



# Safeguarding Policy Statement

## Building a safer environment for Learning & Hospitality

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### **This policy applies to all departments of Sarum College**

Sarum College will safeguard and promote the welfare of children, young persons and adults at risk who are students or workers at the College in compliance with the statutory guidance: Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children, HM Government July 2018.

Sarum College works with the local Social Services and takes account of the guidance issued by the Government by using the contact as set out below when necessary.

**The LADO (Local Authority Designated Officer in Wiltshire)  
(Local Authority Designated Officer for Allegations)  
is available for advice:  
0300 456 0108 [Wiltshire Council multi agency safeguarding hub]**

This policy is reviewed annually and updated, where necessary, by the Designated Safeguarding Lead (DSL) and the Board of Trustees.

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# 1. Important Contact Details

a) **Designated Safeguarding Lead (DSL)**

The designated officer for safeguarding children and vulnerable adults is:

Name: Mr Mark Manterfield  
Telephone 01722 424832

b) **Deputy Designated Safeguarding Lead (DDSL)**

The DDSL is the current Principal of the College:

Name The Revd Professor Canon James Woodward  
Telephone 01722 424812

c) **Diocese of Salisbury Safeguarding Team** 01722 438651

d) **Local Social Services**

i. **Wiltshire Children's Services**

Telephone (office hours) 0300 456 0108  
Telephone (emergencies out of office hours) 0300 456 0100

ii. **Adult Services.**

Telephone (office hours) 0300 456 0111  
Telephone (emergencies out of office hours) 0300 456 0100

e) **Wiltshire Police.**

Emergencies 999  
Non-emergencies 101

# 2. Safeguarding is Everyone's Business

a) Sarum College is committed to:

- i. The care and nurture of all children, young people and adults.
- ii. The safeguarding and protection of all children, young people and adults.
- iii. Sarum College wishes to provide a safe 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.

b) In particular, Sarum College aims to:

- i. Reduce the risk of significant harm to vulnerable people from abuse or other types of exploitation, whilst listening to and supporting individuals.
- ii. Ensure safeguarding is everybody's business, playing its part in preventing, detecting and reporting neglect and abuse (see Appendix 1, What is Abuse?).

- iii. Make sure arrangements are in place locally to protect those least able to protect themselves.

### 3. National Policy Guidance

This policy statement follows requirements from the following guidance:

- a) Working Together to Safeguard Children, A Guide to inter-agency working to safeguard and promote the welfare of children, HM Government, July 2018.
- b) The Care Act 2014
- c) Everything contained within House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice  
[[churchofengland.org/safeguarding/safeguarding-e-manual](http://churchofengland.org/safeguarding/safeguarding-e-manual)]

### 4. Statutory Safeguarding Arrangements for all Vulnerable People (Children and Adults)

- a) Ultimate legal responsibility for safeguarding in Sarum College rests with the Trustees, who ensure that safeguarding arrangements are in place that sufficiently reflect the importance of safeguarding and promoting the welfare of children<sup>1</sup> and adults<sup>2</sup>. These are in accordance with statutory requirements and locally agreed interagency procedures:
  - i. as set out in Working Together to Safeguard Children (Chapter 2 Paragraphs 57 to 62), reflecting the importance of safeguarding and promoting the welfare of children.
  - ii. following equivalent guidance in relation to adults at risk of abuse (see Appendix 2, Adults at risk of abuse).
- b) Such arrangements are as follows:
  - i. clear lines of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults.
  - ii. a member of the governing body to take leadership responsibility for the organisation's safeguarding arrangements.
  - iii. arrangements which set out clearly the processes for sharing information, with other professionals and with the local safeguarding partnership boards, e.g. in Wiltshire, the Wiltshire Safeguarding Vulnerable People's Partnership (SWP).
  - iv. that there is a designated member of staff for safeguarding (the Designated Safeguarding Lead), known as the DSL. The DSL's role is to support other staff to

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<sup>1</sup> 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.

<sup>2</sup> The definition of an adult at risk is in line with the requirements on local authorities in the Care Act which relate to any person in their area who :

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

recognise the needs of children and adults, including rescue from possible abuse or neglect.

v. The DSL's duties include:

(1) checking that safe recruitment procedures are in place, including the use of all appropriate checks, including disclosure and barring service checks.

(2) ensuring that 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.

(3) checking that staff are given a mandatory induction, which includes familiarisation with protection responsibilities and procedures.

(4) ensuring that all staff have regular reviews of their own practice to ensure they improve over time, and that appropriate supervision and support for staff, including undertaking safeguarding training if required, is in place.

vi. In addition:

(1) The DSL will be the first line of contact in case of concern who will seek advice as required.

(2) The DSL will keep the Diocesan Safeguarding Adviser informed where necessary.

(3) The organisation must make a referral to the Disclosure and Barring Service (DBS) if there is serious risk to a child or adult who may be at risk. It is an offence to fail to make a referral without good reason. Referral must be made if a member of staff in regulated activity is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

Specific arrangements for the College's implementation of these arrangements are set out in Section 5.

## 5. Implementation

### a) Procedures for Activities

i. Responsibility: DSL (Mark Manterfield) and Safeguarding Representative (Trustees)

(1) Safeguarding procedures would be in place for activities for children, adults and mixed age within Sarum College should that be required.

(2) The DSL will be in contact with the Diocesan Safeguarding Adviser.

### b) Safeguarding Leads (see Appendix 4)

i. Responsibility: Governing Body

(1) Vacancy: a Sarum College Trustee, known for safeguarding purposes as the Liaison Trustee, is designated to take responsibility for ensuring procedures are in place and dealing with safeguarding issues raised by the safeguarding officer.

(2) The DSL is Mark Manterfield.

(3) The DDSL is the Principal.

(4) Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for the DSL, DDSL and Liaison Trustee.

### **c) Culture of Listening to Children and Adults**

It is the responsibility of everyone to follow House of Bishops' guidance on Responding Well to Victims and Survivors of Abuse

[<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse>]

#### **i. Responsibility: All Staff**

(1) All safeguarding information about abuse, past or present, and including internet abuse, will be taken seriously and referred to the safeguarding lead.

#### **ii. Responsibility: Designated Officer for Safeguarding**

(1) The responsibility of the Designated Safeguarding Officer is to ensure that all concerns are reported to the Diocese of Salisbury and ensure that appropriate signposting and support is offered.

#### **iii. Responsibility: Trustees**

Taking into account the views of children and adults affected, the Trustees:

(1) review 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.

(2) review the safeguarding policies and procedures annually.

### **d) Information Sharing**

#### **i. Responsibility: All staff**

(1) All allegations or concerns are reported to the DSL.

#### **ii. Responsibility: DSL (Mark Manterfield)**

(1) The DSL shares information about any safeguarding allegation or concern with the police if criminal behaviour and with the Diocesan Safeguarding Advisor. The DSA may advise contacting the Local Authority Designated Officer of Children's Services or equivalent manager in Adult Services

(2) In relation to Ministry students, in responding to any safeguarding allegation or concern, the DSL follows (1) above and additionally shares information with the sponsoring diocese and any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes Salisbury Diocese, while for a student training for authorised ministry, this includes their own Diocese, or sending church if another denomination is sponsoring the student.

(3) Referral is made to the Disclosure and Barring Service if a member of staff in regulated activity is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

iii. Responsibility: Liaison Trustee (vacancy)

(1) The Liaison Trustee is responsible for liaising with the local authority and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Principal of Sarum College.

e) **Safer Recruitment**

[<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>]

- i. The Safer Recruitment policy represents good practice for all roles, but is only mandatory for roles that require an Enhanced DBS or Enhanced DBS with barring check. Sarum College Safeguarding Reference Group considers the criteria for posts requiring an Enhanced DBS or Enhanced DBS with barring check and the application of this policy to particular posts.
- ii. The trustees will ensure all relevant staff will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:
  - (1) There is a written job description / person specification for the post
  - (2) Those applying have completed an application form and a self-declaration form if required
  - (3) Those short listed have been interviewed
  - (4) Safeguarding has been discussed at interview when the post includes relevant responsibilities
  - (5) Written references have been obtained, and followed up where appropriate
  - (6) A Disclosure and Barring Service check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
  - (7) Qualifications where relevant have been verified
  - (8) A suitable training programme is provided for the successful applicant
  - (9) The applicant has completed a probationary period
  - (10) The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- iii. The trustees will ensure that volunteers are similarly recruited, trained and supervised, using processes appropriate to their role.

iv **Management of Workers**

The Trustees are committed to supporting all workers and ensuring they receive support and supervision. It is unacceptable for those in a position of trust to

engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

**f) Competence for Role/Raising Concerns/Support**

i. Responsibility: All staff, students, volunteers and service users

(1) All staff, students and users of services know whom to contact if they have a safeguarding concern.

(2) Temporary staff and volunteers who work with vulnerable people are made aware of the College's arrangements for safeguarding and their responsibilities.

**g) Training, supervision, induction, review**

For staff:

(1) Responsibility: DSL, with HR/Staff Training

(a) The principal, and all staff (teaching and support staff if they work directly with vulnerable people), undertake appropriate training to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three-yearly intervals.

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

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

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

We work in cooperation with the Diocese of Salisbury who follow the Church of England House of Bishops Safeguarding Guidance.



## Appendix 1 What is abuse?

1. 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.
2. **Physical Abuse.** Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
3. **Sexual Abuse.** 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.
4. **Neglect and Acts of Omission.** Neglect and Acts of Omission are 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. It includes: 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.
5. **Emotional/Psychological Abuse.** Emotional/Psychological Abuse is the persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. This includes web-based bullying and the witnessing of domestic violence/abuse.
6. **Institutional Abuse.** Institutional Abuse occurs where the routines and regimes within care settings (day, residential, hospital or other institutions (including training institutions)) 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.
7. **Discriminatory Abuse.** Discriminatory Abuse includes racist or sexist abuse and other forms of harassment, slurs or similar treatment, based on a person's disability, sexual orientation.
8. **Financial/Material Abuse.** Financial/Material Abuse includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
9. **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.

**10. Exploitation** – the deliberate manipulation or abuse of power used to have control over another person, usually for some form of gain. Human trafficking forced labour sexual exploitation, debt bondage (slavery) and domestic servitude.

**11. Spiritual Abuse.** Spiritual Abuse is 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.

## **Appendix 2      Adults at risk of abuse**

What do we mean by the "adults at risk of abuse"?

An adult might be considered at risk of abuse if they are aged 18 years or over and:

- a) has needs for care and support (whether or not the local council is meeting any of those needs) and;
- b) is experiencing, or at risk of, abuse or neglect; and
- c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An adult at risk of abuse may be someone with a learning disability, mental health needs, a physical or sensory impairment or may be elderly and frail.

### **1. Who abuses adults?**

Anyone can abuse a vulnerable person. This includes:

- a) Partners.
- b) Relatives.
- c) Friends and neighbours.
- d) Other users of a service.
- e) Someone paid to provide a health or social care service.
- f) Volunteers.
- g) Strangers.

Most abusers are people already known to the adult but some people will deliberately exploit or harm individuals who they see as easy targets.

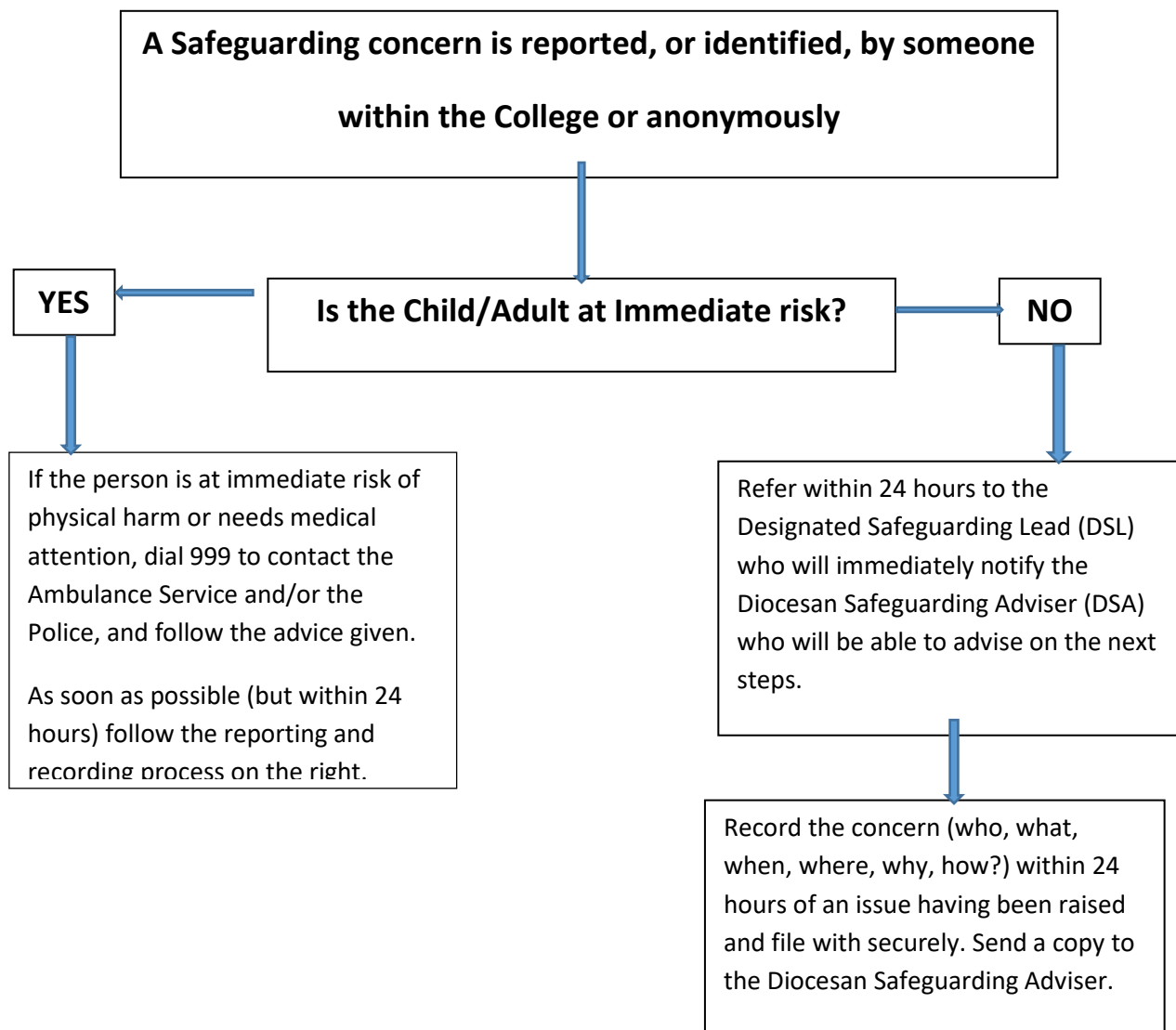
### **2. Where Can the Abuse Take Place?**

Abuse can take place anywhere. This includes:

- b. A person's own home.
- c. A friend or relative's home.
- d. A hospital.
- e. A care home.
- f. A day service.
- g. An educational establishment.
- h. A public place.

Definition of Adults at Risk of Abuse from the Care Act 2014

## **Appendix 3 Organisational Diagram**



## Appendix 4 The Designated Safeguarding Lead

The Designated Safeguarding Lead need not be a teacher/lecturer but must have the status and authority within the college's 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, 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 to deal with the workload.

The Designated Safeguarding Lead undertakes training: Basic, Foundation and Leadership and refresher training at three yearly intervals to keep his or her knowledge and skills up to date.

In case of incident the Designated Safeguarding Lead would contact the Diocesan Safeguarding Adviser who will contact the Local Authority Designated Officer (LADO) for children and his or her equivalent for adults.

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

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

## Appendix 5 – Safeguarding and Ministerial Training

Sarum College has particular responsibilities in relation to those training for authorised ministry in the church

**Information on Safeguarding can be found on a link from the home page of the website of each diocese:**

Bath and Wells	<a href="https://www.bathandwells.org.uk">https://www.bathandwells.org.uk</a>
Bristol	<a href="https://www.bristol.anglican.org">https://www.bristol.anglican.org</a>
Chelmsford	<a href="https://www.chelmsford.anglican.org">https://www.chelmsford.anglican.org</a>
Chichester	<a href="https://www.chichester.anglican.org">https://www.chichester.anglican.org</a>
Exeter	<a href="https://exeter.anglican.org">https://exeter.anglican.org</a>
Guildford	<a href="https://www.cofeguildford.org.uk">https://www.cofeguildford.org.uk</a>
London	<a href="https://www.london.anglican.org">https://www.london.anglican.org</a>
Oxford	<a href="https://www.oxford.anglican.org">https://www.oxford.anglican.org</a>
Salisbury	<a href="https://www.salisbury.anglican.org">https://www.salisbury.anglican.org</a>
Southwark	<a href="https://southwark.anglican.org">https://southwark.anglican.org</a>
Truro	<a href="https://trurodiocese.org.uk">https://trurodiocese.org.uk</a>
Winchester	<a href="https://www.winchester.anglican.org">https://www.winchester.anglican.org</a>

The Principal, Co-ordinator of the Centre for Formation in Ministry and Designated Safeguarding Lead work with the sponsoring denominations of authorised ministry candidates to ensure that all students have been recruited safely, including a criminal check where applicable

Safeguarding forms a core part of Sarum's curriculum for those following the Ministry course. Church of England students will be trained at Basic and Foundation levels before starting the course and will be trained to Leadership level before the placement module in the first year. Other specialist training may be built into the course.

Ministry students working within parishes or other placements will work under the parish or organisational Safeguarding Policy. Sarum will ensure that all placements are covered by a Safeguarding Policy.

## **Appendix 6 - Group Leaders' Responsibilities when visiting Sarum College**

Sarum College wishes to ensure that children, young people and vulnerable adults are safeguarded and protected from harm whilst visiting the College. In addition to the measures that the College has put in place, we ask that teachers and group leaders exercise their own responsibilities in relation to their groups. In particular, all group leaders must:

- Advise the College of the number of children, young people and vulnerable adults in the group and the ratio to adults as part of the group booking process.
- Ensure that they supervise the children, young people and vulnerable adults in their care at all times
- Ensure that all children under the age of 11 and vulnerable adults remain with a responsible adult at all times
- In case of an accident, they should contact the College Duty Manager who will follow College procedure
- Not verbally or physically abuse a child, young person or vulnerable adult
- Inform their group of expected behaviour for the visit to the College by ensuring compliance with the guidelines outlined below
- Be considerate of other visitors and groups visiting the College
- Observe College fire evacuation procedures.

Teachers and group leaders are reminded that the children and vulnerable adults in their care remain their responsibility throughout a visit to the College. We recommend the following ratio of adults to students: 1:4 for children of seven years and under; 1:7 for children of eight years and above. In line with current guidelines, we reserve the right to refuse a booking when the level of adult supervision falls short of a ratio of 1:10.

The College staff will communicate concerns to the group leader in charge (unless this person is the cause of concern) and if required, follow this up with the school / organisation following the visit. Concerns about the conduct of any teacher / leader will be reported directly to the school or organisation and to the Police where there is cause to believe a crime has been or may have been committed.

### **Group Conduct whilst visiting Sarum College**

The College wishes all visitors to have an enjoyable stay. We therefore expect all visitors to display courtesy and respect for others and for College property at all times.

Group leaders should therefore instruct members of their group to take notice of and follow College signage and not allow members of their group to:

- Use threatening, abusive or violent behaviour.
- Bully (verbally or physically).
- Make any sexist, racist, homophobic or other offensive remarks toward any person or other group.
- Vandalise College property.
- Use bad language.
- Smoke on the premises

- Consume alcohol outside the designated meeting rooms, Common Room or Refectory or use illegal drugs in on College premises.
- Leave litter on College premises.
- Enter areas of the College that are marked as closed or cordoned off.

In the event that any of the above are not followed, Sarum College reserves the right to refuse admission and / or ask the group to leave.