

Safeguarding Children, Young People & Adults Experiencing or at Risk of Abuse or Neglect

Policy & Procedures 2019-2020

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1. Introduction and Key Contacts

Organisational Information:

Name: Oak Hill College (part of the Kingham Hill Trust)
Address: Chase Side, Southgate, London, N14 4PS
Telephone: 020 8449 0467
Charity Number: 1076618

About Oak Hill College:

Oak Hill College exists to serve churches worldwide as they carry out the Great Commission of the Lord Jesus Christ (Matt 28:18-20) by equipping their people to serve with a grasp of God's revealed truth that is adaptable, deep, broad and integrated.

The College offers full-time and part-time courses in Theological & Pastoral Studies and Theology for Crossing Cultures. The College has a residential community which is made up of staff, students and their families (including both children and young people). There is a Crèche which exists to serve students by facilitating spouse attendance at lectures during the academic year. Crèche facilities are offered at various times, dependent on availability of suitable staff.

Important Contact Details:

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| College Safeguarding Officer | Nigel Bolitho Telephone: 020 8449 0467 ext. 226 Email: safeguarding@oakhill.ac.uk |
| Deputy Safeguarding Officer | Kristi Mair kristim@oakhill.ac.uk |
| Local Social Services (Barnet) | Children's Services: Telephone (24 hours): 020 8359 4066 Adult Services: Telephone (24 hours): 020 8359 5000 |
| Police Contact Details | Emergencies: 999 Non emergencies: 101 |
| Diocesan Safeguarding Team/Helpline | 020 7932 1224 Email: safeguarding@london.anglican.org |
| Diocesan Safeguarding Advisors (London) | Annette Gordon: 020 7932 1124 Margaret McMahon: 020 3837 5092 Andy Munroe: 020 3837 5092 Aileen Stamate: 020 3837 5093 |
| Out of hours – 31:8 helpline - (CCPAS) | 030 3003 1111 5pm – 9am |

About the College's Safeguarding Policy and Procedures:

The College's Safeguarding Policy and Procedures follow the requirements laid out in the following Government guidance documents:

- *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children* (HM Government, 2013)¹
- *Statement of Government Policy on Adult Safeguarding* (Department of Health, 2011)²
- *Keeping Children Safe in Education* (Department for Education, 2014)³

It is also based upon the provisions laid out in *Safeguarding in the Diocese of London* (2012, 2015), and the following national Church of England safeguarding policies and procedures:⁴

- *Promoting a Safe Church: Safeguarding policy for adults* (2006)⁵
- *Responding to Domestic Abuse: Guidelines for those with pastoral responsibility* (2006)
- *Protecting All God's Children: Safeguarding policy for children and young people* (Fourth Edition, 2010)⁶
- *Responding Well to those who have been Sexually Abused* (2011)
- *Practice Guidance: Responding to Serious Safeguarding Situations* (Dec 2015)⁷
- *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church* (2015)
- *Safeguarding and Clergy Discipline Measure 2016*⁸
- *Practice Guidance: Safer Recruitment* (revised 2017)⁹
- *Promoting a Safer Church: House of Bishops policy statement* (2017)¹⁰
- *Responding Well to Domestic Abuse: Policy and Practice Guidance* (March 2017)¹¹
- *Promoting a Safer Church: Safeguarding policy statement for children, young people and adults* (2017)¹²
- *Parish Safeguarding Handbook, 'Promoting a Safer Church' House of Bishops*, (Version 0.1 2018)¹³
- *Practice Guidance: Safeguarding Training & Development* (July 2019)¹⁴

A copy of this Policy, along with a signed copy of the Diocese's *Safeguarding Policy Statement*, has been lodged with the College Safeguarding Officer, and will be reviewed annually.

The College policy and supporting documentation will be made available to staff and students during their induction, as part of regular safeguarding training, and via the College's Virtual Learning Environment (VLE).

The College undertakes to support the College Safeguarding Officer in the implementation and regular review of this Policy and the provisions it contains.

¹ <http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>

² www.gov.uk/government/uploads/system/uploads/attachment_data/file/215591/dh_126770.pdf

³ www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf

⁴ <https://www.churchofengland.org/clergy-office-holders/protecting-and-safeguarding-children-and-vulnerable-adults/national-policy-practice-guidance.aspx>

⁵ <https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf>

⁶ <https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>

⁷ <https://www.gloucester.anglican.org/content/pages/documents/1456764905.pdf>

⁸ https://www.churchofengland.org/sites/default/files/2018-01/gd%201952%20-%20draft%20safeguarding%20and%20clergy%20discipline%20measure_July14.pdf

⁹ https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

¹⁰ <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

¹¹ <https://www.churchofengland.org/sites/default/files/2017-11/responding-well-to-domestic-abuse-formatted-master-copy-030317.pdf>

¹² <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

¹³ <https://www.churchofengland.org/sites/default/files/2019-03/Parish%20Safeguarding%20Handbook%20March%202019.pdf>

¹⁴ https://www.churchofengland.org/sites/default/files/2019-07/Safeguarding%20Training%20%26%20Development%202019%20Final%20version_0.pdf

2. Commitment to Safeguarding

Section 11 of the Children Act 2004¹⁵ places duties on a range of organisations and individuals to ensure that 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. The range of organisations includes 'Faith Organisations':

"Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children as described in Working Together (Chapter 2 paragraph 4)."

The Church of England works in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so, the Churches subscribe to the following principles to which, in partnership, the College also subscribes:

- 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 establishment of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse, and where they can find support and best practice that contributes to the prevention of abuse.

In particular, the College aims to:

- Reduce the risk of significant harm to children or adults from abuse or other types of exploitation, whilst listening to and supporting individuals;
- Respond without delay to any allegation or suspicion of abuse, including cooperating with the police and local authorities in any investigation;
- Ensure that safeguarding is everybody's business, with this institution playing its part in preventing, detecting and reporting neglect and abuse;
- Ensure that arrangements are in place locally to protect those least able to protect themselves;
- Care pastorally for victims/survivors of abuse and other affected persons;
- Ensure that our recruitment processes are fair, consistent and transparent, and follow good practice for 'Safer Recruitment';
- Challenge any abuse of power, especially by anyone in a position of respect and responsibility where they are trusted by others;
- Respond appropriately to those who may pose a present risk;
- Care pastorally for those who are the subject of concerns/allegations of abuse and other affected persons.

In matters affecting the Church of England, the College involves the London Diocesan Safeguarding Team.

¹⁵ <http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf> (see p.47 onwards)

3. Definitions and Scope

Children and adults at risk¹⁶ can be harmed by deliberate action (for example physical, sexual or emotional abuse) or by omission (for example neglect). Abuse can occur within all cultures, religions and classes; it may occur at the hands of a stranger or, more frequently, at the hands of someone known to the individual who occupies a position of trust; and it may occur in a variety of locations and settings - within the home, in a community setting or, increasingly, using digital technology. For more detailed definitions, please see Appendix 1: Types of Abuse.

The College believes that every individual, whether child or adult, has value as one made in the image and likeness of God. The aim of this policy is therefore to establish a safe living and working environment for all members of the College community: students, staff, their spouses and their children. This is necessarily a collaborative endeavour which will involve all members of that community. As such the College will endeavour to establish a safe, caring and loving environment for all members of the College community through the implementation of this Safeguarding Policy and its associated procedures. This will include:

- Safer recruitment procedures;
- Appropriate training for all staff and students; and
- Awareness-raising within the College.

With respect to children and young people, a child is defined as anyone who has not yet reached their eighteenth birthday. The fact that a child has reached sixteen years of age, is living independently or is in Further Education, is a member of the Armed Forces, is in hospital or is in custody in the secure estate does not change his/her status or entitlements to services or protection. The College expects parents to take responsibility for the welfare of their children whilst on College premises: this includes satisfying themselves that, where that responsibility is delegated to another person for a time, the individual concerned is a suitable and appropriate person. The College takes no responsibility for informal arrangements made between parents.

An adult at risk is someone eighteen years old or over, who (whether or not *they* consider themselves to be so) may be at risk by reason of age, illness or disability; it also includes any adult who has been put at risk by their situation or circumstances, such as by discrimination or as a victim/survivor of abuse. In this connection, the College accepts the Diocese of London's definition as outlined in Safeguarding and Clergy Discipline Measure (Jan 2016):

'In this Measure, "vulnerable adult" means a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.'¹⁷

Where the College believes that an adult (whether a student or a member of staff) falls into this category, then it will arrange a meeting for that individual with the College Safeguarding Officer and, where necessary, the College Director and/or the Director of Pastoral Care to discuss what support can be provided.

¹⁶ As noted in the Church of England's *Practice Guidance: Responding to Serious Safeguarding Situations* (2015), the Department of Health now uses the term 'adults experiencing, or at risk of abuse or neglect' in place of the previously used term 'vulnerable adult' (*Practice Guidance*, p.6). The shorter term 'adults at risk' is used here simply for concision.

¹⁷ <https://publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf> HL Paper 79 - A Measure passed by the General Synod of the Church of England, laid before both Houses of Parliament pursuant to the Church of England Assembly (Powers) Act 1919, Sec 6.

Where this involves support for academic reasons the student will discuss the matter with the College's Disability Officer and information will be shared with limited staff members only to the extent necessary to assist with studies, vocational formation and personal welfare.

The College will fully support those with capacity in making their own decisions. It will always respond with regard to the wishes of the adult, but where capacity is in question it will not always be able to respond in accordance with them.

4. Responsible Officers

While the College believes that safeguarding is a matter for everyone within its community, ultimate responsibility rests with the College's Governing Body (the College Council) and, at an operational level, the Leadership Team. The following Responsible Officers have been appointed by the Council and the Leadership Team to take a lead in this area:

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| College Safeguarding Officer | Nigel Bolitho Telephone: 020 8449 0467 ext. 226 Email: nigelb@oakhill.ac.uk Office off Reception |
| Deputy Safeguarding Officer | Kristi Mair kristim@oakhill.ac.uk |
| College Director | Dr Dan Strange Telephone: 020 8449 0467 ext. 202 Email: daniels@oakhill.ac.uk Office off Main Square & Study: NW118 |
| Director of Operations & Finance | Grant Farrant Telephone: 020 8449 0467 ext. 231 Email: grantf@oakhill.ac.uk Office off Main Square |
| Director of Pastoral Care | Dr Andrew Nicholls Telephone: 020 8449 0467 ext. 224 Email: andrewn@oakhill.ac.uk Study: NW131 |
| College Council Representative | Mr Tom Custance Member of the Oak Hill College Council Email: available from the College Director's PA |

Safeguarding Officer

The Safeguarding Officer has been nominated by the College to act on its behalf in dealing with all matters relating to actual or alleged abuse; this includes making a written record of any concerns raised and referring the matter as appropriate to the local authorities (such as the Local Children's Social Care Department and/or the NSPCC), the Police, the Charity Commission and to the Diocesan Safeguarding Team.

The Job Description for the College Safeguarding Officer is at Appendix 2.

As noted in the Job Description, the person appointed to the role of College Safeguarding Officer will be a regular member of a local church who can demonstrate a commitment to safeguarding children and adults at risk who are from all cultural backgrounds and abilities; s/he will have a good awareness of Diocesan policies and procedures, statutory legislation and guidance, and will

undertake regular training in safeguarding and child protection (for example, as provided by the local authority and/or by local diocesan officers) at least every three years.

Deputy Safeguarding Officer

A Deputy Safeguarding Officer may be appointed from time to time to assist the College Safeguarding Officer. They will be an alternative person for people to approach with concerns relating to safeguarding. They will liaise with the College Safeguarding Officer who will retain responsibility for the roles listed above.

Director of Pastoral Care

The Director of Pastoral Care will lead on safeguarding in the faculty meeting, may advise and assist in matters of policy and procedural norms for the College and may assist in training students and/or staff, but will not carry primary responsibility for the oversight or processing of individual cases.

5. Awareness and Prevention of Abuse

Students:

- All prospective students are required to complete a self-declaration of any criminal records
- All full and some part time students will be required to undergo a DBS check prior to the commencement of their studies (or as soon as is reasonably possible thereafter) as ministry is a regulated vocation and in preparation for placements.
- All students will receive compulsory safeguarding training as part of their programme: this will be provided by the College Safeguarding Officer or another appropriately trained individual, and all students will be required to attend.
- All students will be required to sign a Code of Conduct on an annual basis: these documents will be held securely by the College Safeguarding Officer in a manner consistent with the provisions of the Data Protection Act 2018.

The Safeguarding Policy and Procedure is available in secure electronic form through the College's VLE; a quick-reference, accessible version (Appendix 3) is available on the VLE, in the Library and the SCR and all students are directed towards the Policy during Welcome Week.

Recruitment of Staff:

All appointments within the College will be subject to a recruitment process, vetting checks and a mandatory probation period. Recruitment procedures will include:

- A clear, written job description and person specification for each post;
- Completion of a confidential self-declaration form as part of the application
- Consistent interviewing and assessment methods, including discussion of safeguarding;
- The uptake of written references and appropriate follow up;
- Verification of identity and relevant qualifications prior to appointment;
- Completion of a DBS Check, where appropriate to the role (including overseas criminal records check, where appropriate);
- Repeat of DBS Check, where appropriate to the role, after 5 years of employment;
- Appropriate induction, supervision, training and support (including specific training on safeguarding where appropriate to the role);
- Completion of a designated probationary period.

Staff will receive regular safeguarding training/updates from the College Safeguarding Officer or another appropriately trained individual. The Safeguarding Policy and Procedure is available in secure electronic form through the College's VLE and in paper format through the Library; a quick-reference accessible version (Appendix 3) will be given out to all staff as part of their induction training and annually thereafter. Staff without access to the VLE have a copy available in their department.

All teaching and support staff will be required to sign a Code of Conduct at the beginning of each academic year: these documents will be held securely by the College Safeguarding Officer in a manner consistent with the provisions of the Data Protection Act 2018. Temporary staff working in relevant areas of the college will be made aware of the College's arrangements for safeguarding, and of their own responsibilities within those arrangements, as part of their induction and orientation; where appropriate, they will also be required to sign a copy of the Code of Conduct.

Safeguarding Ethos within the College:

The College will endeavour to build an appropriate ethos within its community, for example by:

- developing a culture of awareness in order to protect children and adults at risk;
- modelling appropriate behaviour in all interactions with children and adults at risk; and
- providing information on where to seek help and on procedures for reporting suspected abuse (through this Policy and through safeguarding training).

Use of the College Network:

All students will be provided with access to the VLE and will be expected to read and abide by the College's 'Computers Acceptable Use Policy'. Use of the College's network will be monitored. For more information please refer to the VLE/Computers & IT/ Computers Acceptable Use Policy.

Arrangements for College Placements:

All students are required to complete at least one placement as part of their training, with the type and number of placements varying according to the length of the programme and the specialism being followed. Placements will be arranged by the College's Placements Coordinator in conjunction with Course Directors. Before a student is placed in a church, chaplaincy or other faith-based organisation, the College Placements Coordinator will ask for a copy of that organisation's Safeguarding Policy Statement: this will be kept on file by the College for the duration of the placement.

It is the responsibility of the **placement provider** to undertake and to pay for a further DBS check for the student in connection with their placement if they wish to perform their own; DBS checks are not currently transferable.

College Activities involving Children:

- The College's Crèche has its own safeguarding policies and procedures that are in line with the College Safeguarding Policy Statement; a copy of these will be lodged annually with the Director of Operations and Finance.
- Crèche facilities are occasionally provided during College events (such as the annual Commissioning and Graduation Services). Those responsible for arranging and coordinating the activities will be required to have a College DBS check and will be asked to agree to the College's Safeguarding Code of Conduct by signing a copy. All other volunteers will be Barred-List checked.
- Risk Assessments for all of these activities, including the ratio of leaders to children and other safeguarding matters, will be submitted by the activity leader to the College Safeguarding Officer and the Director of Operations & Finance.

Working with Outside Agencies:

The welfare of children and young people is the immediate responsibility of those caring for them. Groups may hire the Chapel and/or rooms in the Main House, Founders Court and the Academic Centre. Each area is clearly demarcated and the College community is informed in advance by email. Bookings will stipulate the areas of the College site that groups are allowed to access, however, despite the precautions put in place the College cannot ensure this is adhered to, and, therefore, those responsible for children cannot be sure their children are necessarily safe in any part of the College. The areas are monitored by CCTV. For more information see our Premises Booking Policy.

6. Action in Cases of Suspected Abuse (Child or Adult at Risk)

Concerns about a child, young person or adult at risk may present themselves in a number of ways. No member of staff or student should **ever** carry out their own investigation into an allegation or suspicion of abuse, past or present, since action of this nature may interfere with a formal investigation at a later date. Instead, the following procedures should be followed:

- The person in receipt of an allegation of abuse (whether past or present, and whether from the child or adult at risk themselves or from a third party), or who suspects that abuse may be taking place, should make a note of what they have seen, heard or become concerned about (within an hour if possible). They should ensure that they **do not** promise confidentiality to the person concerned.
- The concern should be reported immediately (and no later than 24 hours) to the College Safeguarding Officer or the Deputy Safeguarding Officer. If the College Safeguarding Officer or Deputy is unavailable, or if the concern in any way involves the Safeguarding Officers, then the report should be made to the College Director. In the unlikely event that all are unavailable or that the allegation (also) involves both of these individuals, then the matter should be reported to the Director of Operations and Finance and in his absence the Director of Pastoral Care. If no College Representative is available please contact Local Social Services.
- The College Council Representative will be kept informed.
- Suspicions must not be discussed with anyone other than the above-named.
- If it is necessary to take immediate action to protect life and limb, then the person involved should dial 999 to contact the police and/or ambulance service as necessary, and follow the instructions given. As soon as possible, and within 24 hours, the matter should be reported to the College Safeguarding Officer (or one of the other Responsible Officers as above).

The College will support the Safeguarding Officer in taking any action that is required (either immediately or subsequently) with respect to the alleged or actual abuse of a child, young person or adult at risk. It accepts that any information in the possession of the Safeguarding Officer will be shared in a limited way, on a need to know basis, and that this may include referral to the appropriate local, diocesan and judicial authorities.

7. Procedures, Care and Support for Those Involved

Support for those affected by abuse:

The College will endeavour to offer appropriate pastoral care and support for any member of the College community who has been the victim of abuse. This will be done in tandem with local and church authorities and, where necessary, will include appropriate referrals to other external support agencies (e.g. specialist counselling services, independent authorised listeners appointed by the Diocese etc.). Support will also be provided if required for family members and for those members of the College community who have been directly involved in the identification or reporting of alleged or actual abuse. Consideration may be given to the provision of funded support, where appropriate, although this should not be deemed to constitute an admission of liability on the part of the College.

Procedure if a student is accused/suspected of abuse:

If a student is suspected or accused of abuse, the following action will normally¹⁸ be taken:

- The student will be required to attend a meeting with the College Safeguarding Officer within 24 hours of the allegation being made; if the student is away from the College at the time of the allegation and cannot come back (e.g. if they are overseas or at an unreasonable distance) then the meeting must take place within 24 hours of their return.
- The Diocesan Safeguarding Team will be informed of the allegation within 24 hours of it being made known to the College Safeguarding Officer. If the accused student is an Ordinand, then their sponsoring diocese will also be informed; if the accused student is an Independent (including students on the Crossing Cultures and Children's & Youth Ministry Streams), then any relevant sponsoring agency will be informed.
- The student's placement church (and, if different, their normal place of worship) will be informed of the allegation and the student will be withdrawn from ministry for the duration of the investigation.
- The student will be required to withdraw from classes and from use of College facilities (such as the Library) and to study remotely using recordings and lecture handouts made available through the College's VLE.
- If the student needs to come onsite for any reason (including if they *live* onsite in College property) or needs to access any of the College's facilities (such as the Library) then they must be accompanied at all times by an adult who is not their spouse: the College will nominate an appropriate, independent person for this purpose.
- The College will report to and cooperate fully with the police and with the local and church authorities as required throughout the investigation.
- Such actions do not in any way imply guilt.

If the student is exonerated as a result of the investigation, then all access and privileges will be restored and it will be made clear to all of those with whom the College has had to communicate

¹⁸ On occasion, it may be necessary to vary this practice, for example on the advice of the police and as part of a wider and ongoing investigation.

(including the Diocesan Safeguarding Team, the placement church, the place of worship and any College officers) that the allegation has been shown to be false. Given that the College is fairly small, it may also be necessary to communicate this clearly and formally to the College community as a whole: in such cases, the timing, format and wording of the communication will be agreed in advance with the exonerated student.

If the allegation is upheld and the student is prosecuted or accepts a caution (which, under the terms of the Diocese of London's policy, makes them "an offender") then the College will work with the Diocesan Safeguarding Team and other local and church authorities as necessary to determine the best course of action. Depending on the nature and seriousness of the offence, this may include:

- Expulsion of the student from the College;
- Allowing the student to continue their studies but under strict terms and conditions which they will be required to keep (for example being accompanied at all times onsite);
- Any other sanctions which the Diocesan Safeguarding Team recommend as the result of a formal risk assessment;
- Referral to the Disclosure and Barring Service (even if the student withdraws from study as a result of the issue): failure to make a referral without good reason would be an offence; and
- Reporting the incident to the Charity Commission.

If no charges are brought, but the allegation remains 'unsubstantiated' (i.e. neither proven nor disproven), the College will work with the police and relevant local authorities to undertake appropriate actions, such as a formal risk assessment. The student will remain excluded from the College community until such time as the risk assessment has been completed and any necessary measures put in place.

In all of the above, and in tandem with any relevant local authorities, the College will also endeavour to provide appropriate pastoral support and, if needed, specialist counselling for the student concerned, with a view to helping the student to deal with the issues which have arisen and any consequences that will flow from them in terms of future vocation, relationships with peers etc. It will also, where appropriate, provide support for the student's family.

Procedure if a member of staff is accused/suspected of abuse:

If a member of staff is suspected or accused of abuse, the following action will normally¹⁹ be taken:

- The member of staff will be required to attend a meeting with the College Safeguarding Officer and Director of Operations and Finance within 24 hours of the allegation being made; if the member of staff is away from the College at the time of the allegation and cannot come back (e.g. if they are overseas or at an unreasonable distance) then the meeting must take place within 24 hours of their return.
- The Diocesan Safeguarding Team will be informed of the allegation within 24 hours of it being made known to the College Safeguarding Officer.
- The staff member's normal place of worship will be informed so that they can be withdrawn from ministry for the duration of the investigation.
- The staff member will be suspended²⁰ on full pay until such time as any investigation has been concluded. Teaching, pastoral activities (such as leading Fellowship Group and/or

¹⁹ As in the case of students, on occasion, it may be necessary to vary this practice, for example on the advice of the police and as part of a wider and ongoing investigation.

preaching in Chapel) and administrative responsibilities will be covered by other members of staff or by visiting lecturers/temporary staff as required.

- If the member of staff lives on site it may be appropriate for the staff member to be relocated off site temporarily and possibly until the conclusion of the investigation. This decision would be reviewed regularly. Alternative accommodation would be at the College's expense.
- If the member of staff needs to come onsite for any reason then they must be accompanied at all times by an adult who is not their spouse: the College will nominate an appropriate, independent person for this purpose. If the member of staff remains living on site then outside their accommodation would be considered as 'onsite'.
- The College will report to and cooperate fully with the police and with the local and church authorities as required throughout the investigation.
- Such actions do not in any way imply guilt.

If the member of staff is exonerated as a result of the investigation, then all access and privileges will be restored and it will be made clear to all of those with whom the College has had to communicate (including the Diocesan Safeguarding Team, the staff member's place of worship and any College officers) that the allegation has been shown to be false. Given that the College is fairly small, it may also be necessary to communicate this clearly and formally to the College community as a whole: in such cases, the timing, format and wording of the communication will be agreed in advance with the exonerated staff member.

If, after investigation, the allegation is upheld and the member of staff is prosecuted or accepts a caution (which, under the terms of the Diocese of London's policy, makes them "an offender") then the College will work with the Diocesan Safeguarding Team and other local and church authorities as necessary to determine the best course of action.

Depending on the nature and seriousness of the offence, and taking into account the College's disciplinary policy and the advice of HR personnel, this may include:

- Termination of employment;
- Allowing the individual to continue in post but under strict terms and conditions which they will be required to keep (for example being accompanied at all times onsite, being withdrawn from pastoral/tutorial activities etc.);
- Any other sanctions which the Diocesan Safeguarding Team recommend as the result of a formal risk assessment;
- Referral to the Disclosure and Barring Service (even if the member of staff resigns as a result of the issue): failure to make a referral without good reason would be an offence; and
- Reporting to the Charity Commission.

If no charges are brought, but the allegation remains 'unsubstantiated' (i.e. neither proven nor disproven), the College will work with the police and relevant local authorities to undertake appropriate actions, such as a formal risk assessment. The member of staff will remain suspended until such time as the risk assessment has been completed and any necessary measures put in place.

In all of the above, and in tandem with any relevant local authorities, the College will also endeavour to provide appropriate pastoral support and, if needed, specialist counselling to the member of staff concerned, with a view to helping him/her to deal with the issues which have arisen and any consequences that will flow from them in terms of future employment, relationships with other members of the College community etc. It will also, where appropriate, provide support for the staff member's family.

²⁰ It should be noted that suspension is a neutral act and is intended as a precautionary measure to allow a case to be investigated in a dispassionate and safe manner.

Record Keeping and Reporting:

A complete record of any case will be maintained by the College Safeguarding Officer. This will include notes and/or minutes of meetings or conversations; any decisions made and the reasons for them; and key documents such as risk assessments or papers relating to disciplinary action. Records will be signed and dated, with the name and role of their author clearly shown.

In line with Diocesan policy, records concerned with abuse will be kept indefinitely, and will be stored safely and securely by the College Safeguarding Officer in accordance with the provisions of the Data Protection Act 2018.

Within the College community itself, information will be shared by the appropriate College Safeguarding Officer in a limited way and only on a need to know basis. However, in addition to this, all safeguarding issues, along with information about the action taken in response, will be reported by the College Safeguarding Officer to the College Council Safeguarding Representative.

8. Review of the Safeguarding Policy and Procedures

The College Safeguarding Officer will report to the Leadership Team twice a year on the implementation of the College's Safeguarding Policy. This will include a review of any allegations made or concerns raised; analysis of any cases against the relevant policy and practice guidelines; identification of any weaknesses; and agreement of any changes that need to be made as a result.

The College Safeguarding Officer will also undertake an annual review of the Safeguarding Policy and its associated procedures and will ensure that copies of the Policy are made available to all members of the College community as outlined in Section 5.

9. Agreement and Signature

College Safeguarding Officer:

Nigel Bolitho

Signature:

Date:

College Director:

Dr Daniel Strange

Signature:

Date:

Director of Operations & Finance:

Grant Farrant

Signature:

Date:

College Council Representative:

Tom Custance

Signature:

Date:

Appendix 1: Types of Abuse

For more details, see:

- Children: *Working Together to Safeguard Children*²¹ (2013, p.85)
- Adults: *No Secrets*²² (paragraph 2.7)
- Children & Adults: *Safeguarding in the Diocese of London* (2012, pp.41-48)

Abuse is mistreatment by any other person or persons that violates a person’s human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person’s quality of life, to causing actual physical or mental suffering.

| | |
|---|--|
| Physical Abuse | May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. |
| Sexual Abuse | Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children. |
| Neglect/Acts of Omission | The persistent failure to meet an individual’s basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating. |
| Emotional/Psychological Abuse (inc. Web-based bullying and witnessing Domestic Violence/Abuse) | The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual’s emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. This could also include the inappropriate use of religious belief or practice, including the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries |

²¹ <http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>

²² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

| | |
|---------------------------------|--|
| Institutional Abuse | Occurs where the routines and regimes within care settings (day, residential, hospital or other institutions including TEIs) deny people rights, choices and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of Whistleblowing policies and lack of training. |
| Discriminatory Abuse | Including racism, sexism, abuse based on a person's disability, sexual orientation, and other forms of harassment, slurs or similar treatment. |
| Financial/Material Abuse | Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. |
| Domestic Violence/Abuse | Physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent. |

Appendix 2: Job Description: College Safeguarding Officer

The College will appoint one or more people to act as the College Safeguarding Officer. The appointee will play an essential role in fulfilling the Church of England's commitment to safeguard and promote the welfare of children and adults at risk. They will attend relevant meetings of the Leadership Team in connection with this role.

The College Safeguarding Officer will oversee the implementation of the Diocesan Safeguarding Policy, along with its associated policies, procedures and guidelines within the College. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner (advice sought or report made within 24 hours).

A **Deputy Safeguarding Officer** may also be appointed with particular responsibility to be an alternative first point of contact (second bullet point below). The Deputy does not share all other listed responsibilities, but will communicate all relevant information immediately to allow the proper discharge of those responsibilities.

Main responsibilities

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the College.
- Be the first point of contact for children, adults at risk and other members of the College community regarding suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Diocesan Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
- Keep the President informed of all concerns, responses and activities relating to safeguarding children and adults at risk.
- In collaboration with the Director of Pastoral Care, maintain the profile of safeguarding within the College, ensuring that it remains a high priority on the Leadership Team's agenda and report on any issues or concerns with the implementation of the Safeguarding Policy and its associated procedures.
- Ensure that the requirements for DBS checks are met for the appropriate roles.
- Complete a list of 'local contacts' as per Safeguarding in the Diocese of London annually.
- Report to London Diocesan when aware of any safeguarding issues.
- Report to St Albans Diocesan on an annual basis regarding any safeguarding issues.

Those suitable for the role of College Safeguarding Officer

The person appointed to this role should be a regular member of a local church who can demonstrate a commitment to safeguarding children and adults at risk who are from all cultural backgrounds and abilities, and should have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within three months of being appointed and be updated at least every three years.

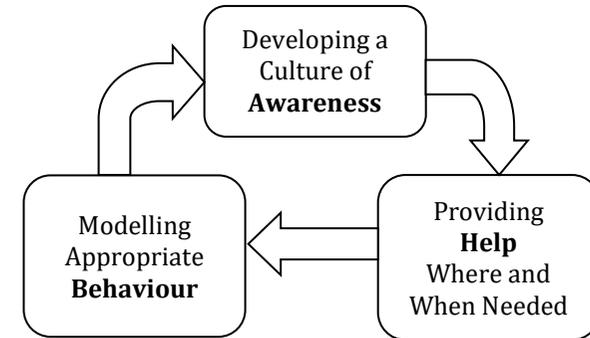
QUICK REFERENCE GUIDE 2019 -2020



Safeguarding Children, Young People & Adults Experiencing or at Risk of Abuse or Neglect

A copy of the Safeguarding Policy in full is available on the College's VLE under College Life/Safeguarding/Policy. This includes information about what might constitute abuse and what procedures exist within the College to deal with safeguarding concerns.

College Ethos:



Things to Remember:

- Every individual, whether child or adult, has value as one made in the image and likeness of God.
- Treat all children, young people and adults with respect and dignity (e.g. in words, attitude and body language).
- Respect personal space and privacy.
- Avoid being alone with a minor/adult at risk; keep others within sight and always be aware of your actions.
- Ensure that your actions cannot be misinterpreted by anyone else, and avoid putting anyone (including yourself) in a vulnerable/compromising position.
- Take care to avoid inappropriate physical or verbal contact with others (including minors).
- Challenge unacceptable behaviour.
- Speak up about inappropriate attitudes and behaviour that might put others at risk; do not keep allegations or suspicions of abuse secret.

And please remember: if this is an area in which you yourself are struggling, then support and help is available for you. PLEASE speak up: you do not need to struggle alone.

What to do if....?

If you have concerns about a child, young person or adult at risk, or are in receipt of an allegation of abuse (whether past or present, and whether from the child/adult at risk themselves or from a third party) then the following guidelines may help:

- If immediate action is necessary to protect life and limb, dial 999 to contact the police and/or ambulance service as necessary, and follow the instructions given.
- Make a note of what you have seen, heard or become concerned about (within an hour if possible): record dates, times and events in as much detail as you can.
- Report this as immediately (and certainly within 24 hours) to the appropriate College Safeguarding Officer.
- If the College Safeguarding Officer is unavailable, or if the concern in any way involves the appropriate College Safeguarding Officer, then contact the College Director. If the College Safeguarding Officer or College Director are unavailable or the allegation involves the individual(s), then speak to the Director of Operations and Finance and in his absence the Director of Pastoral Care.
- If you are unable to reach any College Representative within 24 hours then contact the Local Social Services (see Safeguarding Policy for details).

Important:

- **NEVER** carry out your own investigation into an allegation or suspicion of abuse; this may interfere with a formal investigation at a later date.
- **DO NOT** promise confidentiality to the person concerned.
- **DO NOT** discuss these matters with anyone other than the above-named College Officers.

SAFEGUARDING AT OAK HILL COLLEGE

Important Contact Details:

College Safeguarding Officer

Nigel Bolitho
Tel: 020 8449 0467 ext 226
Email: safeguarding@oakhill.ac.uk
Office off Reception

Deputy Safeguarding Officer

Kristi Mair
kristim@oakhill.ac.uk
Study: NW114

College Director

Dr Dan Strange
Tel: 020 8449 0467 ext 202
Email: daniels@oakhill.ac.uk
Office off Main Square

Director of Operations & Finance

Grant Farrant
Tel: 020 8449 0467 ext 231
Email: grantf@oakhill.ac.uk
Office off Main Square

Director of Pastoral Care

Dr Andrew Nicholls
Tel: 020 8449 0467 ext 224
Email: andrewn@oakhill.ac.uk
Study: NW131

Police Contact Details

Emergencies: 999
Non emergencies: 101