

the community of st anselm[†]

A YEAR IN GOD'S TIME

Safeguarding children, young people and adults from harm

Policy Statement

Revised in line with updated House of Bishops Safeguarding Guidance for Religious Communities and approved by Board of Trustees 2nd June 2021

Reviewed by Dean with minor edits to update policy guidance list and changing designated officer for safeguarding 9th December 2020

Reviewed by Dean with minor edits to update Provincial Safeguarding Advisor on 13th September 2018

Approved by the Board of Trustees 19th July 2017

Revised by the Dean on 13th July 2017

Rev'd Simon Lewis
Dean

Definitions

“The Community of St Anselm”, “The Community” or “CoSA”

Refers to The Community of St Anselm Charitable Incorporated Organisation (no. 1161185)

“Ordinary Member”

Refers to a person who is under (or immediately about to take) religious vows in accordance with the Community’s Membership Policy.

“Staff”

Refers to any person holding an office or function comparable to a full or part-time employed position with daily or frequent interactions with the Community’s beneficiaries, whether or not that person receives a salary or stipend for such services. At the time of writing, and under this definition, the following Staff positions exist:

- Dean
- Subprior
- 2nd Year Member
- Community Manager
- Spiritual Companion
- Sharing Group Leader

“Trustee”

Refers to a member of the governing body of the Charitable Incorporated Company (CIO) *The Community of St Anselm* (Registered in England and Wales no. 1161185).

Policy Review Pattern

This policy shall be reviewed and in due course re-adopted by the Trustees every 12-24 months.

Important Contact Details

The Designated Safeguarding Person (DSP) is

Name: Marie Mondesert, Subprior
Telephone: 07857988131
Email: marie.mondesert@lambethpalace.org.uk

The contact details for the local Social Services (a.k.a. Social Care)

Location: Lambeth Palace		
Name of Authority: London Borough of Lambeth		
Department	Telephone (Office Hours)	Telephone (emergencies out of office hours)
Children's and Young People's Service	020 7926 5555	020 7926 5555
Adult Social Care	020 7926 5555	020 7926 5555

Police

Emergencies: 999 (9999 from a Lambeth Palace telephone line)
Other: 101 (9101 from a Lambeth Palace telephone line)

The External Safeguarding Adviser

The Community, while a single operation, spans several ecclesial jurisdictions wherefore one single point of external advice is necessary to ensure clear lines of communication.

The Community will relate to the safeguarding structure of the Church of England in particular, the National Safeguarding Team. (In future revisions of this policy, it may be expedient, necessary or desirable to have a different arrangement.)

The designated officer for safeguarding must always take advice from the Lambeth Palace Safeguarding Officer in matters relating to serious safeguarding situations.

They must also advise the Bishop within whose jurisdiction the Community is residing, who is deemed to be the normal court of appeal for the maintenance of the community's discipline about serious safeguarding situations. (While this function commonly falls to a Religious Community's Episcopal Visitor, since this Community's Episcopal Visitor currently is resident in a different jurisdiction, this arrangement shall take its place.)

Lambeth Palace Safeguarding Officer
Name: Debbie McCormack
Telephone: 020 7898 1216
Email: debbie.mccormack@lambethpalace.org.uk

Out-of-Hours Advice

Out of hours advice can be sought from the CCPAS helpline on 0845 120 4550

Church of England National Policy Guidance

The Community adopts the following best practice and guidance all of which can be found on the Church of England website:¹

- Safeguarding Children Young People and Adults (update due in 2021)
- Safer Recruitment (2016) (update due in 2021)
- Safer Environments and Activities (2019)
- Code of Safer Working Practices (2019)
- Key Roles and Responsibilities (2017)
- Responding Well to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Practice Guidance (2018)
- Responding to, assessing and managing concerns or allegations against church officers practice guidance (2017)
- Responding well to domestic abuse practice guidance (2017)
- Responding well to those who have been sexually abused practice guidance (2011)
- Training and development practice guidance (2019)
- Guidance: Identifying and Reporting Safeguarding Serious Incidents to the Charity Commission: Guidance for DBFs, PCCs and Religious Communities (August 2019)

¹ <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Safeguarding Policy and Statement

Statement of Safeguarding Principle for of the Church of England

Every person has a value and dignity, which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Safeguarding Policy of the Community of St Anselm

The Community of St Anselm is committed to:

- *The care, 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 Community will seek to:

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

To this end:

- *We will carefully select, support and train all those with any responsibility within the Community, in line with the principles of Safer Recruitment. Where persons with responsibility in the Community are on secondment (or equivalent) from a partner organization (including, but not limited to, the National Church Institutes and the Community of Chemin Neuf) the guiding principles of Safer Recruitment will be adapted to the particular situation.*
- *We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.*
- *We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.*
- *We will seek to protect survivors of abuse from the possibility of further harm and abuse.*
- *We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.*

- *We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Community known to have offended against a child, young person or adult who is vulnerable.*

In all these principles we will follow legislation, guidance and recognised good practice.

Charitable Partnerships

The Community of St Anselm does not directly serve children or vulnerable adults as beneficiaries. However, the Community does partner with local churches or charities as part of our service to the wider community. As such Ordinary Members and Staff can reasonably be expected to come into contact with vulnerable people (children and/or adults).

For this reason, all Ordinary Members and all eligible Staff shall undergo appropriate checks, including referencing and criminal record checks by way of Disclosure and Barring Checks (Enhanced DBS Check “Adult & Child Workforce”).

All Ordinary Members and all eligible Staff shall also undergo safeguarding training, in line with the Church of England National Safeguarding Learning and Development framework, as appropriate to each person’s duties or activities. The training needs shall be assessed with advice from the Provincial Safeguarding Adviser from year to year.

Partner organisations will, in their own activities, commonly deal directly with vulnerable beneficiaries. The Community of St Anselm commits to ensuring that a high and suitable standard of Safeguarding is maintained in the course of such partnerships by:

- *Ensuring arrangements to deliver Safeguarding (including but not limited to appropriate training, supervision and reporting channels) is in place in each partner organisation.*
- *Providing a listening and responsive context for any Safeguarding concerns that any Staff or Ordinary Member may have in the course of such a partnership, in addition to the Partner organisation’s own reporting channels.*

Pastoral Conversations

Ordinary Members undergo frequent pastoral conversations in the context of Spiritual Accompaniment and special attention shall be given to the guidelines relating to exercising pastoral ministry referred to in **Error! Reference source not found.**, section “Good practice recommendations 2”.

Residential Arrangements

The Community has both Immersive (residential) and Integrated (non-residential) Ordinary Members. At times all Ordinary Members are in residence (for instance during retreats). Care shall be taken that every Ordinary Member has frequent opportunity to voice any concerns about his/her own or others’ safety or welfare to a member of Staff. Staff shall be trained in how to handle, record and report such an event according to protocol.

A basic risk assessment is in place to cover all buildings and spaces used by the community in relation to Safeguarding (this is in addition to the normal health and safety risk assessments).

Safeguarding Training Framework

The following table has been produced in line with the House of Bishops Safeguarding Learning and Development Framework 2021 (April) and Safeguarding in Religious Communities 2020 (November).

Role	Safeguarding Training Level	CoSA DBS Check Required?
Trustees of CIO	Basic/Foundation (Online) with additional bespoke Trustee training	No (but internal process in place for Chair of Trustees to view DBS checks of other Trustees)
Dean/Prior	Senior Leadership Level	Yes
Designated Safeguarding Person (Sub-Prior)	Leadership	Yes
Other Council Member	Leadership	Yes
Ordinary Member	Basic/Foundation (Online & In person with Safeguarding officer)	Yes
2 nd Year Member	Basic/Foundation (Online & In person with Safeguarding officer)	Yes
Spiritual Companion	Basic/Foundation (Online)	Yes
Sharing Group Leader	Basic/Foundation (Online)	Yes

Notes

Trustees do not have unsupervised contact with members and are not responsible for the implementation of Safeguarding policies. However, they have a statutory duty to ensure that the appropriate Safeguarding policies and procedures are in place and that they are being followed. As such they require only Basic/Foundation level training but an additional bespoke element to ensure they are aware and able to fulfil the statutory duties of oversight distinct to their role. A DBS check is not a statutory requirement for Trustees as the organisation's direct beneficiaries are not children or vulnerable adults.

The Dean is currently the de-facto leader of the Community which is a position which requires Senior Leadership Level training in Safeguarding.

Guidelines for responding to a person disclosing abuse

Whenever a child, young person and/or adult reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing harm to others, the initial response should be limited to listening carefully. If someone makes a disclosure this might be the only time they will tell someone about what is happening. So, the most important principle to always remember is to listen well and let them be heard.

Respond

Do:

- ✓ Listen.
- ✓ Take what is said seriously.
- ✓ Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- ✓ Remain calm.
- ✓ Take into account the person's age and level of understanding.
- ✓ Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- ✓ Offer reassurance that disclosing is the right thing to do.
- ✓ Establish only as much information as is needed to be able to tell the DSA/Safeguarding Officer and statutory authorities what is believed to have happened, when and where.
- ✓ Check out what the person hopes to result from the disclosure.
- ✓ Tell the child or adult what you are going to do next.

Do not:

- ✗ Make promises that cannot be kept (e.g. that you won't share the information).
- ✗ Make assumptions or offer alternative explanations.
- ✗ Investigate.
- ✗ Contact the person about whom allegations have been made.
- ✗ Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Record the date, time, place and the actual words used.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child/adult, contact the police. Ring 999.
- Otherwise avoid delay and act: talk immediately, within 24 hours, to the Designated Safeguarding Person (The Sub-prior) and share any concerns.
- Within 24 hours, the nominated safeguarding officer reports the concerns to the Safeguarding Officer
- The Safeguarding Officer will advise regarding reporting to child/adult social care and/or the police. This must be done within 24 hours.

If in any doubt seek advice from child/adult social care and/or the police.