

Email: safeguardingadmin@elydiocese.org

Diocesan Safeguarding Administrative Support- Training (part time): Kelly Nott

Tel: 01353 652744

Email: safeguarding.training@elydiocese.org

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

Our Commitment

Therefore, Westcott House is committed to:

- Building an open culture where those who lead do so by example;
- 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/survivors of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse;
- Following codes of conduct;
- Maintaining accountability structures;
- Working with statutory and voluntary agencies involved in safeguarding.

Westcott House recognises that all adults working with children, young people and vulnerable adults are in a position of trust. Ordinands are in a potential position of vulnerability, and those in positions of trust must ensure that they do not, even unknowingly, use their position of power and authority inappropriately.² They must always maintain professional boundaries and avoid behaviour susceptible of misinterpretation. Particularly within a close mentoring relationship, there is the potential for the power imbalance to tip into spiritual abuse; for this reason staff in a TEI should not be spiritual directors or confessors to the ordinands in their college.³

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.**

¹ <https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-principles>

² Application of Safeguarding Guidance to Theological Education Institutions. (4th April 2024-
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf).

³ Application of Safeguarding Guidance to Theological Education Institutions 4th April 2024).
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

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 Children Act 2004 and the Children and Families Act 2014. The Parish Safeguarding Handbook also uses the term 'young person/people' for those aged between 14 and 17.⁴ The Sexual Offences Act 2003, Section 22a (April 2022): it is illegal for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care of supervision.⁵
- 3.2 **The term "vulnerable adults"** (also "adult at risk of harm") 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.
- 3.3 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, first published March 2015 updated February 2024 (responsibilities of faith based voluntary organisations pp.73-74).
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 4.2 **Statement of Government Policy on Adult Safeguarding Department of Health 2013** (especially pp.6-8):
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 2023:**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

⁴ [Safeguarding e-manual | The Church of England](#)

⁵ <https://www.legislation.gov.uk/ukpga/2003/42/contents>

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>)

- *Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024)*
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf
- *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* (2021) [Safer Recruitment and People Management Guidance | The Church of England](#)
- *Responding well to Victims and Survivors of Abuse* (2021)
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse>
- *Parish Safeguarding Handbook* (2019) <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
- *Safeguarding Learning and Development Framework 2021* [safe \(churchofengland.org\)](https://www.churchofengland.org/safeguarding/learning-and-development-framework-2021)
- *Safer Environment and Activities 2019* [safer-environment-and-activities-oct19_0.pdf \(churchofengland.org\)](https://www.churchofengland.org/safer-environment-and-activities-oct19)
- *Safeguarding in Religious Communities* (2020) [Safeguarding in Religious Communities | The Church of England](#)
- *Code of Safer Working Practice*
<https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf>
- *Safeguarding and Clergy Discipline Measure 2016* (Section 5)
[Safeguarding and Clergy Discipline Measure 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2016/1000/contents/part-2/section-5) [Microsoft Word- Risk Assessment Regulations- as made.docx \(churchofengland.org\)](#)
- *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-to-safeguarding-concerns-or-allegations-that-relate-to-children-young-people-and-vulnerable-adults.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-pg-v2.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>
- *Safer Recruitment and People Management*
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

In addition, for safeguarding and non-safeguarding serious incidents we follow the guidance⁶

- *Guidance for PCCs: Identifying Safeguarding Serious Incidents and them to Reporting to the Charity Commission (2021)* <https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-PCCs-1-March-2021-.pdf>
- *Guidance for Religious Communities: Identifying Safeguarding Serious Incidents and Reporting to the Charity Commission (2021)* <https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-Religious-Communities-1-March-2021.pdf>
Reporting Safeguarding Serious Incidents to the Charity Commission FAQs to support House of Bishops' Guidance https://www.churchofengland.org/sites/default/files/2022-01/faqs_revised_1_jan_2022_final.pdf

See Appendix 9.

We follow the training requirements and on-line safeguarding courses available here: <https://safeguardingtraining.cofeportal.org/> This site also includes additional resources connected with safeguarding, including books and articles.

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).⁷

⁶We use all three documents in conjunction with the *Application of Safeguarding Guidance to Theological Education Institutions* (4th April 2024)

https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

⁷ Working Together to Safeguard Children 2023

https://assets.publishing.service.gov.uk/media/65cb4349a7ded000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

Section 7: Statutory Safeguarding Requirements for All Vulnerable People (children and adults)⁸

Ultimate legal responsibility for safeguarding in the TEI rests with the Governing Body (Westcott Council) which has a critical role in decision making, policy making and compliance and in setting the values, standards and behaviours of the organization. Good governance supports a positive culture and helps an organisation prevent abuse and respond quickly and with integrity when safeguarding concerns are raised. Westcott Council is responsible for ensuring 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 at risk;
- c) in line with the Safeguarding Guidance of the Church of England with particular reference to *Application of Safeguarding Guidance to Theological Education Institutions* (Final Draft 2.6, July 2023).

Such statutory requirements are as follows:

- 7.1 **A clear line of accountability for the commissioning** and/or provision of services designed to safeguard and promote the welfare of children and adults;
- 7.2 **A member of the Governing Body to take leadership responsibility** for the organisation's safeguarding arrangements;
- 7.3 **A culture of listening to children and adults**, taking account of their wishes and feelings, both in individual decisions and the development of services;
- 7.4 **Arrangements which set out clearly the processes for sharing information**, with other professionals and with the Local Safeguarding Partners and/or Safeguarding Adults Board (LSAB);⁹
- 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 relevant 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;

⁸ See Also the Care Act 2014 http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf

⁹ 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 July 2022)* pp.75-76.

- 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)¹⁰ 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; 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 Service¹¹. 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.

¹⁰ 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.

¹¹ [Information about the Disclosure and Barring service can be found here](#)

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 place and information about policy and practice.¹² Westcott House staff seconded from dioceses should follow the national training requirements of the Church of England.¹³

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.¹⁴

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.

8.1 Procedures for activities (ref 7.1)

Responsibility: Designated Lead for Safeguarding (staff): **The Revd Rachel Rosborough**
and Safeguarding Representative: (Governing Body): **The Revd Mark Bennet**

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).
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.
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.¹⁵
4. Designated Lead for Safeguarding (staff) is in contact with the Diocesan Safeguarding Adviser as required.

¹² See Church of England Safeguarding: Reporting Abuse, Finding Support <https://www.churchofengland.org/safeguarding/reporting-abuse> and *Roles and Responsibilities Practice Guidance* (updated 2017) section 8 (p.30). [roles-and-responsibilities-practice-guidance.pdf](https://www.churchofengland.org/roles-and-responsibilities-practice-guidance.pdf) ([churchofengland.org](https://www.churchofengland.org)) and Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024) https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

¹³ <https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf> and Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024) 6) Role Equivalence – Training Required by Staff https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

¹⁴ 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.

¹⁵ 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

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.¹⁶

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.

¹⁶ See appendix 6 "Westcott House Safeguarding the DBS Requirements Table" and Safeguarding Learning and Development Framework 2021 [Safeguarding Learning and Development Framework | The Church of England](#).

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) takes advice from Ely DSA, 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 to the Governing Body annually, using the report form included in and Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024) appendix 1
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf¹⁷
3. In responding to serious situations¹⁸, including when an allegation is made in relation to church officers,¹⁹ the Designated Lead for Safeguarding (staff) shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes the Diocese in which 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. For staff from other denominations, or those not ordained, other relevant bodies may be consulted.
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:

The Revd Mark Bennet, 07860 555484, markbennet@btinternet.com

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
 - a written job description/person specification for the post;
 - those applying have completed an application form, or if appropriate, a complete CV and covering letter addressing the points in the job description/person specification;
 - those shortlisted have been interviewed;
 - safeguarding has been discussed at interview;
 - written references have been obtained and followed up where appropriate;

¹⁷ An annual report is made to the Governing Body. Other reports will be made as necessary.

¹⁸ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

¹⁹ This relates predominately to ordained clergy, ordinands and lay minister 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.

- a confidential declaration form and DBS check have been completed where necessary (we comply with the Code of Practice requirements about the fair treatment of applicants and the handling of information);
- qualifications where relevant have been verified;
- the applicant has completed a probationary period;
- the applicant has been given a copy of our Safeguarding Policy and knows how to report concerns;
- a suitable induction programme, including Safeguarding information, is provided for the successful applicant.²⁰

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, but in any case their DBS certificate must be seen and checked to confirm it complies with the Safer Recruiting requirements. Independent students must be supported by their Diocese or relevant denominational body, or their local church leader; 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.*²¹

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. The Public Interest Disclosure by Westcott House Employees, Students and Partners: ('Whistleblowing' Policy) can be found on pp.95-98 of the College Handbook

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.²²

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.²³

Responsibility: Designated Lead for Safeguarding (staff) / temporary staff, contractors 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.²⁴

²⁰ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>; Application of Safeguarding Guidance to Theological Education Institutions. (4th April 2024)
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

²¹ DBS eligibility checker <https://www.gov.uk/find-out-dbs-check> See also Appendix 6 and Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024)
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

²² See Appendix 4

²³ See Appendix 4

²⁴ Application of Safeguarding Guidance to Theological Education Institutions. (4th April 2024).
https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

Responsibility: Designated Lead for Safeguarding

Contractors who come onto TEI property or into contact with students (or families) must be supervised or made aware of and must agree to follow all relevant TEI safeguarding concerns and policies. They must be made aware of whom to contact in the event of a concern.

If any contractor has an extended student-facing/family-facing role, then the TEI should ensure that the contractor has received the safeguarding training required for a TEI employee in such a role.²⁵

8.7 Training, supervision, induction, review (ref 7.7)²⁶

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, or supervise those who do), 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 Safeguarding practice is part of the regular programme of All Staff meetings.
5. Church of England Training in relation to spiritual abuse is completed by all tutorial staff and chaplain.

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 understanding and practice forms part of student ongoing assessment.

²⁵ Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024)
section 8: Contractors

https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

²⁶ See appendix 6, and Application of Safeguarding Guidance to Theological Education Institutions (4th April 2024)

https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

also and Safeguarding Learning and Development Framework 2021 [Safeguarding Learning and Development Framework | The Church of England](#)

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 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.

8.9 Working with offenders and those who may pose a risk

Westcott House follows the Church of England advice on the recruitment of ex-offenders, found in the Safer Recruitment and People Management Guidance 2016 and have approved the following policy:

Policy on the Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Westcott House complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.

Therefore, Westcott House:

- undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about, where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- can only ask an individual about convictions and cautions that are not protected.
- is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- has this written policy on the recruitment of ex-offenders, which is made available to all applicants at the start of the recruitment process.
- actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- selects all candidates for interview based on their skills, qualifications and experience.
- will only make an application for a criminal record check to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. Alongside a DBS check, the candidate will be asked to complete a confidential declaration form.

- ensures that all those in Westcott House who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- ensures, at interview, or a suitable other time, that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
- undertakes to discuss any matter revealed on a DBS certificate, or in a confidential declaration form, with the individual seeking the position before withdrawing a conditional offer of employment, or dismissal.

Additional Information

Information provided within a Confidential Declaration

Information declared on a Confidential Declaration will be referred to the Designated Safeguarding Lead at Westcott House (or their deputy), who will take advice from the Diocese of Ely Safeguarding staff team, to be considered in a reasonable and measured way. This will include, where appropriate, a discussion with the applicant to provide them with the opportunity to respond to any concerns.

A clear record will be kept at this stage as to why, based on the information provided within the Confidential Declaration and the subsequent discussion with the individual, this information does or does not affect his/her ability to be progressed to the next stage of the process.

Information provided within a DBS Certificate

Once the DBS Certificate is viewed, the contents should be verified against what has been previously declared on the Church of England Confidential Declaration form by the Designated Safeguarding Lead for Westcott House (or their deputy).

If the DBS Certificate identifies information that the individual has not disclosed on his/her Confidential Declaration form or at any other time during the proceedings to date, then serious consideration must be given as to whether this candidate can be appointed after such a potential breach of trust. In all cases, the applicant should be given the opportunity to explain the discrepancy before a final decision on their suitability for the position is made.

DBS Risk Assessment

The Designated Safeguarding Lead at Westcott House (or their deputy) will carry out a risk assessment once all of the above relevant information is gathered together. The risk assessment should evidence the decision-making process that has taken place and document the rationale behind the final recruitment decision – particularly important in the case of potential discrimination claims. The risk assessment should also include any approvals and authorisations required by local policy.

The Designated Safeguarding Lead will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment in line with local arrangements. If the applicant is appointed, the risk assessment should be securely stored on the appropriate file.

If issues are complex, assistance may be sought from the Local Safeguarding Children or Adults Safeguarding Partnership. In very complex cases the advice of an independent specialist may be required. Assistance with this will be sought from the National Safeguarding Team.

Criminal Record Discrepancies

Discrepancies can occur in criminal records. This is sometimes simply because the applicant may not understand how the disclosure system works in terms of spent/unspent cautions or convictions or has been given inaccurate information about what he/she needs to disclose. Additionally, mistakes can sometimes be made on DBS Certificates – if an individual disagrees with the information contained within their DBS certificate it is his/her responsibility to appeal directly to the DBS but any appointment decisions should be deferred until such time as the dispute is concluded.

Criminal Records and Data Protection

Criminal records are a particularly sensitive type of personal data and therefore must be handled lawfully and with particular care. All data will be stored in line with our data retention policy.

Section 9: Racial Justice and Prevent Duty

9.1 Promoting racial equality

All staff, students and trustees are asked to answer the following question (trustees and staff to be asked at the time of joining, all students to be asked at the point of application):

*'Are you a member or an active supporter of any political party or other organisation whose constitution, policies, objectives, activities, or public statements are incompatible with the Church of England's commitment to promoting racial equality?'
The House of Bishops has made declarations of incompatibility in respect of two organisations, namely the British National Party and the National Front.*

9.2 Prevent Duty

Prevent and the law

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities – including most higher education institutions – to have 'due regard to the need to prevent people from being drawn into terrorism'. This is commonly referred to as the 'Prevent Duty'.

The Act also requires those authorities to have regard to guidance issued by the Secretary of State in meeting the Prevent duty. That guidance identifies various areas that require policies and procedures, properly followed and applied, from relevant higher education bodies (RHEBs).

Westcott House is not, in itself a 'registered higher education provider with the Office for Students' but will be covered by the Prevent policies of, primarily, the Cambridge Theological Federation, but also the University of Cambridge, Durham University and Anglia Ruskin University. Their policies can be found using the following links:

- [CTF Prevent Policy](#)
- [University of Cambridge Prevent Policy](#)
- [Durham University Prevent Policy](#)
- Anglia Ruskin Prevent Policy

Westcott House, however, has agreed the following:

9.3 Freedom of expression and speech

WH has duties to ensure freedom of speech and academic freedom which are not overridden by the Prevent duty. Our Statement on Freedom of Speech and Expression can be found on page 85 of the College Handbook.

9.4 Visiting Speakers

All outside speakers invited to Westcott House have a responsibility to abide by the law and:

- Must not contravene the House's Statement on Freedom of Speech and Expression
- Must not advocate or incite hatred, violence or crime
- Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- Must not spread hatred and intolerance in the community
- Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- Are not permitted to raise or gather funds for any external organisation or cause without the House's express permission.

9.5 Training

The CTF staff states that all those who teach, supervise or have pastoral responsibility for students are required to take Prevent Duty awareness training. Westcott House, therefore, expects all tutorial staff, the Principal and Vice Principal and the Chaplain to complete initial Prevent Duty Training with a refresher course every three years. Training can be accessed via the CTF on Hedwig.

9.6 Process for reporting Prevent concerns

The Prevent Duty Lead for Westcott House is the Revd Rachel Rosborough, Vice Principal, 01223 272975, vice-principal@westcott.cam.ac.uk.

If you have concerns that an individual might be at risk of radicalisation or of being drawn into terrorism, please speak to the Prevent Duty Lead. If there appears to be an immediate threat to the safety of an individual, or of members of Westcott House, or of the wider public, you should first contact the police directly (999) and then report that you have done so to the Prevent Lead.

Appendix 1: Types of Abuse

Thirtyone: Eight states that defining abuse against a child or an adult is a difficult and complex issue. Abuse may result from deliberately inflicting harm or from failing to prevent harm. Abuse may occur within a family, institution or a community setting. The abuser is often known to the child or adult and maybe in a trusted relationship.²⁷ 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*.²⁸

Children

*[Abuse is 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."*²⁹

- Physical Abuse
- Sexual Abuse³⁰
 - Grooming
 - Child Sexual Exploitation
- Neglect
- Emotional Abuse
- Domestic Abuse³¹
- 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, digital³²
- 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:

²⁷ Thirtyone:eight Model Safeguarding Policy Template 2022.

²⁸ For a full description, together with advice on recognizing the signs of abuse, please see the full document: FACT SHEET: Types of Abuse <https://www.churchofengland.org/sites/default/files/2018-10/type-of-abuse-reference-document-september-2018-proof-copy.pdf>

²⁹ *Working Together to Safeguard Children, 2018* (Updated July 2022)

³⁰ 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)

³¹ Including children who witness domestic abuse at home as well as those caught up in any incidents directly

³² The example given is 'revenge porn'

- Imbalance of power and control
- Dependency on others
- 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.³³

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.

Organisations 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.³⁴

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 (including principal and vice principal) and chaplain 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.³⁵

³³ For the full list, see FACT SHEET: Types of Abuse <https://www.churchofengland.org/sites/default/files/2018-10/type-of-abuse-reference-document-september-2018-proof-copy.pdf>, page 18-19

³⁴ See *Safeguarding Children from Abuse Linked to a Belief in Spirit Possession*, Department of Health, 2007. Now archived, but may be found here: [\[ARCHIVED CONTENT\] Safeguarding Children from Abuse Linked to a Belief in Spirit Possession : The Department for Education \(nationalarchives.gov.uk\)](#). See also [Child Abuse Linked to a faith or beliefs | Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](#) for more information.

³⁵ Application of Safeguarding Guidance to Theological Education Institutions. (4th April 2024) https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

Appendix 2: Areas of Responsibility: the Designated Lead for Safeguarding, the Deputy Designated Lead for Safeguarding, Westcott Council

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, Deputy and Trustee representative, 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 Safeguarding Lead include:³⁶

- Advise on all safeguarding matters relating to children, young people and vulnerable adults.
- Keeping abreast of changes to policies both within and outside the church, and ensuring that these are reflected in Westcott's policy and strategy.
- Raising awareness.
- Receive any concerns about children or adults in the college and make sure that proper advice is sought, and proper referrals are made.
- Report all matters relating to concerns and allegations of abuse against TEI employees or students to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required.
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the TEI community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements.
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the college.
- Seek to ensure that Safer Recruitment practice is followed.
- Attend relevant and necessary diocesan safeguarding training at least every three years.
- Ensure that everyone who requires safeguarding training attends appropriate training.
- Maintain safeguarding records.
- Contribute to the annual review of safeguarding arrangements.

³⁶ Adapted from Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance (Parish Safeguarding Officer) <https://www.churchofengland.org/sites/default/files/2017-11/key-roles-and-responsibilities-of-church-office-holders-and-bodies-practice-guidance.pdf>

The broad areas of responsibility for the Deputy Designated Safeguarding Lead include:³⁷

- Acting as a sounding board for the Designated Safeguarding Lead on matters of procedure and policy.
- Helping to raise awareness and embedding of a healthy Safeguarding culture.
- Receiving disclosures, and acting as Safeguarding lead, in the absence of the Designated Safeguarding Lead, liaising with the Diocesan Safeguarding Adviser.

In addition, a Safeguarding Administrator will be appointed to:

- Carry out the administration of DBS checks: Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS). From Autumn 2023, a new confidential declaration form will be completed by all applicants seeking a renewal of DBS.
- Checking and validating the information provided by the applicant on the application form.
- Ensuring the application form is fully completed and the information it contains is accurate.
- Maintaining records of DBS certificates and training attended by staff and students

The broad areas of responsibility for the Westcott Council include:³⁸

The governing body will:

- a. Accept its duty of care is to 'Promote a Safer Church' and ensure there is a safeguarding strategy in place.^a
- b. Contribute to creating 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.
- c. Adopt, publicise and implement a policy incorporating House of Bishops' safeguarding policy and practice guidance and national legislation and guidance.
- d. Provide a structure to manage safeguarding in the TEI with clear lines of accountability.
- e. Appoint a Designated Safeguarding Lead and Deputy.^c
- f. Seek to ensure that there are arrangements in place to ensure cooperation and information sharing between the TEI and diocese that has nominated the ordinand.
- g. Ensure that all ordinands receive safeguarding training as part of their preparation for ministry in line with the House of Bishops' Safeguarding Training and Development Framework.
- h. Ensure secure storage of records.
- i. Ensure responsible staff and volunteers attend safeguarding training in line with the House of Bishops Safeguarding Training and Development Framework.
- j. Provide appropriate insurance cover for all activities undertaken in the name of the TEI.
- k. Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues.
- l. Review progress annually.
- m. Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the TEI.
- n. In addition, Westcott Council Safeguarding Representative is the named person responsible for liaising with the Diocese, local authority and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Westcott House Principal.

³⁷ Adapted from Adapted from Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance (DBS administrator) <https://www.churchofengland.org/sites/default/files/2017-11/key-roles-and-responsibilities-of-church-office-holders-and-bodies-practice-guidance.pdf>

³⁸ <https://www.churchofengland.org/sites/default/files/2017-10/roles-and-responsibilities-practice-guidance.pdf> section 8. Theological Education Institutions (TEIs) Roles and Responsibilities

Notes to the responsibilities of the Westcott Council

^a The strategy should address areas that the safeguarding self-assessment/checklist and/or other lessons learnt reviews/inspections have identified as requiring improvement. It should also be informed by the national 'Promoting a Safer Church' Business Plan.

^b This policy should be in line with the House of Bishops' *Promoting a Safer Church* safeguarding policy statement.

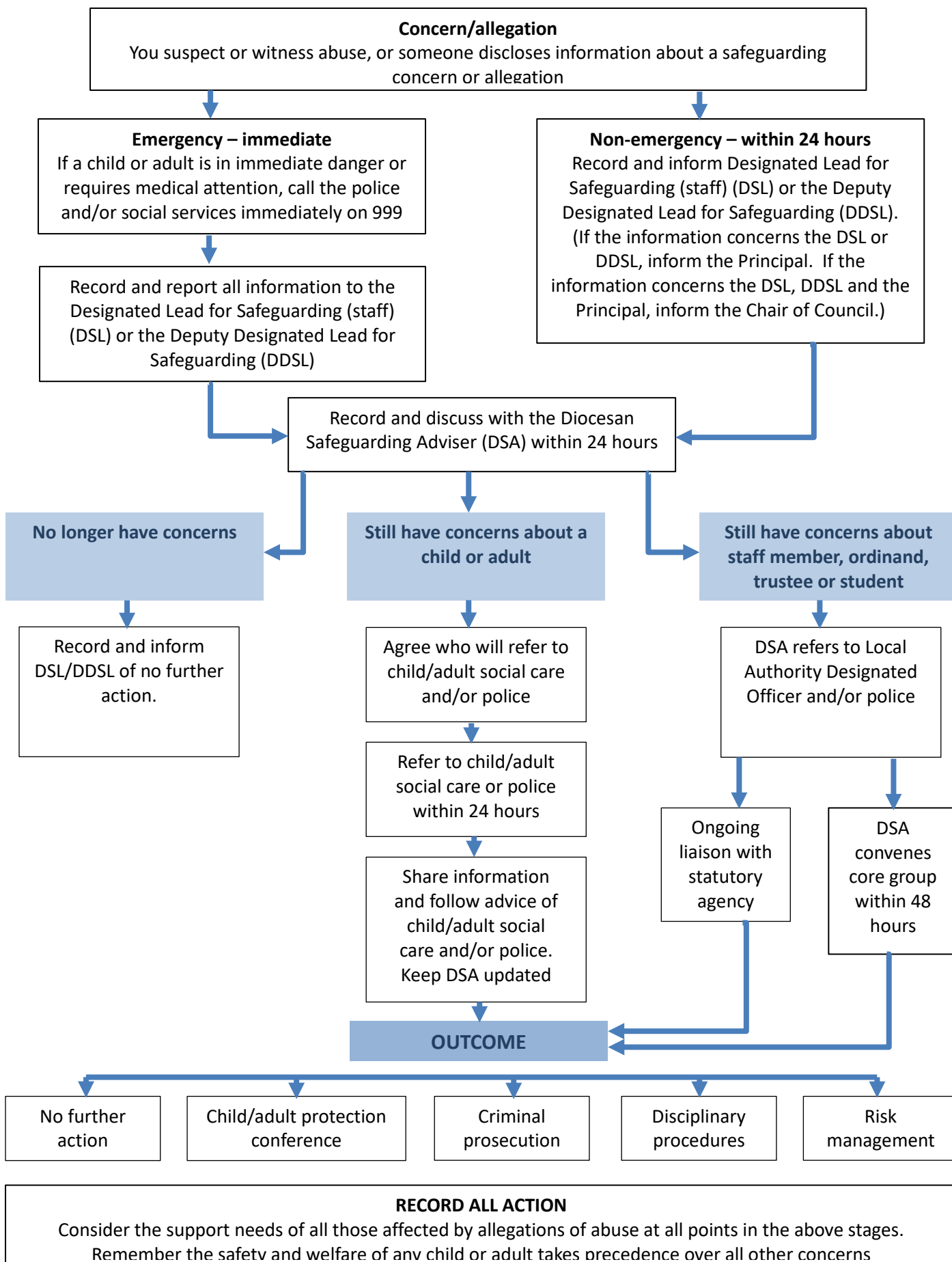
^c It is recommended that the designated safeguarding lead should be an appropriate senior member of staff, from the leadership team. The role should take lead responsibility for safeguarding. This should be explicit in the role-holder's job description. This person should have the appropriate status 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 inter-agency meetings and/or to support other staff to do so.

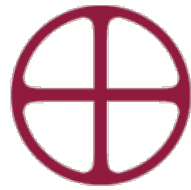
^d In order to decide which DSA is most appropriate, the principle should be applied that the DSA should be from the 'home' diocese of the ordinand or if someone has a Bishop's licence, the diocese in which the licence was issued and/or if the person has an additional role e.g. is a churchwarden, the diocese in which they undertake this role.

^e This relates predominantly 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 fulfil these criteria.

Appendix 3: Responding to Allegations

Flow chart extracted and adapted from Church of England Parish Safeguarding Handbook - <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>





WESTCOTT HOUSE

Safeguarding

This leaflet was updated in May 2024 to be distributed in September 2024.
It is due to be updated again in July 2025 and distributed in September 2025.

Safeguarding is everyone's business...Therefore, Westcott House is committed to the Church of England's policy commitments :

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

Things to remember...

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Pass on disclosures, allegations or suspicions of abusive behaviour to the Designated Safeguarding Officer (contact details overleaf).
- Do not have inappropriate physical or verbal contact with others.
- Ensure any actions cannot be misunderstood or misrepresented.

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

- In an emergency, **call emergency services 999**. Otherwise, consult the **Designated Safeguarding Lead**.
- 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 Safeguarding Lead will usually do this).
- Keep a record of what happened, your concerns and your actions.
Use the Ely "Logging a Concern about a Child, Young Person or Adult" form
- Tell only others who need to know. If unsure, please start by speaking to the Designated Safeguarding Lead.
- Do not alert the alleged perpetrator.

What to do if... a child, young person or adult discloses 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 Designated Safeguarding Lead, or, if they are not available, the Deputy Designated Lead, or if they are not available, the Principal.
Tell only those who need to know. If unsure, please start by speaking to the Designated Safeguarding Lead.

Definitions

- "child": all who have not yet reached their 18th birthday.
- "vulnerable adult" (also "adult at risk of harm"): 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<ul style="list-style-type: none">– Grooming– Child Sexual Exploitation• Neglect• Emotional Abuse <p>Abuse may include</p> <ul style="list-style-type: none">• 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<ul style="list-style-type: none">– Controlling/ coercive behaviour• Organisational or Institutional Abuse• Neglect and acts of omission• Spiritual Abuse

Resources

Westcott Safeguarding Policy (updated annually in July)

<https://www.westcott.cam.ac.uk/about-us/policies-safeguarding/>

Church of England policies and practice guidance

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

Application of Safeguarding Guidance to Theological Education Institutions (April 2024)

https://hub.commonawards.org/pluginfile.php/31758/mod_resource/content/1/Application%20of%20Safeguarding%20Guidance%20to%20TEIs%20v3.2%20final%20version.pdf

Contact Details

Westcott House designated safeguarding lead

The Revd Rachel Rosborough, Vice Principal

01223 272975, vice-principal@westcott.cam.ac.uk

Westcott House deputy designated safeguarding lead

The Revd Dr Naomi Wormell

01223 272977 (01638 730857), n.wormell@westcott.cam.ac.uk

Westcott House Principal

The Revd Dr Helen Dawes

01223 272964, principal@westcott.cam.ac.uk

Westcott House Trustee Representative for Safeguarding

The Revd Mark Bennet, 07860 555484, markbennet@btinternet.com

The Diocese of Ely Safeguarding Team

<https://www.elydiocese.org/safeguarding.php>

Safeguarding Duty Messaging Service: 01353 652747

(please do not use this number for queries about DBS checks, training or recruitment)

Diocesan Safeguarding Adviser: Rebecca Boswell

01353 652731, 07904 487912, rebecca.boswell@elydiocese.org

Assistant Diocesan Safeguarding Adviser: Sharon Gage (p/t)

01353 652706, 07507 741295, sharon.gage@elydiocese.org

Assistant Diocesan Safeguarding Adviser: Lisa Pearson (p/t)

01353 652738, 07990 581267, lisa.pearson@elydiocese.org

Safeguarding Training and Parish Support Co-ordinator: Sarah King

01353 652735, sarah.king@elydiocese.org

Diocesan Safeguarding Administrative Support (DBS Checks): Jackie Williamson (p/t)

01353 652721, safeguardingadmin@elydiocese.org

Diocesan Safeguarding Administrative Support (Training): Kelly Nott (p/t)

01353 652744, safeguarding.training@elydiocese.org

Contact details for the local Social Care services:

Cambridgeshire County Council Children's Services

0345 045 5203 (office hours)

01733 234724 (emergencies out of office hours)

Cambridgeshire County Council Adult Services:

0345 045 5202 (office hours)

01733 234724 (emergencies out of office hours)

Police: 999 (emergencies), 101 (non-emergencies)

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:	

Safeguarding Training – who needs what?

Training Course	Required by	Notes	Who?
Basic	<ul style="list-style-type: none"> All TEI employees/trustees All ordinands, and independent students studying for authorised or licensed lay ministry 		<ul style="list-style-type: none"> All employees Trustees Students All involved in 'Little Saints'
Foundation	<ul style="list-style-type: none"> All TEI staff with student-facing roles All ordinands, and independent students studying for authorised or licensed lay ministry 	'Student-facing role' means a significant part, or the major focus, of their job is face to face with students (e.g. teaching, assisting, supervising, pastoral care etc.).	<ul style="list-style-type: none"> Principal Vice Principal Chaplain Tutorial Staff Domestic Bursar Students All involved in 'Little Saints' Trustees
Leadership	<ul style="list-style-type: none"> Any ordained member of staff Any member of staff involved in delivering a leadership pathway and/or who supervises ordinands as pastoral tutor Any member of staff with specific responsibility for safeguarding Members of TEI Governing body Ordinands, and independent students studying for authorised or licensed lay ministry, complete in final year 	The recommendation is that any member of staff delivering a module with a 'context' focus and/or a placement element should complete this training. At a TEI, the voting members of the Governing Body are seen as equivalent to members of Chapter.	<ul style="list-style-type: none"> Principal Vice Principal Chaplain Tutorial Staff Designated Safeguarding Lead Deputy Designated Safeguarding Lead Students Trustees
Senior Leadership	<ul style="list-style-type: none"> TEI principals and any other members of the senior leadership team with responsibility for, and involvement in, safeguarding matters 		<ul style="list-style-type: none"> Principal Designated Safeguarding Lead Deputy Designated Safeguarding Lead Chair of Trustees

Raising Awareness of Domestic Abuse	<ul style="list-style-type: none"> • All TEI staff with student-facing roles • Ordinands, and independent students studying for authorised or licensed lay ministry, complete in first or second year • Members of TEI Governing body 	Also recommended for catering staff and maintenance staff	<ul style="list-style-type: none"> • Principal • Vice Principal • Chaplain • Tutorial Staff • Domestic Bursar • Catering Team • Maintenance Officer • Students • Trustees
Safer Recruitment and People Management	<ul style="list-style-type: none"> • Any TEI staff with line management responsibility. • Any staff involved in staff and/or student recruitment. • Ordinands, and independent students studying for authorized or licensed lay ministry, complete in final year 		<ul style="list-style-type: none"> • Principal • Vice Principal • Tutorial Staff (who interview) • Students • Domestic Bursar
Spiritual Abuse and Healthy Cultures	<ul style="list-style-type: none"> • All staff with pastoral responsibilities 		<ul style="list-style-type: none"> • Principal • Vice Principal • Tutorial Staff • Chaplain
Prevent Duty	<ul style="list-style-type: none"> • All TEI staff with student-facing roles. 	Also recommended for catering staff and maintenance staff	<ul style="list-style-type: none"> • Principal • Vice Principal • Tutorial Staff • Domestic Bursar • Chaplain

DBS checks

- all tutorial staff need Enhanced DBS with Barred List (Child and Adult workforce). Previously non-ordained tutorial staff were not eligible for this. However, advice from Ely Safeguarding Team, April 2024, states that *'If the non-ordained staff are 'managing' those who are engaged in regulated activity with children and/or adults then these would mean they themselves are in regulated activity and eligible for an enhanced with barred list check for both workforce. If this is the case then when processing the DBS check either provide a position applied for that states this.*

there is a limited number of spaces in the position applied for box but this could be added to the information box towards the bottom of the ID checkers part of the application form.'

- other people needing Enhanced with barred list Child and Adult workforce are Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, Safeguarding Administrator, Principal, Vice Principal, Chaplain
- all other staff could have a basic DBS check. Need to justify this from a data protection point of view.

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.

The Revd Rachel Rosborough, Tutor for Admissions and Designated Safeguarding Lead.

Appendix 7b: Safer Recruitment of Independent Students

Independent students studying for authorised 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, but who are studying on a Cambridge based course need to:

1. Provide a letter from their local church leader/diocese or denominational body confirming they are in good standing
2. And, if undertaking a pastoral placement (and/or helping with Little Saints) complete the relevant safeguarding training and DBS checks.

Distance students only require Safeguarding training and checks if it is a requirement of the course (for example, if undertaking a placement). These checks would normally be done by the awarding institution.

Appendix 8: Non-Safeguarding Serious Incidents

Westcott House uses the resources for *Guidance for Religious Communities: Identifying Safeguarding Serious Incidents and Reporting to the Charity Commission (2021)*

<https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-Religious-Communities-1-March-2021.pdf> as these are closest in scope and application to the situation in college.

Reference has also been made to the resources for PCCs *Guidance for PCCs: Identifying Safeguarding Serious Incidents and them to Reporting to the Charity Commission (2021)*

<https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-PCCs-1-March-2021-.pdf> and DBFs <https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-DBFs-1-March-2021.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 or harm to its work or reputation.”³⁹
- 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.⁴⁰

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.⁴¹
- 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 Lead (DSL). The DSL should use the appended template to make the report.

³⁹ <https://www.parishresources.org.uk/wp-content/uploads/SIR-Rel-Comms-cover-note-FINAL-Dec-2018.pdf> p.2

⁴⁰ <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 REPORTS⁴²

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	
<u>Details of the Incident:</u> <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.	
<u>Loss:</u> 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?	

⁴² <https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/> find link on page.

<p>Has the Incident been reported to the police, or to any other relevant regulator? 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? <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. 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)⁴³

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 Lead (DSL) 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 DSL 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 Lead (DSL) should be informed immediately. The Designated Safeguarding Lead (DSL) 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 DSL*
- 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 DSL.
- 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.

⁴³ 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.

- 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.

Appendix 11: Safeguarding Policy Statement for display

Westcott House Safeguarding Policy Statement Promoting a Safer Church

The following policy was agreed at the Governing Body (Council Meeting) meeting held on.....

In accordance with the Church of England Safeguarding Policy Westcott House is committed 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.

Westcott House will:

- Create a safe and caring place for all.
- Have a named Designated Safeguarding Lead to work with the Principal and Council to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in Westcott House premises and on the Westcott House website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Westcott House appoints **The Revd Rachel Rosborough** as the Designated Safeguarding Lead, **The Revd Dr Naomi Wormell** as the Designated Deputy Safeguarding Lead and **Emma Jeeves**, Bursar, as Safeguarding Administrator..

Principal

Chair of Westcott Council

Date:

Appendix 12: Sample Annual Report for Report

Safeguarding Policy

The College's safeguarding statement and policy was reviewed in DATE and updated for changes in personnel in DATE. No changes are required at this time.

Review of the number of concerns raised/investigated during the year

A summary of the concerns and issued raised and investigated during the last 12 months is shown in the table below.

Location	No. of concerns / incidents	No. referred to DSA	Outcome			Comments
			Resolved internally	Referred to Police / other agency	No further action	
Pathway 1						<i>Comments here should clarify any reasons for not referring concerns</i>
Pathway 2						
Pathway 3						
Total						

Comment on any incidents?

Update on training undertaken during the year (including ordinands/reader trainees)

Did all staff undertake or renew safeguarding training? Y/N

Did all students undertake the required safeguarding training? Y/N

Are all staff DBS checks up to date? Y/N

Have all new staff been safely recruited? Y/N

Did you conduct a Safeguarding Audit this year? Y/N

If yes, what did the audit demonstrate?

In light of your most recent audit, what is your Safeguarding action plan for the coming year?

Has the Governing Body agreed this report before it was sent to the DSAP/Bishop? Y/N

If yes, on which date was it agreed: