

Trinity College Bristol

Safeguarding children and adults who are at risk

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 Trinity College Designated Safeguarding Lead (children and adults) is:

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

The Governing Body Safeguarding Representative is:

Name: Richard Jackson
Telephone: 01273 425009
Email: bishop.hereford@hereford.anglican.org

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

Name: Tim Welch
Telephone: 0117 9469205
Email: tim.welch@bristol-baptist.ac.uk

The Governing Body Safeguarding Representative is:

Name: Ruth Bottoms
Telephone: 01525 853348

1.3 The Local Authority Designated Officer (LADO) for the area relating to the placement context is the first point of contact. For Bristol LADO this is:

Name of Authority: Bristol City Council

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

Tel: (office hours): 0117 903 6444 (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 relevant regional Safeguarding Advisers are:

Diocese of Bristol:

Name: Adam Bond
Tel: 0117 906 0100
Email: safeguarding@bristoldiocese.org
Web: <https://www.bristol.anglican.org/safeguarding/>

A list of all Baptist Association safeguarding leads can be found at:

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 children, young people and adults at risk¹ 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 at risk is anyone aged 18 or above who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.
- 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*² A guide to inter-agency working to safeguard and promote the welfare of children HM Government 2018
- 4.2 *Care and Support Statutory Guidance Ch. 14 Safeguarding – 2022*³ - Department of Health

¹ In this policy, the term 'adults at risk' is used conterminously with 'vulnerable adults'

²www.workingtogetheronline.co.uk

³<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

4.3 *Keeping Children Safe in Education*⁴ Department for Education 2022.

5. Church National Policy Guidance⁵

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

- 5.1 [Promoting a Safer Church](#) (the Church of England's Safeguarding Policy for children, young people and adults, 2017)
- 5.2 [Protecting All God's Children](#) (safeguarding policy for children and young people, 4th edition, 2010)
- 5.3 Promoting a Safe Church (safeguarding policy for adults, 2006)
- 5.4 Responding to Safeguarding Concerns and Allegations that relate to Children, Young People and Vulnerable adults practice guidance (2018)
- 5.5 [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)
- 5.6 [Responding well to domestic abuse practice guidance \(2017\)](#)
- 5.7 [Responding Well to those who have been sexually abused](#) (2011)
- 5.8 Safer Recruitment and People Management Guidance (2021)
- 5.9 [Learning and development practice guidance \(2017\)](#)
- 5.10 [Safeguarding Learning and Development Framework | The Church of England](#)(2021)
- 5.11 [Key roles and responsibilities of church office holders and bodies practice guidance \(2017\)](#)⁶
- 5.12 This policy statement also follows Baptist Union of Great Britain national safeguarding policies and procedures:

https://www.baptist.org.uk/Groups/220880/The_Baptist_Union/Resource_Library/Free_Resources_and/Safeguarding/Sfaeguarding.aspx

6. Duties of Faith-Based Organisations - Section 11 of the Children Act 2004⁷

- 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-based organisations": "Every VSCE [voluntary, charity, social enterprise], faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to

⁴Keeping Children Safe in Education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

⁵ <https://www.churchofengland.org/more/safeguarding>

⁶ Specific responsibilities for TEIs are outlined in this guidance on p19 (see Appendix 3)

⁷ http://www.workingtogetheronline.co.uk/chapters/chapter_two.html#faith

ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary."⁸

- 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 adult at risk is safe and, in the absence of specific requirements, to be seen to have an enhanced duty of care.

7. Statutory Safeguarding requirements for all children, young people and adults at risk

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 (2018)*⁹ in relation to children
- b) following equivalent guidance¹⁰ in relation to adults who are at risk.

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)¹¹ or Local Safeguarding Adults Board (LSAB)¹².
- 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 at risk.
- 7.7 Appropriate supervision and support for staff, including undertaking safeguarding training:

⁸ Working Together, 2018, ch 2, 61, p74

⁹ Working Together, 2018, ch 2, 11, p61

¹⁰ Care and Support Statutory Guidance, ch 14

¹¹ 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.

¹² 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.

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

7.8 Clear policies in line with those from the LSCB/LSAB¹³ for dealing with allegations against people who work with children, young people or adults at risk. An allegation may relate to a person who works with children, young people or adults at risk 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)¹⁴ 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.
- 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 Service¹⁵. 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

¹³ See South West Child Protection Procedures -

https://www.proceduresonline.com/swcpp/bristol/p_alleg_against_staff.html

¹⁴ 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.

¹⁵ [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 Officer, Adam Bond, can be contacted for advice on implementing arrangements in place¹⁶ and information about policy and practice.

Bristol Baptist College follows the detailed guidance of and procedures of the Baptist Union of Great Britain. The appropriate Baptist Association safeguarding leads for each region can be contacted for advice on implementing procedures and information about policy and practice via this link: www.baptist.org.uk/Groups/248291/Association_contacts.aspx

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/adults at risk; 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)

¹⁶ See Church of England Safeguarding Practice Guidance: [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)

Responsibility: All staff

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 Officer 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. In liaison with the DSO, 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) gives a summary report of all safeguarding cases to the Governing Body as a standing item on its agenda.
3. In responding to both serious situations¹⁷ and other disclosures, 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:

Name: Richard Jackson

¹⁷ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

Telephone: 01273 425009
Email: bishop.hereford@hereford.anglican.org

8.5 Safer recruitment (ref 7.6)

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. 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.¹⁸

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 Bristol¹⁹ unless an alternative training option has been authorised by the DSL (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, contractors and volunteers

4. All temporary staff, contractors and volunteers know who to contact if they have a safeguarding concern.
5. Temporary staff, contractors and volunteers who work with children or adults who are at risk are made aware of the colleges' arrangements for safeguarding and their responsibilities.

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

¹⁹ <https://www.bristol.anglican.org/safeguarding-training/> and <https://safeguardingtraining.cofeportal.org/>

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 at risk), undertake training required to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three yearly intervals. [Ref. Appendix 4]
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 or their sponsoring diocese, as agreed. Completion of the necessary safeguarding training is a course requirement for all Ordinands. [Ref Appendix 5]

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

Type Of Harm	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	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.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act	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	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
Emotional Adults and Children	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. Wilful infliction of mental suffering by a person in a position of trust and power.	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	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

Type Of Harm	Definition	Examples	Indicators
		<p>contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.</p>	
<p>Spiritual abuse Adults and children</p>	<p>The inappropriate use of religious belief or practice.</p> <p>Coercion and control of one individual by another in a spiritual context. The abuse of trust by someone in a position of spiritual authority (such as a minister).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices. Extreme pastoral interference in personal matters – reducing individual choice and responsibility. The misuse of scripture or power to control behaviour and pressure to conform. The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position. Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm. The denial of the right of faith or opportunity to grow in the knowledge and love of God.</p>	<p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination:</p> <ul style="list-style-type: none"> • Pastoral practices that ‘force’ people into accepting religious values or ideas. • Confusion, and uncertainty of who, what or why they believe any more. • Deeply scarred – emotionally, psychologically and spiritually.
<p>Neglect 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</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>

Type Of Harm	Definition	Examples	Indicators
	treatment that a responsible person could be expected to provide.		
Financial Adults	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.	Misuse of power of attorney or appointee-ship. 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 part with money on false pretences.	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
Organisational Adults	Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk. Mainly relates to health and social care provision but aspects may be relevant to Church settings.	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice.	Whistle blowing policy not in place and accessible, insufficient employees training and development. 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
Discriminatory	Exists when values, beliefs or culture	Verbal abuse, harassment or	Repeated exclusion from rights afforded

Type Of Harm	Definition	Examples	Indicators
Adults	result in a misuse of power that denies opportunity to some groups or individuals.	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.	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.	Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.	Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. 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	Includes: psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or

Type Of Harm	Definition	Examples	Indicators
	someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	violence; Female Genital Mutilation; forced marriage.	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 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.

Appendix 2

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 2016²⁰ 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_gdnce_FINAL.pdf Annex B

Appendix 3

Theological Education Institutions (TEIs) Roles and Responsibilities²¹

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.

Application of Safeguarding Guidance to TEIs²²

In addition to the above, Trinity College will:

- Seek oversight from the Bristol Diocesan Safeguarding Steering Group (DSSG), known in other dioceses as the Diocesan Safeguarding Advisory Panel, as the independent panel with oversight and scrutiny of safeguarding within the diocese through the attendance of the DSL or deputy at its meeting.
- Send an annual report to the DSSG to enable the DSSG to provide independent scrutiny to the college, including comments, warnings and advice as they feel it necessary.

²¹

<https://www.churchofengland.org/sites/default/files/2017-12/Roles%20and%20Responsibilities%20Practice%20Guidance%20V2.pdf> para 8

²² link (draft)

Appendix 4

Safeguarding Learning and Development Framework: Staff, Trustees, and Volunteers

Training Course	Required by	Notes
<i>Basic Awareness</i>	Trinity employees, temporary staff, and volunteers. College chaplains.	This is seen as part of basic induction and should normally take place within one week of beginning work. We may choose to direct staff to an alternative equivalent that is better suited to their context.
<i>Foundation</i>	Trinity staff with student-facing roles. College chaplains	This includes any staff who have regular contact with students and/or their families. College chaplains should refer on any matters of concern or disclosure, as should other staff.
<i>Leadership</i>	Ordained members of staff. Members of staff involved in delivering the <i>Leadership Pathway</i> . Members of staff with specific responsibility for safeguarding. Members of faculty. Members of the leadership team. College trustees.	Members of staff, including temporary members, delivering a module with a “context” focus and/or a placement element should complete this training.
<i>Senior Leadership</i>	Principal, DSL, and other members of the leadership team. Chair of trustees.	All leadership team members are required to undertake this training in view of their positional role in contributing to the setting of culture.
<i>Support Person</i>	Any member of staff who acts as a support person working with survivors.	Training is available from the NST.
<i>Raising Awareness of Domestic Abuse</i>	Principal and DSL. Staff with student-facing roles. College trustees.	Tailored group training is provided in domestic abuse by Bristol diocese to the college faculty.
<i>Safer Recruitment</i>	Staff with line management responsibility. Staff involved in student vocational interviews.	
<i>Spiritual Abuse and Healthy Cultures</i>	DSL and Principal.	Tailored group training is provided in spiritual abuse by Bristol diocese to the college faculty.

Contractors

Contractors, including occasional lecturers, who carry out work within the college and associated properties should be made aware of and agree to follow all relevant college safeguarding policies and procedures and know whom to contact in the event of concern.

Where a contractor has a regular or extended student-facing or student family-facing role, they should receive the safeguarding training that would be required of college employees.

Appendix 5

Safeguarding Learning and Development Framework: Students

<i>Training Course</i>	<i>Required by</i>	<i>Notes</i>
<i>Basic Awareness</i>	All students who have a residential component in their programme and any part-time students who opt into placement provision.	Ordinands are required to undertake this before they start at college. Other students should complete before they start or as soon after as reasonably practicable. This requirement will be notified in the students' terms and conditions at the time of offer.
<i>Foundation</i>	As above.	As above.
<i>Leadership</i>	All ordinands and students training for licenced ministry.	Ordinands undertake this in their period of training.
<i>Raising Awareness of Domestic Abuse</i>	All ordinands and students training for licenced ministry.	Ordinands undertake this in their period of training.
<i>Safer Recruitment</i>	All ordinands and students training for licenced ministry.	Ordinands undertake this in their period of training.

Reference is made to safeguarding issues in academic modules and other curricular activity where appropriate to the subject matter.

Appendix 6

Safeguarding Checks

Category	DBS check	Notes
All ordinands or students training for licenced ministry.	Enhanced DBS with Barred Lists.	In the case of Church of England ordinands, the check will have been completed by the sponsoring diocese. The diocese is responsible for renewing the check every three years. Students from other denominations will be checked in a way analogous to Church of England ordinands using the denominational structure. Where this is not possible, they will be treated as independent students.
Independent students taking a programme that involves placement.	Enhanced DBS with Barred Lists.	This is done as part of the admissions process. An offer of a place will be subject to a satisfactory enhanced DBS check. The barred lists check will entail both the child and adult workforce lists.
Independent students without placement component.	Personal declaration and references.	Local churches are responsible for arranging DBS checks for students who undertake ministerial or other responsibilities.
Overseas students with placement component.	Certificate of Good Character/Good Conduct. Personal declaration with references.	To be requested by the applicant from their home embassy.
Staff, students, volunteers and trustees who are ordained in the Church of England.	Enhanced DBS with Barred Lists. Safe to Receive clearance.	The check is undertaken by the diocesan authorities where the ordained person has their licence or permission to officiate.
Staff and volunteers undertaking regulated activity.	Enhanced DBS with or without barring list.	This includes staff taking responsibility for children as part of their work where direct supervision is not always available. It also includes the college's disability adviser and specialist learning support tutor.
Other staff who come into regular contact with children or adults who may be at risk.	Basic DBS.	This includes non-ordained tutors.
Temporary staff who take responsibility as module convenor.	Basic DBS.	
Staff with safeguarding responsibilities, including DSL.	Basic DBS.	
Visiting lecturers and preachers who are ordained in the Church of England.	Safe to receive check.	This check is made by Bristol diocese with the diocese where the ordained holds their licence.

The use of DBS checks forms one part of a comprehensive selection and ongoing management process and is not seen as a substitute for carrying out safer recruitment checks and processes.

The college views the enhanced DBS certificate, verifying that it is for working with children and vulnerable adults, or the basic DBS certificate, and records to the log the date of issue, the certificate number, and the date of verification and by whom.

Where students or staff are registered with the online Update Service system, the college verifies their DBS details via the system and records the relevant details to the log.

DBS checks must be renewed every three years. Where renewal is required during an ordinand's training period, it is the responsibility of the sponsoring diocese to undertake this. The college will require sight of the details and record them in the normal way.

In the event of a blemished DBS check, the college will follow the process set out in section 10 of the [Safer Recruitment and People Management Guidance](#).