

# Ripon College Cuddesdon

## Policy Statement on Safeguarding - Protection of Children and Adults

The following statement was agreed by the Governors on: 12 May 2020

- Ripon College Cuddesdon is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Ripon College Cuddesdon.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing harm.

### We are committed to:

- Following the Church of England statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as a College all staff will work within the agreed procedure of our safeguarding policy.
- Implementing, as far as is practicable and reasonable, the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the College.
- Supporting all in the College affected by abuse.

### We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

## Ripon College Cuddesdon

**We will review this statement and our policy annually.**

If you have any concerns for a child or adult then speak to one of the following who have been approved as safeguarding co-ordinators for the College.

Lead Safeguarding Co-ordinator and

Cuddesdon based pathways:

Revd Sarah Brush, Room 1, Liddon  
Telephone: 01865 877407

Gloucester and Hereford:

Revd Jacky Sewell  
Telephone: 07599 890689

CMS Pioneer Pathway:

Helen Brook  
Telephone: 01865 787496

Portsmouth Pathway:

Revd Richard Wyld  
Telephone: 07971 876699

Deputy for all pathways:

Rt Revd Humphrey Southern, Room 2, College House  
Telephone: 01865 877401 or 874902 (home)

A copy of the College's policy can be obtained from the Principal and is available within each of the College's centres.

Signed by the Chair of Governors and the Principal

Signed: Rt Revd Christopher Foster  
Chair of Governors

Rt Revd Humphrey Southern  
Principal

Date: 12 May 2020

# Ripon College Cuddesdon

## Details of the College

Name of Organisation: Ripon College Cuddesdon

Registered Address: Ripon College Cuddesdon, Oxford, OX44 9EX

Tel No: 01865 874404 Email address: enquiries@rcc.ac.uk

Charity Number: 309714

Insurance Company: Aviva, Policy No. 100685987CCI, Public and Employers Liability

Ripon College Cuddesdon is a theological college offering residential and non-residential training from its operations in Cuddesdon, Portsmouth, Gloucester and Ludlow. Approximately 110 ordinands are in training each year, and the College also provides training for those in lay ministry and those seeking an introduction to theology. The College operates out of four locations:

- Cuddesdon, providing residential and non-residential training. Residential ordinands live on site or in the village of Cuddesdon along with their families (including children). Non-residential ordinands and other students attend the site for teaching, usually in an evening or on residential weekends or weeks. At any one time the number of children living on site, or within close proximity, can vary from 20 to 40. Activities for children and young people are organised by the ordinands, their partners and staff. The buildings are also used for conferences, events and outside groups throughout the year.
- Portsmouth, providing non-residential training from a base within St Luke's church.
- Gloucester, providing non-residential training using a number of different facilities including Gloucester Cathedral and St Mary's D'Crypt.
- Ludlow, providing non-residential training using facilities provided by Hereford Diocese.

## Our commitment

As a College we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

As a College we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory Church of England guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy is based on the ten **Safe and Secure** safeguarding standards published by the thirtyone:eight and complies with the policy and practice guidance approved by the House of Bishops.

The College undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all its staff and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and adults with care and support needs.

# Ripon College Cuddesdon

## Recognising and responding appropriately to an allegation or suspicion of abuse

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are provided in separate appendices.

### Safeguarding awareness

The College is committed to on-going safeguarding training and development opportunities for all staff and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All staff will receive induction training and undertake recognised safeguarding training on a regular basis.

The College will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### Responding to allegations of abuse

Under no circumstances should a member of staff carry out their own investigation into an allegation or suspicion of abuse but should follow the procedures as below:

- Anyone should report concerns as soon as possible to the appropriate *safeguarding co-ordinator* who is nominated by the College to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the appropriate Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to another nominated Safeguarding Co-ordinator or to the Principal, Bishop Humphrey Southern.
- If the suspicions implicate all Safeguarding Co-ordinators and the Deputy, then the report should be made to the relevant Diocesan Safeguarding Officer or to the thirtyone:eight (contact details provided below). Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection the Safeguarding Co-ordinator should contact Adult Social Services or take advice from the Diocesan Safeguarding Officer or thirtyone:eight as above. The relevant local Children's Social Services and Adult Social Services contact details are included.
- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern, including the appropriate Diocesan Safeguarding Officer and the designated lead Governor for Safeguarding.
- Suspicions must not be discussed with anyone other than those indicated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to

## Ripon College Cuddesdon

Social Services, the Police or taking advice from the Diocesan Safeguarding Officer or thirtyone:eight.

- The College will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the College hopes that students, staff, families and others involved in the work and life of the College will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are urged to contact an outside agency direct. We hope by making this statement that the College demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

#### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services and the Police for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For other concerns, (e.g. poor parenting), encourage the parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by the appropriate Diocesan Safeguarding Officer and / or thirtyone:eight if unsure whether or not to refer a case to Children's Social Services.

#### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by the appropriate Diocesan Safeguarding Officer and / or thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police.

# Ripon College Cuddesdon

## Detailed procedures where there is a concern that an adult is in need of protection:

### Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively the appropriate Diocesan Safeguarding Officer or thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact the appropriate Diocesan Safeguarding Officer or thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### Allegations of abuse against a person who works with children/young people

If an accusation is made against a volunteer or paid member of staff whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with the appropriate Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the employee, also make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) and make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs.

## Prevention

### Safer recruitment

The College will ensure all staff will be appointed, trained, supported and supervised in accordance with government and Church of England guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check and self-declaration form has been completed where necessary (the College will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the College's safeguarding policy and knows how to report concerns.

### Management of Staff – Codes of Conduct

As a College we are committed to supporting all staff and ensuring they receive support and supervision. The Employee Handbook includes guidance on code of conduct and safeguarding procedures.

# Ripon College Cuddesdon

## Pastoral Care

### **Supporting those affected by abuse**

The College is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the College.

### **Working with offenders**

When someone attending the College is known to have abused children, or is known to be a risk to vulnerable adults with care and support needs the College will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person, which they will be expected to keep.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

# Ripon College Cuddesdon

## Contact Details

### Cuddesdon

Oxfordshire Safeguarding Children's Board

Telephone: 0345 0507 666 or email: [mash-childrens@oxfordshire.gcsx.gov.uk](mailto:mash-childrens@oxfordshire.gcsx.gov.uk)

Further information available online at: <http://www.oscb.org.uk/reporting-concerns/>

Oxfordshire Safeguarding Adults Board

Telephone: 0345 0507 666

Further information available online at: <http://www.osab.co.uk/public/reporting-concerns/>

Diocese of Oxford (Safeguarding)

**For urgent and confidential safeguarding matters:** Richard Woodley, Diocesan Safeguarding Adviser: [richard.woodley@oxford.anglican.org](mailto:richard.woodley@oxford.anglican.org) or 07391 868478; or Lucy Wilkins, Safeguarding Casework Officer: [lucy.wilkins@oxford.anglican.org](mailto:lucy.wilkins@oxford.anglican.org) or 07341 866832; or Emma Hooper, Safeguarding Casework Officer: [emma.hooper@oxford.anglican.org](mailto:emma.hooper@oxford.anglican.org) or 07435 550685.

**For queries on safeguarding training:**

Rebecca Norris-Bulpitt, Safeguarding Assistant & Training Officer [rebecca.norris-bulpitt@oxford.anglican.org](mailto:rebecca.norris-bulpitt@oxford.anglican.org) or 01865 587041

**For general safeguarding enquiries and advice on policies or procedures:** [safeguarding@oxford.anglican.org](mailto:safeguarding@oxford.anglican.org) or 01865 208267

### Portsmouth

Portsmouth Safeguarding Children Board

Telephone: 023 9268 8793 or [pccraduty@portsmouthcc.gcsx.gov.uk](mailto:pccraduty@portsmouthcc.gcsx.gov.uk)

Out of hours: 03005 551373

Further information available online at: <http://www.portsmouthscb.org.uk/worried-about-a-child/>

Portsmouth Safeguarding Adults Board

Telephone: 023 9268 8793 or [psab@portsmouthcc.gov.uk](mailto:psab@portsmouthcc.gov.uk) or [PortsmouthAdultMASH@gcsx.gov.uk](mailto:PortsmouthAdultMASH@gcsx.gov.uk)

Emergency duty service: 0845 6000 388

Further information available online at: <http://www.portsmouthsab.uk/adults-at-risk/reporting-concerns/>

Diocese of Portsmouth (Safeguarding)

Ian Berry, Diocesan Safeguarding Adviser (Casework)

Telephone: 07544 566850 or [ian.berry@portsmouth.anglican.org](mailto:ian.berry@portsmouth.anglican.org)

### Gloucester

Safeguarding Children in Gloucestershire

Telephone: 01452 426565 or [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)

Out of hours: 01452 614194

Further information available online at: <http://www.gscb.org.uk/contact-gscb-and-sign-up-for-gscb-alerts/>

Safeguarding Adults in Gloucestershire

Telephone: 01452 426868 or [gsab@gloucestershire.gov.uk](mailto:gsab@gloucestershire.gov.uk)

Further information available online at: <http://www.gloucestershire.gov.uk/gsab/contact-gsab/>

Diocese of Gloucester (Safeguarding)

Becca Faal and Brett Riches, Diocesan Safeguarding Advisers

Telephone: 01452 835516 or 07944 680320

### Ludlow

Herefordshire Safeguarding Children Board

## Ripon College Cuddesdon

Telephone: 01432 260800

Out of hours: 01905 768020

Further information available online at:

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-board/report-concerns-about-a-child/>

Herefordshire Safeguarding Adults Board

Telephone: 01432 260715

Out of hours: 0330 1239309

Further information available online at:

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-adults-board/report-a-concern-about-adult-abuse/>

Shropshire Safeguarding Children Board

Telephone 0345 6789021

Out of hours: 0345 6789040

Further information available online at:

<http://www.safeguardingshropshireschildren.org.uk/reporting-concerns/>

Keeping Adults Safe in Shropshire Board

Telephone: 0345 6789044

Out of hours: 0345 6789040

Further information available online at: <https://shropshire.gov.uk/adult-social-care/where-can-i-get-help/concerned-about-someone/>

Diocese of Hereford

Mandy McPhee, Diocesan Safeguarding Adviser

Telephone: 07875 757396

Email: [m.mcphee@hereford.anglican.org](mailto:m.mcphee@hereford.anglican.org)

The Police can be contacted on: Emergencies: 999, Non-emergencies: 101

thirtyone:eight Helpline 0303 003 11 11 (option 2)

Thirtyone:eight membership Number: 11832

Thirtyone:eight website: [www.thirtyoneeight.org](http://www.thirtyoneeight.org)