

Trinity College Bristol

Safeguarding children and adults who are
vulnerable

Policy Statement

Date agreed by the Trinity College Governing Body 1 December 2014

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TEI Policy Statement

This policy statement when taken together with the policy statement of Bristol Baptist College represents the joint TEI policy of Trinity College with Bristol Baptist College.

The safeguarding policies of Trinity College Bristol and Bristol Baptist College are aligned by following government guidance and the national safeguarding policies of the Church of England and the Baptist Union of Great Britain (BUGB). In the event of there being a difference in guidance between the two denominational bodies, Trinity College follows the guidance of the Church of England, and Bristol Baptist College that of the BUGB. Reference is made in this document to guidance and policies issued by the two denominations.

Church of England approved procedures will be followed in regard to any allegation made against Trinity College or its staff, students or associates, and BUGB approved procedures will be followed in regard to any allegation made against Bristol Baptist College, its staff students or associates. Any safeguarding issue concerning Bristol Baptist College or its staff, students or associates occurring within Trinity College will be handled according to Church of England protocols in liaison with the BUGB, and any safeguarding issue concerning Trinity College or its staff, students or associates within Bristol Baptist College will be handled according to BUGB protocols in liaison with the Church of England.

1. Important contact details

1.1 The name of the Trinity College Designated Safeguarding Lead (children and adults) is:

Name: Andrew Lucas
Telephone: 0117 9682803 ext 234
Email: execdirector@trinitycollegebristol.ac.uk

1.2 The name of the Bristol Baptist College Designated Officer for Safeguarding (children and adults) is:

Name: Fran Brealey
Telephone: 0117 9467050 ext 210
Email: fran.brealey@bristol-baptist.ac.uk

1.3 The contact details for the local Social Services (sometimes known as Social Care):

Name of Authority: Bristol City Council

Children's Services: Children and Families Services, City Hall, College Green, Bristol BS1 5TR

Tel: (office hours): 0117 9036444 (First Response)
Tel: (emergencies out of office hours): 01454 615 165

Adult Services: Care Direct

Telephone (office hours): 0117 922 2700 (answerphone out of office hours)

1.4 Police:

Emergencies: 999
Non emergencies: 101

1.5 The name(s) of the relevant regional Safeguarding Advisers are:

Diocese of Bristol:

Name: Adam Bond
Tel: 0117 9060100
Email: safeguarding@bristoldiocese.org
Web: <https://www.bristol.anglican.org/safeguarding/>

South West Baptist Association:

Name: Chris Wooding
Tel: 0845 1204550
Web: http://www.baptist.org.uk/Articles/417945/Safeguarding_SWestBA.aspx

2. Safeguarding is everyone's business

The Church of England and the Baptist Union of Great Britain work in partnership with other Christian Churches and agencies in ensuring that both children and adults are adequately safeguarded. In doing so the Churches subscribe to the following principles which, in partnership, Trinity College and Bristol Baptist College also subscribe to. Therefore, the colleges are committed to:

- The care and nurture of, and respectful pastoral ministry with, all children, young people and all adults
- The safeguarding and protection of all children, young people and all adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

In particular, the colleges aim 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 all individuals concerned.
- 2.2 Ensure safeguarding is everybody's business, with this institution playing its part in preventing, detecting and reporting concerns of possible neglect and abuse
- 2.3 Ensure arrangements are in place locally to protect those least able to protect themselves.

3. Definitions

- 3.1 A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
- 3.2 An adult is someone over 18 years old and includes any adult, whether or not they consider themselves vulnerable, who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or as a victim/survivor of abuse.
- 3.3 For definitions of abuse, see Appendix 1: Types of Abuse.

4. Government National Policy Guidance

This policy statement follows requirements from the following Government Guidance:

- 4.1 *Working Together to Safeguard Children* ¹A guide to inter-agency working to safeguard and promote the welfare of children HM Government 2015
- 4.2 *Care and Support Statutory Guidance Ch. 14 Safeguarding – February 2018*² - Department of Health

¹ www.workingtogetheronline.co.uk

² <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

4.3 *Keeping Children Safe in Education*³ Department for Education 2016.

5. Church National Policy Guidance⁴

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

- 5.1 [Promoting a Safe Church \(safeguarding policy for adults\) 2006](#) - see 5.6 below
- 5.2 *Responding to Domestic Abuse* (guidelines for those with pastoral responsibility, 2006)
- 5.3 [Responding Well to those who have been sexually abused](#) (2011)
- 5.4 [Protecting All God's Children](#) (safeguarding policy for children and young people, 4th edition, 2010)
- 5.5 [Safer Recruitment Practice Guidance](#) (2016).
- 5.6 *Promoting a Safer Church (the Church of England's Safeguarding Policy for children, young people and adults 2017)*
- 5.7 [Responding well to domestic abuse practice guidance \(2017\)](#)
- 5.8 [Training and development practice guidance \(2017\)](#)
- 5.9 [Key roles and responsibilities of church office holders and bodies practice guidance \(2017\)](#)⁵
- 5.10 [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)

The policy statement also follows Baptist Union of Great Britain national safeguarding policies and procedures.

- 5.11 [Safe to Grow: safeguarding children and Young People in the local church](#) (2011)

6. Duties of Faith Organisations - Section 11 of the Children Act 2004⁶

- 6.1 Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.
- 6.2 The range of organisations includes "Faith Organisations":
"Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children" as described in *Working Together* (Chapter 2 paragraph 4.)".
- 6.3 In addition Higher Education Institutions have a common law duty of care to take reasonable steps to ensure that the child, young person or vulnerable adult is safe

³ Keeping Children Safe in Education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

⁴ <https://www.churchofengland.org/more/safeguarding>

⁵ Specific responsibilities for TEIs are outlined in this guidance on p.30 (see Appendix 3)

⁶ http://www.workingtogetheronline.co.uk/chapters/chapter_two.html#faith

and, in the absence of specific requirements, to be seen to have an enhanced duty of care.

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

Ultimate legal responsibility for safeguarding in the colleges rests with the Governing Bodies which ensure that the colleges have 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, 2015* (chapter 2 paragraph 4), in relation to children
- b) following equivalent guidance⁷ in relation to adults who are vulnerable.

Such statutory requirements are as follows:

- 7.1 a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults
- 7.2 a member of the Governing Body to take leadership responsibility for the organisation's safeguarding arrangements
- 7.3 a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services
- 7.4 arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)⁸ or Local Safeguarding Adults Board (LSAB)⁹
- 7.5 a member of staff appointed as Designated Safeguarding Lead. 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]. They may appoint and lead a team of designated officers. Designated Officers for Safeguarding roles should always be explicitly defined in job descriptions. Designated Officers for Safeguarding should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively
- 7.6 safe recruitment procedures ensuring that all appropriate checks, including criminal record checks, are carried out on staff, students and volunteers who work with children and adults who are vulnerable
- 7.7 appropriate supervision and support for staff, including undertaking safeguarding training:
 - employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

⁷ Care and Support Statutory Guidance - Chapter 14

⁸ Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 which gives a statutory responsibility to each locality to have this mechanism in place. LSCBs are now the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. The purpose of this partnership working is to hold each other to account and to ensure safeguarding children remains high on the agenda across their region.

⁹ The Local Safeguarding Adults Board (LSAB) is a multi - agency partnership which provides strategic leadership for the development of adults safeguarding policy and practice, consistent with national policy and best practice.

- 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 LSCB/LSAB¹⁰ for dealing with allegations against people who work with children or adults who are vulnerable. An allegation may relate to a person who works with children or adults who has:
- behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
 - possibly committed a criminal offence against or related to a child or adult; or
 - behaved towards a child or children or adult(s) in a way that indicates they may pose a risk of harm to children or adults.
- 7.9 in addition:
- county level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)¹¹ 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 Service¹². It is an offence to fail to make a referral without good reason.

Specific arrangements for the Colleges' implementation of these requirements are set out in section 8.

8 The colleges' implementation of statutory safeguarding requirements as set out in section 7

¹⁰ See South West Child Protection Procedures - https://www.proceduresonline.com/swcpp/bristol/p_alleg_against_staff.html

¹¹ 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 Children Board (LSCB) or Local Children's Services Authority.

¹² [Information about the Disclosure and Barring service can be found here](#)

Trinity College follows the detailed guidance and procedures of the Diocese of Bristol. The Diocesan Safeguarding Adviser, Adam Bond can be contacted for advice on implementing arrangements in place¹³ and information about policy and practice.

Bristol Baptist College follows the detailed guidance of and procedures of the Baptist Union of Great Britain.

For each of the sections below, the person or body named as responsible in each section is required to list actions specific to the colleges 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 Safeguarding Lead (staff) and Safeguarding Representative (Governing Body)

1. Procedures are in place for activities for children, adults and mixed age within the college communities (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 Baptist Union safeguarding policies, procedures and guidance are held by the relevant Designated Safeguarding Lead and Safeguarding Representative, and details of the colleges' procedures reflect the requirements.
4. The Designated Safeguarding Lead (staff) is in contact with the Diocesan Safeguarding Adviser or the South West Baptist Association Safeguarding Officer, as appropriate.

8.2 Designated Officers for Safeguarding (ref 7.2, 7.5)

Responsibility: Governing Body

1. A senior member of the colleges' leadership teams is appointed to act as the Designated Safeguarding Lead and to liaise with the 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 the Designated Officers.
3. Supervision, support and training, including Local Authority and Diocesan or Baptist safeguarding training, is in place for the Designated Officers for Safeguarding, and the Governing Body Safeguarding Representative.

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

Responsibility: All staff

¹³ See Church of England Safeguarding Practice Guidance: [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)

1. All safeguarding information about abuse, whether current or non recent, and including internet abuse, is taken seriously and referred to the Designated Safeguarding Lead (staff).

Responsibility: Designated Safeguarding Lead (staff)

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

Responsibility: Governing Body

1. Taking into account the view of children and adults affected, the Governing Body:
 - a) review all allegations and concerns brought to their attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention;
 - b) review the colleges' safeguarding policies and procedures annually.

8.4 Information sharing (ref 7.4, 7.9)

Responsibility: All staff

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

Responsibility: Designated Safeguarding Lead (staff)

1. The Designated Safeguarding Lead (staff) shares information about any allegation or concern with the statutory agencies in which the alleged victim resides: police if criminal behaviour; and with the LADO of Children's Services, or equivalent senior manager in Adult Services, within one working day; and follows statutory advice.
2. The Designated Safeguarding Lead (staff) reports all safeguarding information about abuse, and the response made, to the Governing Body Safeguarding Representative.
3. In responding to serious situations¹⁴, the Designated Safeguarding Lead (staff) shares information with the relevant Diocesan, Church of England, South West Baptist Association or Baptist Union Safeguarding Adviser. For a member of staff this includes the Diocese of Bristol; for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with the colleges.

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 college principals:

TBC by college council, May 2018

8.5 Safer recruitment (ref 7.6)

¹⁴See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

Responsibility: Designated Safeguarding Lead (staff)/Human Resources

1. **For staff:** Trinity College follows Church of England and Diocesan practice guidance in recruitment of staff, including references, interviews and criminal records checks with the DBS. Bristol Baptist College follows Baptist Union of Great Britain practice in recruitment of staff, including references, interviews and criminal checks with the DBS.

Responsibility: Human Resources/Diocesan Directors of Ordinands/Baptist equivalent of DDO

1. **For students:** Trinity College works with the sponsoring diocese to ensure that all students have been recruited safely, including a criminal records check with the DBS. Bristol Baptist College works with the Ministry Team of the Baptist Union of Great Britain to ensure that all students have been recruited safely, including a criminal check. *NB Occasional or short term students do not need a criminal check unless they are involved in a role in a parish that would require one to be completing regulated activity.*¹⁵

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

Responsibility: Designated Safeguarding Lead (staff)

1. The colleges' policies and procedures are available and accessible to all staff and students, as is required by their role [see appendix 3 for an example of accessible format].
2. All staff and students are required to complete online safeguarding training accessed via the Diocese of Bristol¹⁶ (additional training requirements are outlined below)

Responsibility: Designated Safeguarding Lead (staff)/all staff and students/users

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

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

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

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

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

1. The colleges' senior leaders, and all staff (teaching and support staff if they work directly with children or adults who are vulnerable), undertake training required to equip them to carry out their responsibilities for safeguarding

¹⁵ Changes to Disclosure and Barring 2012, Summary of the new definition of Regulated Activity, p 9:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf

¹⁶ <https://www.bristol.anglican.org/safeguarding-training/> and <https://safeguardingtraining.cofeportal.org/>

effectively, that is kept up to date by refresher training at three yearly intervals.

2. Details of training are provided in a timely fashion for all staff.
3. Introduction to safeguarding policies and procedures is included in staff induction programmes
4. Review of improvement in safeguarding practice forms part of staff ongoing appraisal.

For students:

Responsibility: Designated Safeguarding Lead (staff)/Curriculum planners

1. All students are expected to attend mandatory safeguarding training relevant to their course of study, provided by the Diocese of Bristol. Completion of the necessary safeguarding training is a course requirement for all Ordinands.

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

Responsibility: Designated Safeguarding Lead (staff)

1. Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan policies and practice guidance and Baptist Union of Great Britain policies and practice guidance.
2. Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

Appendix 1
Types of abuse for more details see
Categories of Abuse and additional information
Categories, Definitions and Indicators of Harm (Last Updated April 2017 v4)

Type Of Harm	Definition	Examples	Indicators
<p>Physical</p> <p>Adults and Children</p>	<p>Non-accidental harm to the body. From careless rough handling to direct physical violence.</p> <p>Unlawful or inappropriate use of restraint or physical interventions.</p>	<p>Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.</p>	<p>History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.</p>
<p>Sexual</p> <p>Adults and Children</p>	<p>Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.</p> <p>Note: A child under 16 years old can never consent to any sexual act</p>	<p>Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects</p>	<p>Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated</p>
<p>Emotional</p> <p>Adults and Children</p>	<p>Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life.</p> <p>Wilful infliction of mental suffering by a person in a position of trust and power.</p>	<p>Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem,</p>	<p>Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss</p>

Type Of Harm	Definition	Examples	Indicators
		<p>isolation and over-dependence. Failure to provide a loving environment for a child.</p> <p>The misuse of the authority of leadership or penitential discipline , oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.</p>	
<p>Neglect</p> <p>Adults and Children</p>	<p>Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.</p>	<p>Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.</p>	<p>Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.</p>
<p>Financial</p> <p>Adults</p>	<p>The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.</p>	<p>Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to</p>	<p>Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services</p>

Type Of Harm	Definition	Examples	Indicators
		part with money on false pretences,	
Organisational Adults	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development.</p> <p>Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible</p>
Discriminatory Adults	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p> <p>Adult or child forced to work as sex worker, farm labourer, car</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds.</p>

Type Of Harm	Definition	Examples	Indicators
		cleaner.	May not know where they are or who they are with.
Self Neglect	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk. May have untreated or inadequately treated physical health issues.
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other

resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the mental capacity to do so) they continue to be at risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

The Designated Safeguarding Lead

The Designated Safeguarding Lead must be a member of the college's Senior Management Team and will have authority to commit resources to safeguarding matters, and where appropriate direct other staff.

In many TEIs a single designated person will be sufficient, and a deputy is available to act in the designated person's absence. In large establishments, or those with a large number of safeguarding concerns, it may be necessary to have a number of deputies or designated officers to deal with the workload. Trinity College and Bristol Baptist College operate with a designated safeguarding lead in each college.

In addition to basic safeguarding training any Designated Officer undertakes training in inter-agency working that is provided by, or to standards agreed by, the Local Safeguarding Children and Adult boards and refresher training at two yearly intervals to keep his or her knowledge and skills up to date;

The Designated Safeguarding Lead should make contact with the Local Authority Designated Officer (LADO) for children and his or her equivalent for adults. Their names can be obtained from the local social services department.

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

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

These are detailed in *Keeping Children Safe in Education* Department for Education 2016¹⁷ Annex B which provides a useful guide to TEIs in safeguarding arrangements.

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Keeping Children Safe in Education:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnc_e_FINAL.pdf Annex B

8. Theological Education Institutions (TEIs) Roles and Responsibilities¹⁸

The governing body will:

- Accept its duty of care is to 'Promote a Safer Church' and ensure there is a safeguarding strategy in place;
- 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;
- Adopt and publicise a safeguarding policy;
- Adopt and implement House of Bishops' safeguarding policy and practice guidance and national legislation and guidance;
- Provide a structure to manage safeguarding in the TEI with clear lines of accountability;
- Appoint a Designated Safeguarding Lead and Deputy;
- Seek advice from a diocesan safeguarding adviser in relation to safeguarding concerns or allegations in relation to church officers. These should always also be reported to the Local Authority Designated Officer;
- 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;
- 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;
- Ensure secure storage of records;
- Ensure responsible staff and volunteers attend safeguarding training in line with the House of Bishops Safeguarding Training and Development Framework;
- Provide appropriate insurance cover for all activities undertaken in the name of the TEI;
- Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Ensure compliance with any registering body guidelines as required;
- Review progress annually;
- Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the TEI.