

Appendix 1: Launde Abbey Policy and Procedures for the Safeguarding of Children and Young People

Agreed 13.03.20

To be read in conjunction with
"Promoting a Safer Church" (Church of England, 2017)
and the Church of England Safeguarding Handbook (Oct 2018) with Leicester specific
index (<https://www.leicester.anglican.org/policy>)



Serving the Dioceses of
Leicester and Peterborough

Launde Abbey

Child Safeguarding Policy Statement

The following policy was agreed at the Trustees' meeting held on 29th November 2019 and reviewed at the Trustees' meeting on 13th March 2020.

The Trustees and staff of Launde Abbey adopt the safeguarding policy for children, young people and adults "Promoting a Safer Church" and are committed to the nurturing, protection and safekeeping of the children and young people in their care.

The Trustees recognise that Launde Abbey organises relatively few events or activities exclusively for children or young people under the age of 18 years. They are agreed however, that robust policy and procedures to ensure the safeguarding of children and young people should be in place in preparation for those times. Individual children and young people visiting Launde will also be protected by these procedures, and so all Trustees, staff and volunteers are expected to abide by them.

There are also occasions when external groups will want to organise activities for under 18s at Launde. It is expected that they will have their own agreed procedures and practices to ensure safeguarding, but they also need a clear understanding of the Launde Abbey expectations and must agree to work within them.

In this light, Trustees will:

- ▶ Appoint a Child Safeguarding Co-ordinator ('the Co-ordinator') to work with the Warden and the Trustees to implement policy and procedures. The Co-ordinator will ensure that any concerns about a child, or the behaviour of an adult towards a child, are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Advisor. The Co-ordinator, if not a member of the Trustees, will have the right to attend its meetings on request and will report to it at least annually on the implementation of this policy using the Diocesan template.
- ▶ Ensure that the Co-ordinator is also recognised as somebody to whom children may talk about any problems, if they so wish. Ideally, therefore, the Co-ordinator will be somebody who is accessible to children and young people, but who does not have other responsibilities for them within the Abbey.
- ▶ Display in shared spaces and areas where children's activities take place the contact details of the Co-ordinator, along with the Childline and Parentline telephone numbers and web addresses, and a copy of this statement of policy.
- ▶ Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to the national Church of England Safer Recruitment Practice Guidance, and are trained, resourced and supported. This will include providing them with a copy of this policy and ensuring they have access to all relevant policies and Practice Guidance produced by the Church of England or the Diocese of Leicester.

<https://www.leicester.anglican.org/about/safeguarding/policy/>

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

- ▶ Ensure that only authorised people work with children and that all work with children is carried out within appropriate accountability structures.
- ▶ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the Abbey or within the grounds and premises.
- ▶ Review the implementation of the Child Safeguarding Policy, procedures and practices at least annually.
- ▶ Work to create a culture of informed vigilance which takes children and young people seriously, recognising it is the responsibility of each of us to prevent the physical, emotional, sexual and financial abuse of children and young people and to report any such abuse that we discover or suspect. While the understanding of spiritual abuse is still contested, we increasingly recognize the need to take spiritual abuse seriously.
- ▶ Pay particular attention to children and young people with special needs and those from ethnic minorities, to ensure their full integration and protection within the life of the Abbey and the wider church community.
- ▶ Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- ▶ Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- ▶ Act without delay on allegations or suspicions of abuse, using procedures that follow those of the Diocese of Leicester.
- ▶ Respond without delay to any complaints received regarding children's work or the safeguarding of children and young people.
- ▶ Ensure that all new Trustees, staff and volunteers are given a copy of this policy and procedures and have access to the Church of England Safeguarding Handbook (Oct 2018) with Leicester specific index, so that they are aware of their responsibilities.
- ▶ Co-operate fully with investigations by statutory agencies and ensure that the Abbey does not conduct its own investigations.
- ▶ Seek to signpost informed pastoral care to any child, young person or adult who has suffered abuse.
- ▶ Care for and supervise any member of the staff known to have offended against a child or young person, while maintaining appropriate confidentiality.

This policy statement will be renewed annually and was agreed by the Trustees of Launde Abbey on

Date:

**Signed:
The Rt. Revd. Guli Francis-Dehqani (Chair of Trustees)**

**Signed:
The Ven. David Newman (Warden)**

Launde Abbey

Procedures for Implementing the Child Safeguarding Policy

A copy of the policy and procedures will be given to all Launde trustees, staff (whether employed directly by Launde or another body), and volunteers. They should sign and return Declaration 1 saying that they have read and understood the procedures, and agree to abide by them whenever they are in contact with children or young people at Launde.

Two copies of these procedures will be given to those visitors or group organisers who have the responsibility for children or young people at Launde Abbey. They should complete the details below, and then sign Declaration 2 saying that they have read and understood the procedures and agree to abide by them whilst at Launde Abbey. They should then return one copy to the Child Safeguarding Co-ordinator prior to activities beginning.

1. Contacts for safeguarding at Launde Abbey.

Our Child Safeguarding Co-ordinator, to whom children or adults can talk about worries and concerns about possible child abuse and all safeguarding issues, is Revd. Cathy Davies, Assistant Warden. The Ven. David Newman, Warden, can also be contacted:

Name Revd. Cathy Davies

Address Assistant Warden,
Launde Abbey,
East Norton,
Leicestershire.
LE7 9XB.

Tel: 01572 717254 Mob: 07432 137280

Email: revcathydavies@gmail.com

Name Ven. David Newman

Address Warden,
Launde Abbey,
East Norton,
Leicestershire.
LE7 9XB.

Tel 01572 717254 Mob: 07817 664189

Email warden@launde.org.uk

The Leicester Diocesan Safeguarding Advisor is:

Name Rachael Spiers
Address St Martin's House,
7 Peacock Lane,
Leicester LE1 5PZ
Tel: 0116 261 5341
Email: rachael.spiers@leccof.org

The Leicester Diocesan Assistant Safeguarding Advisor is:

Name Peter Holloway
Address St Martin's House,
7 Peacock Lane,
Leicester LE1 5PZ
Tel: 0116 261 5241
Email: peter.holloway@leccof.org

2. Staffing, supervision and training.

The recommended minimum staffing levels for activities involving children and young people, as set out in Protecting All God's Children, must be maintained. These are as follows:

<i>Age</i>	<i>Number of Leaders</i>
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken 'off site', are undertaking physical activities or if necessitated by other circumstances. This will need to be assessed by the leaders of these activities.

Adults, or young people under the age of 18, who assist very occasionally or as a one-off must be responsible to an appointed leader. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision and accountability. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the

Safeguarding Co-ordinator or Warden) of the situation, if at all possible at the time it arises, and a note will be kept by the Safeguarding Co-ordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/ Child Safeguarding Co-ordinator or Warden through feedback. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the Abbey may hold training events on Safeguarding. There will also be other training events organised by the Diocese of Leicester which Abbey staff and volunteers may attend.

Every person who works with children will be given a copy of The Church of England, Safeguarding, A Pocket Guide and this policy. They will also be given information about how to access on the internet the Church of England Safeguarding Handbook (Oct 2018) with Leicester specific index and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

(See also: *Further help and guidance*, Section 13, and *Glossary of links*, pp43-47, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

3. Safer Recruiting.

When appointing or recruiting leaders and helpers for work with children and young people, Launde Abbey will follow the guidelines set out in the Church of England Practice Guidance for Safer Recruitment, July 2016 (or any subsequent update). It can be downloaded from:

<https://www.leicester.anglican.org/wp-content/uploads/2014/05/Safer-Recruitment-Practice-Guidance-2016.pdf>

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

Those organising visiting groups of/including children or young people are expected to have recruited staff and volunteers in line with their own organisation's safer recruitment and safeguarding procedures, and to have due regard to the expectations within the Church of England Practice Guidance. This includes ensuring that the appropriate DBS checks are carried out for staff and volunteers prior to any work with under 18s.

4. Code of Behaviour

The Trustees commit to the following Code of Behaviour which all those who work with children and young people at Launde Abbey are expected to follow:

You should:

- ▶ Treat all children with respect and dignity;
- ▶ Provide a Christian example you wish others to follow;

- ▶ Provide an example of good conduct that you wish others to follow;
- ▶ Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others;
- ▶ Respect personal privacy;
- ▶ Ensure that another adult is informed if a worker needs to take a child to the toilet;
- ▶ Be aware that physical contact with a child or young person may be misinterpreted;
- ▶ Challenge unacceptable behaviour in a responsible way;
- ▶ Report all allegations/suspensions of abuse;
- ▶ Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people;
- ▶ Operate within the organisation's principles and guidance;
- ▶ Only use social media and email in accordance with paragraph 13 12 below.

You should not:

- ▶ Ever hit a child or young person;
- ▶ Play rough, physical or sexually provocative games;
- ▶ Touch inappropriately;
- ▶ Show favouritism to any one child, young person or group;
- ▶ Give lifts to children on their own or on your own; if it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible;
- ▶ Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted;
- ▶ Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying;
- ▶ Allow unknown adults access to children; a known person should always accompany visitors.

(See also: *Abuse and Neglect of Children*, Section 3 and *Acceptable Touch*, Section 11.2, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

5. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child or young person, or by an adult who is disclosing or alleging historic child abuse then:

- ▶ Listen - and keep listening;

- ▶ Any questions you ask, you must be careful are open and not closed questions or to clarify that you have understood the child properly using their own words if possible. Do not investigate the matter yourself – this is the job of the authorities; in particular do not speak to the subject of the allegation;
 - ▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared;
 - ▶ Assure them they are not to blame;
 - ▶ Tell them what you are going to do - reassure them that the matter will be reported to those whose job is to keep children/young people safe. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation;
 - ▶ As soon as possible after the conversation, make careful notes of what was said, recording dates, times, events and when you were told;
 - ▶ If there is immediate danger to a child or young person, contact Social Services or the Police;
 - ▶ Report the incident to the Warden of Launde Abbey or the Child Safeguarding Co-ordinator immediately;
 - ▶ If the allegation relates to the Co-ordinator or Warden or anybody related to them, report the matter directly to the Diocesan Safeguarding Advisor;
 - ▶ Do not discuss the incident with anybody else;
 - ▶ The Warden or Safeguarding Co-ordinator must then report the allegation or disclosure to the Diocesan Safeguarding Advisor within 24 hours; and inform the Chair of Trustees. The Diocesan Safeguarding Advisor will advise on what needs to be done in line with Practice Guidance.
- In the absence of the Diocesan Safeguarding Advisor, the appropriate Archdeacon should be contacted.
- ▶ Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.
 - ▶ Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.
 - ▶ If a child or young person makes a disclosure by email or other electronic the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to “listen” and then passing on the disclosure via the appropriate channels.
 - ▶ The procedure is the same for abuse which happened in the past, possibly many years ago.

(See also: *Recording, Data Protection and Information Sharing*, Section 7.7, and *Caring Pastorally for Victims/ Survivors of Abuse and Affected Others*, Section 8, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

6. Procedure to be followed where there are concerns that someone may be committing abuse.

If you are concerned, or it comes to your notice in another way, that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with the Child Safeguarding Co-ordinator or Warden;
- ▶ The Co-ordinator or Warden must then report the concerns to the Diocesan Safeguarding Advisor by the end of the next working day; and inform the Chair of Trustees.
- ▶ Do not contact the Co-ordinator or Warden if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Advisor directly in this case.
- ▶ Record the dates and times of any observations which have been made and of the referral to the Co-ordinator/Advisor.
- ▶ The Diocesan Safeguarding Adviser will act in line with Practice Guidance and will decide whether to
 - ❖ Report the concerns to Social services and/or the Police, who will then investigate while the Diocesan Safeguarding Adviser liaises with Launde Abbey; or
 - ❖ Continue to observe closely – the process will then be repeated in the event of any more concerns.
- ▶ There should be close communication between the Warden/ Coordinator, the Diocesan Safeguarding Adviser and appropriate Archdeacon until the situation is resolved. The Chair of Trustees should be kept informed.
- ▶ In the absence of the Diocesan Safeguarding Adviser, the appropriate Archdeacon should be contacted.

7. Procedure to be followed where a person with convictions for offences against children, or who is under investigation, is regularly attending Launde Abbey.

Where it becomes known that someone attending Launde Abbey has been convicted of offences against children (or they have received a formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of children also at Launde. If it becomes known that a person who attends Launde is subject to investigation for alleged child abuse then a temporary agreement will be needed until the outcome of the investigation is known.

- ▶ The Warden or the Safeguarding Co-ordinator, must inform the Diocesan Safeguarding Advisor of the situation and inform the Chair of Trustees.
- ▶ The Advisor will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.

- ▶ The Diocesan Safeguarding Adviser will be responsible for producing any risk assessment and/ or agreement.
- ▶ If the person is a convicted offender, there will need to be liaison with the person's Supervising Officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- ▶ The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the Diocesan Safeguarding Adviser who will follow up in line with Practice Guidance. The extent of the Diocesan Safeguarding Adviser's involvement will vary according to the nature of the information on the DBS check.

8. Allegations or concerns about senior clergy.

- ▶ If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser.
- ▶ If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- ▶ If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

(See also *Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse (The Respondent) and Affected Others*, Section 9, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

9. Registration

When any regular group or activity for children and/or young people takes place at Launde Abbey (whoever organises it), a registration form will be required for each child or young person who takes part. For the sake of clarity, this does *not* include activities which would take place regardless of whether or not children are present, nor school visits accompanied by school staff. Neither does it include activities which are family focused and which children therefore attend with their parents.

The registration form will be updated annually and include the following:

- ▶ Name and address;
- ▶ Date of birth;
- ▶ Emergency contact details;
- ▶ Medical information;
- ▶ Any special needs including activities that the child or young person is unable to take part in;
- ▶ Consent for emergency medical treatment;
- ▶ Consent for photographs and videos if relevant.

All personal details and registration forms will be stored securely at Launde Abbey under the provisions of the Data Protection Act, and will be accessible only to relevant staff and volunteers.

Forms will not be used for any other purpose and will be shredded or disposed of securely when out of date or no longer in use.

(See also: *Recording, Data Protection and Information Sharing*, Section 7.7, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

10. Activities away from the premises.

Adequate arrangements must be made for children's and young people's activities which are based in, but take place away from, the buildings and immediate garden of Launde Abbey, as follows:

- ▶ No child can be taken off-site for activities without the consent of their parent/guardian/carer;
- ▶ Details of the event must be given in advance and consent forms received in advance of the event taking place;
- ▶ Details of the arrangements will be given to the Child Safeguarding Co-ordinator;
- ▶ A risk assessment will be undertaken and confirmation obtained that the event is covered by the Trustees' insurance;
- ▶ A detailed programme and list of contacts should be left with someone at the Abbey;
- ▶ A leader will be designated to take responsibility for First Aid.

(See also *Outings and Overnight Events* (pp49-50) and *Use of Photographs and Images*, pp 54-55, The Church of England Safeguarding Handbook (Oct 2018) with Leicester index, which also offers model registration and consent forms, p47.).

11. Health & Safety and First Aid.

Health and Safety will be managed as part of all activities. All buildings and locations where activities with children and young people may take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the Trustees or other appropriate organisation. Health and Safety issues observed by those working with children and young people should be reported to the person at the Abbey with responsibility for Health and Safety.

A First Aid kit and accident book will be available on site and will be checked monthly and updated as necessary. Launde Abbey Health and Safety procedures should be followed at all times.

If there is an emergency involving injury to a child or young person:

- ▶ Stay calm
- ▶ Provide immediate first aid when needed
- ▶ Alert others to the need for help

- ▶ Ensure that somebody is supervising the other children or young people
- ▶ Call an ambulance if needed
- ▶ Contact the parents/guardians of the child or young person
- ▶ Provide an appropriate handover and information about the situation to the parents/guardians
- ▶ Complete the accident book
- ▶ Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Child Safeguarding Co-ordinator.

12. Use of Social Media, email and texting.

All those involved in working with children and young people will exercise care in the use of social media. They must be familiar with and abide by the principles set out in the Diocese of Leicester Safeguarding Handbook.

(See also *Use of Social Media*, Section 12, Church of England Safeguarding Handbook (Oct 2018) with Leicester index).

13. Implementation of the Policy and reporting to the Trustees.

The Child Safeguarding Coordinator will be responsible for ensuring the practical implementation of the safeguarding policy and procedures. The Trustees retain ultimate responsibility for safeguarding and for shaping policy and procedures.

The Co-ordinator will report annually to the Trustees on safeguarding matters, and also after any incident with safeguarding implications (taking care to preserve confidentiality as necessary). The Trustees will be kept informed, at least on an annual basis, of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

These procedures for implementing the Launde Abbey Child Safeguarding Policy will be reviewed annually and were agreed by the Trustees of Launde Abbey on:

Date:

Signed:
The Rt. Revd. Guli Francis-Dehqani (Chair of Trustees)

Signed:
The Ven. David Newman (Warden)

Launde Abbey
Child Safeguarding Procedures
Declaration 1

for trustees, staff and volunteers

Name :

Role at Launde :

I declare that I have read and understood the Launde Abbey Policy and Procedures for Child Safeguarding, and I agree to abide by these policy and procedures whilst a part of the Launde Abbey team.

Signed:

Date:

Please return one copy of this signed declaration to the Launde Abbey Child Safeguarding Co-ordinator.

Launde Abbey
Child Safeguarding Procedures
Declaration 2

for the leaders of children's or young people's groups or activities

Contact details for the main leader of each children's or youth group:

Name of group/activity :

Leader's name :

Leader's address :

Leader's telephone :

Leader's email :

Date(s) of visit/activity :

Nature of visit/activity :

Number/age of under 18s :

Number of supervising adults

I declare that I have read and understood the Launde Abbey Policy and Procedures for Child Safeguarding, and I agree to abide by these policy and procedures whilst taking part in children's and young people's activities at Launde Abbey. I will provide a copy of these procedures to all supervising adults and ensure that they abide by them at Launde Abbey.

Signed:

Date:

Please return one copy of this signed declaration to the Launde Abbey Child Safeguarding Co-ordinator *before* your activities commence.