SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS WHO ARE VULNERABLE

POLICY STATEMENT

Date agreed by the Governing Body November 2016

Date of next Review February 2018
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Preamble:
Wycliffe Hall is committed to supporting and promoting the welfare of its students, staff and families and to the promotion of a safe, positive environment. The Hall is also committed to seeking to ensure that students who are children are in a safe environment. The Hall also recognises that within the course of its activities its students and staff may come into contact with children or vulnerable adults who are not members of the Hall. The Hall wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the Hall’s work brings it into contact. The Hall is committed to promoting good practice in relation to safeguarding. In the management of its community, the discharge of its functions, and in implementing this Policy and Procedure, the Hall will remain mindful of its duty of care and other legal obligations such as those it owes under the Health and Safety at Work Act 1974, the Data Protection Act 1998, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010 and the Protection of Freedoms Act 2012.

1.0 IMPORTANT CONTACT DETAILS

1.1 The name of TEI Designated Officer for Safeguarding (children and adults) is:
Name: Jenni Williams
Telephone: (2)84771

1.2 The name of TEI Deputy Designated Officer for Safeguarding (children and adults) is:
Name: John Michaux
Telephone: (2)74205

1.3 The contact details for the local Social Services (sometimes known as Social Care):
Name of Authority: Oxfordshire County Council
Children’s Services:
   Telephone (office hours): 0845 050 7666
   Telephone (emergencies out of office hours): 0800 833 408
Adult Services:
   Telephone (office hours): 0845 0507 666
   Telephone (emergencies out of office hours): 0800 833408

1.4 Police:
Emergency: 999
Non emergency: 101

1.5 The name of the relevant Diocesan Safeguarding Adviser is:
Name: the Rev Stephen Barber
Telephone: 01865 208290
2.0 SAFEGUARDING IS EVERYONE’S BUSINESS

The Church of England and the Methodist Church work in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so the Churches subscribe to the following principles, which, in partnership, Wycliffe Hall also subscribes to. Therefore, Wycliffe Hall is 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, Wycliffe Hall aims to:

2.1 Reduce the risk of significant harm to vulnerable people (children and adults) from abuse or other types of exploitation, whilst listening to and supporting individuals
2.2 Ensure safeguarding is everybody’s business, with this institution playing its part in preventing, detecting and reporting neglect and abuse
2.3 Ensure arrangements are in place locally to protect those least able to protect themselves.

3.0 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.

4.0 GOVERNMENT NATIONAL POLICY GUIDANCE

This policy statement follows requirements from the following Government Guidance:
5.0 CHURCH OF ENGLAND NATIONAL POLICY GUIDANCE

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

- Promoting a Safe Church (safeguarding policy for adults) 2006
- Responding to Domestic Abuse (guidelines for those with pastoral responsibility, 2006)
- Responding Well to those who have been sexually abused (2011)
- Protecting All God’s Children (safeguarding policy for children and young people, 4th edition, 2010)
- Safeguarding Guidelines relating to Safer Recruitment (interim policy, 2013).

6.0 DUTIES OF FAITH ORGANISATIONS - SECTION 11 OF THE CHILDREN ACT 2004

6.1 Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. 6.2 The range of organisations includes “Faith Organisations”:

“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.).”

7.0 STATUTORY SAFEGUARDING REQUIREMENTS FOR ALL VULNERABLE PEOPLE (CHILDREN AND ADULTS)

7.1 Ultimate legal responsibility for safeguarding in Wycliffe Hall rests with the Hall Council which ensures that Wycliffe Hall has put in place safeguarding arrangements that reflect the importance of safeguarding and promoting the welfare of children
and adults, in accordance with statutory requirements and locally agreed interagency procedures:

a) as set out in *Working Together to Safeguard Children* (chapter 2 paragraph 4), in relation to children, and
b) following equivalent guidance in relation to adults who are vulnerable.

7.2 Such statutory requirements are as follows:

7.2.a There should be 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.b A member of the Hall Council should be designated to take leadership responsibility for the organisation’s safeguarding arrangements (Sarah Finch).

7.2.c There should be a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services.

7.2.d Arrangements should be in place which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)\(^1\), on 01865 815843; or Local Safeguarding Adults Board (LSAB)\(^2\), on 01865 713916.

7.2.e A member of staff should be appointed as Designated Officer for Safeguarding (Jenni Williams with John Michaux as deputy), whose role is to support other staff in recognising the needs of children and adults, including rescue from possible abuse or neglect [see appendix 2]. Designated 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.

7.2.f Safe recruitment procedures should be in place, 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. ‘Staff’ means persons employed directly by Wycliffe Hall, OCCA and SCIO, plus any member of contract staff whose employment will be for 3 months or over. Staff and ordinands will have an ‘enhanced check’ as will independent students who volunteer in the crèche. Other independent students will have ‘volunteer check’.

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\(^1\) 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.

\(^2\) 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.
7.2.g There should be appropriate supervision and support in place 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;
- 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.

7.2.h There should be clear policies in line with those from the LSCB/LSAB for dealing with allegations against people who work with children or adults who are vulnerable. An allegation may relate to a person who works with children or adults who has:

- behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
- possibly committed a criminal offence against or related to a child or adult; or
- behaved towards a child or children or adult(s) in a way that indicates they may pose a risk of harm to children or adults.

7.3 In addition:

- County level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)\(^3\) - Barry Armstrong, 01865 815956 - 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.

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\(^3\) 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.
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 Service. It is an offence to fail to make a referral without good reason.

Specific arrangements for Wycliffe Hall’s implementation of these requirements are set out in section 8.

8.0 WYCLIFFE HALL’S IMPLEMENTATION OF STATUTORY SAFEGUARDING REQUIREMENT AS SET OUT IN SECTION 7

Wycliffe Hall follows the detailed guidance and procedures of the Diocese of Oxford. The Diocesan Safeguarding Adviser, Stephen Barber, can be contacted for advice on putting arrangements in place and information about policy and practice. TEI staff seconded from dioceses should follow the training requirements of the sponsoring diocese.

For each of the sections below, the person or body named as responsible in each section is required to list actions specific to Wycliffe Hall which demonstrate how the arrangement is being implemented, and to note the date for review.

8.1 Procedures for activities (ref 7.1)
Responsibility: Jenni Williams, John Michaux, Sarah Finch

8.1.a Procedures are in place for activities for children, adults and mixed age within Wycliffe Hall community (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).

8.1.b 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.

8.1.c Diocesan safeguarding policies, procedures and guidance are held by the Designated Officer for Safeguarding and Safeguarding Representative, and details of TEI procedures reflect the requirements.

8.1.d Designated Officer for Safeguarding (staff) is in contact with the Diocesan Safeguarding Adviser.

8.2 Designated Officers for Safeguarding (ref 7.2, 7.5)
Responsibility: Hall Council

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4 See Church of England Safeguarding Practice Guidance, Responding to Serious Situations (reference Appendix 3 flow chart).
8.2.a Senior members of TEI’s leadership team are appointed as Designated Officer and Deputy Designated Officer for Safeguarding, and Governing Body Safeguarding Representative appointed by that Body (Sarah Finch), to ensure procedures are in place for dealing with safeguarding issues.

8.2.b Safeguarding roles are defined in the job descriptions of Designated and Deputy Designated Officers.

8.2.c Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for Designated Officer and Deputy Designated Officer for Safeguarding, and Governing Body Safeguarding Representative.

8.3 Culture of listening to children and adults (ref 7.3)
Responsibility: All Staff

8.3.a All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Designated Officer for Safeguarding (staff).
Responsibility: Jenni Williams John Michaux

8.3.b Independent authorised listeners, appointed by the Diocese, are made available through the Diocesan Safeguarding Adviser to adults reporting abuse.
Responsibility: Hall Council

8.3.c Taking into account the views of children and adults affected, the Governing Body:
   a) reviews all allegations and concerns brought to its attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention;
   b) reviews Wycliffe Hall’s safeguarding policies and procedures annually.

8.4 Information sharing (ref 7.4, 7.9)
Responsibility: All staff

8.4.a All allegations or concerns are reported to the Designated Officer for Safeguarding (staff).
Responsibility: Jenni Williams John Michaux,

8.4.b The Designated Officer for Safeguarding (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.

8.4.c The Designated Officer for Safeguarding (staff) reports all safeguarding information about abuse, and the response made, to the Hall Council Safeguarding Representative.
In responding to serious situations\(^5\), the Designated Officer for Safeguarding (staff) shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes the Diocese in which Wycliffe Hall is located; for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with Wycliffe Hall.

**Responsibility:** Hall Council

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 Wycliffe Hall Principal: Sarah Finch.

**8.5** Safer recruitment (ref 7.6)

**Responsibility:** Jenni Williams, John Michaux, Human Resources (Andy Butterworth)

**8.5a** For staff: Wycliffe Hall follows Church of England and Diocesan practice in recruitment of staff, including references, interviews and criminal checks with the DBS as stated above.

**Responsibility:** Human Resources (Andy Butterworth)/Diocesan Directors of Ordinands

**8.5b** For students: Wycliffe Hall works with the sponsoring diocese 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 regulated activity.*

**8.5c** For Hall Council: all members of Hall Council will undergo a ‘volunteer’ DBS check unless they already hold an enhanced disclosure. They shall be required to show the enhanced disclosure to John Michaux. The Hall Council member for safeguarding will also undergo training if they are not already in a training cycle in another context.

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

**Responsibility:** Jenni Williams John Michaux,

**8.6a** Wycliffe Hall’s 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].

**Responsibility:** Jenni Williams John Michaux /all staff and students/users

**8.6b** All staff, students and users of services know who to contact if they have a safeguarding concern.

**Responsibility:** Jenni Williams John Michaux, /temporary staff and volunteers

**8.6c** Temporary staff and volunteers who work with children or adults who are vulnerable are made aware of Wycliffe Hall’s arrangements for safeguarding and their responsibilities. **Human resources Andy Butterworth**

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\(^5\) See Church of England Safeguarding Practice Guidance, Responding to Serious Situations
8.7 Training, supervision, induction, review (ref 7.7)

**For Staff**
*Responsibility: Jenni Williams, John Michaux, Human Resources (Andy Butterworth)*

8.7.a Wycliffe Hall’s principal, 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 effectively, that is kept up to date by refresher training at three yearly intervals.

8.7.b Details of training are provided in a timely fashion for all staff.

8.7.c Introduction to safeguarding policies and procedures is included in staff induction programmes.

8.7.d Review of improvement in safeguarding practice forms part of staff ongoing appraisal.

**For students**
*Responsibility: Jenni Williams, John Michaux, Curriculum Planners (Liz Hoare, James Robson)*

8.7.e Safeguarding training forms a core part of Wycliffe Hall’s curriculum for students.

8.7.f Review of improvement in safeguarding practice forms part of student ongoing assessment.

8.8 Responding to serious situations (ref 7.8, 7.9 and cross reference 7.4)
*Responsibility: Jenni Williams John Michaux,*

8.8.a 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.

8.8.b Referral is made to the Disclosure and Barring Service if a member of staff (or of the Hall Council) is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

8.9 Regulated activities

8.9a The Wycliffe Hall crèche has a series of guidance notes which are appended to this policy: appendix 5.
Appendix 1

TYPES OF ABUSE

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.

1. **Physical Abuse.** A form of abuse which 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.

2. **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 vulnerable adults 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.

3. **Neglect and 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. Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

4. **Emotional/Psychological Abuse (including 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.

5. **Institutional Abuse.** 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.

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6 For more information, see (for children) *Working Together to Safeguard Children*, page 85; and (for adults) *No Secrets*, paragraph 2.7.
6. *Discriminatory Abuse.* Including racist, sexist, that based on a person’s disability, sexual orientation, and other forms of harassment, slurs or similar treatment.

7. *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;

8. *Domestic Violence/Abuse.* Domestic violence is 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.

9. *Spiritual Abuse.* The inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.
THE DESIGNATED OFFICER FOR SAFEGUARDING: JENNI WILLIAMS, JOHN MICHAUX

The Designated Officer for Safeguarding need not be a teacher/lecturer but must have the status and authority within Wycliffe Hall management structure to carry out the duties of the post including committing resources to safeguarding matters, and where appropriate directing other staff.

In many TEIs a single designated person will be sufficient, but a deputy should be 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 to deal with the workload.

In addition to basic safeguarding training the 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 Officer 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 Officer for Safeguarding 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 2014\(^7\) Annex B which provides a useful guide to TEIs in safeguarding arrangements.

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\(^7\) Keeping Children Safe in Education can be found at:  
Appendix 3
Responding to Serious Situations
Flow chart extracted and adapted from Church of England Safeguarding Practice
Guidance: Responding to Serious Situations

Information about a serious safeguarding information is received by a person who becomes the referrer

- If an emergency situation of immediate danger of a child or adult, referrer calls emergency services 999 or ensures it is done *(para 2)*

- Referrer within 24 hours informs Designated Officer for Safeguarding (staff) (DOS), who immediately notifies Diocesan Safeguarding Adviser (DSA)

- DOS/DSA inform as required: *(paras 3, 7)*
SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS WHO ARE VULNERABLE
POLICY STATEMENT
NOVEMBER 2016

DOS/DSA convene DSA convenen is against a church of (paras 14.2, 14.3, 17). Core group clarifies/decides/advises the Principal/Bishop on:

If there are court proceedings, TEI staff or diocesan officers should not provide character references (para 15.1), and consider victim’s views before accompanying abuser to court (para 15.2).

At the conclusion of the investigation, whatever the outcome, DOS/DSA convene core group to consider and advise on:

- TEI and Diocesan staff as required (para 10)
- Local Authority Designated Officer (LADO) or Adult Safeguarding Team (AST)
- Police
- DOS/DSA in consultation with or on advice of LADO/AST/police, as required:
  - on advice of Registrar, advises TEI Principal/Bishop/Diocesan Secretary on suspension of alleged abuser (para 9)
  - refers to Child or Adult Care Services (para 14.5)
  - ensures immediate safety arrangements in place for victim(s) with no contact with abuser, and for others potentially vulnerable (para 8)
  - ensures immediate and ongoing contact with victim(s) and independent support, initially from an Authorised Listener (paras 6, 11.4)

TEI and Diocesan and parish

Ongoing contact with

Sharing information: insurance (para 4); Charity Commission (para 16.6); other dioceses

Information and support for victim(s) (para 11), abuser (para 12, 14.6); victim

Suspension, risk assessment, differentiation
Risk assessment (paras 16.1, 16.2) and disciplinary proceedings (para 16.3) of abuser
| Referral of abuser to DBS for barring (para 16.4) | An apology to victim(s) (para 16.5) and ongoing support and costs (paras 16.6, 17.6) | A complete TEI and diocesan record (paras 10, 17.1-17.5) | Lessons learned and recommendations for changes in policy and practice (para 17.7) |
Safeguarding children, young people and adults who are vulnerable: (Model) Policy Statement
May 2014
Appendix 4
A5 Leaflet for all staff

Contact Details
Wycliffe Hall designated officer for safeguarding is:
Name  Telephone
Wycliffe Hall deputy designated officer for
safeguarding is:
Name  Telephone
Name of authority
Telephone (office hours)
Telephone (emergency out of office hours)

The contact details for the local social services (sometimes known as Social Care) are:

Police:
Emergencies:  999
Non emergencies:  101
What to do if...

... you have concerns about possible abuse (including allegations):
1. In an emergency, respond immediately.
2. Inform the Designated Officer for Safeguarding (staff) in Wycliffe Hall.
3. Decide together whether to seek advice or to make an immediate referral to police or care services (see back page)
4. Keep a record of what happened, your concerns and your actions.
5. In consultation with the Designated Officer for Safeguarding (staff), tell the person to whom you are responsible and Wycliffe Hall principal.
6. Only tell others who need to know.

.. a child, young person or adult wishes to disclose they have been abused:
1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your Designated Officer for Safeguarding (staff) or principal.
7. Only tell those who need to know.

Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.
NOTES FOR CRECHE SAFEGUARDING (March 2016)

- We are committed to the safeguarding, care and nurture of the children attending the crèche.
- Crèche will be a high quality setting which is welcoming and safe where the children are able to enjoy learning and grow in confidence.
- All staff and volunteers working in the crèche will have an enhanced DBS check.
- The Crèche Co-ordinator supervises the volunteer at all times within the main crèche room and the adjacent kitchen.
- The Crèche Co-ordinator will complete safeguarding training to ensure signs of potential abuse and neglect could be recognised. These signs include: Deterioration in children’s general well-being; Children’s comments which give cause for concern; Unexplained bruising, marks or signs of possible abuse.
- High standards of hygiene and cleanliness will help to prevent the spread of infections and illnesses in the crèche.
• Risks are minimised and well managed and children protected from harm and abuse.
• The minimum age for a child to attend crèche will be 6 months.
• Each child will have a completed Registration Form detailing such information as two sets of emergency contact details, medical information and doctor’s surgery.
• The crèche entrance door remains locked from the inside during sessions. The window in the door allows the Crèche Co-ordinator to see any visitor.

• The staff to child ratio will be 1 to 3 ensuring that the needs of all children are able to be met.
• Only the Crèche Co-ordinator is to change nappies and supervise the use of the potty.
• The internal extension numbers of Wycliffe’s two Safeguarding Officers, two first aiders and the Health & Safety Officer are on display next to the crèche’s telephone.