

Whalley Abbey

Safeguarding Policy

Principles of the House of Bishops' Policy for Safeguarding

Every person has a value and dignity which comes directly from the creation of human beings 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.

Whalley Abbey is a Centre for Christian Discipleship and Prayer

Our Core Values are:

Community: An inclusive community where all are valued – lay and ordained, paid staff and volunteers, friends, and visitors.

Discipleship: A place apart where people come to deepen their relationship with God and are sent out with a renewed sense of mission.

Prayer: A real spiritual powerhouse, where prayer is offered (both gathered, dispersed and online) for the diocese and the world, and where the eucharist is central.

Learning: A seat of learning where leaders can grow and be refreshed.

Hospitality: A welcoming place offering generous hospitality to all, including those in need.

Encounter: A place of encounter, where seekers and tourists can encounter Jesus Christ.

Sustainability: living within our means financially, and modelling what it means to live more gently with God's creation and reduce our carbon footprint.

Principles

Whalley Abbey is a ministry of Blackburn Diocese and part of the Church of England and is committed to safeguarding as an integral part of the life and ministry of the Church. Whalley Abbey engages with adults and children through a range of activities most often in groups both small and large. These include:

- Daily prayer
- Self-guided retreats
- Private study space
- Meetings and conferences
- Guided prayer walks
- Retreat programmes
- Parish weekend or day visits
- Joint events with the cathedral, including pilgrimage walks
- Children and young people and school groups engaging in outdoor learning

- Ordination retreats and residential courses for curates and ministry discernment panels
- Individuals in need or distress coming for respite and refreshment, referred by their parishes
- Guest stays for bed and breakfast for those seeking quiet space for rest, relaxation, contemplation, or prayer

We are committed to:

- The care and nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' in relation to safeguarding.
- Safer Recruitment processes and safeguarding training for all those working in any capacity at Whalley Abbey, including the use of disclosure and barring service checks.
- Responding without delay to every complaint made which suggests that an adult, child or young person may have been harmed, and co-operating with the police and local authority in any investigation.
- Working with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Offering pastoral care and support, supervision and referral to statutory authorities to any member of the community known to have offended against a child, young person or vulnerable adult.

This policy seeks to ensure that Whalley Abbey undertakes its responsibilities regarding the protection of children and vulnerable adults and will respond to concerns appropriately. It establishes a framework to support all staff in their practice and clarifies the Diocese's expectations. Where this policy refers to all employed lay staff and clergy, this includes volunteers and governors.

Whalley Abbey Safeguarding Leads



Anna Walker, Director
mobile 07484 118564
anna.walker@whalleyabbey.org

Aaron McLean, Assistant Director
mobile 07483 920909
aaron.mclean@whalleyabbey.org

Fiona Atkinson, Event Management and Guest Services Shift Supervisor
01254 828 400
fiona.atkinson@whalleyabbey.org

The staff rota includes a supervisor on duty. This is displayed on a notice board in the kitchen and is distributed to staff electronically.

Blackburn Diocese Safeguarding Advisors

Available Monday to Friday 9am to 5pm

Diocesan Safeguarding Advisor Cath Smith

Mobile: 07711 485170
Email: catherine.smith@blackburn.anglican.org

Assistant Diocesan Safeguarding Advisor

Sophie Booth

Mobile: 07468 971759

Email: sophie.booth@blackburn.anglican.org

Thirtyone:Eight

Where you need advice and it is after 5pm, weekend or bank holiday and due to unexpected circumstance, there is no duty lead, Thirtyone:Eight are commissioned to deliver out of hours safeguarding advice and support.

Tel Number: 0303 003 1111

Legislation

The principal pieces of statutory legislation governing this policy are

- The Children Act 1989
- The Children Act 2004
- The Children and Social Work Act 2017
- The safeguarding Vulnerable groups Act 2006
- Working Together to Safeguard Children 2018
- Keeping children safe in Education 2022 (as amended)
- Childcare Act 2006 (as amended in 2018)
- Health and Social Care Act 2012
- Mental capacity Act 2005
- Equality Act 2010
- Human Rights Act 1998
- The Care Act 2014
- Public Interest Disclosure Act 1998

Definitions

Child and vulnerable adult **safeguarding** embeds practices throughout Whalley Abbey to ensure the prevention of harm to children and vulnerable adults wherever possible

Child and vulnerable adult **protection** responds to circumstances that arise here.

Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by someone in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture.

It can take several forms and may consist of a single act or repeated acts. It may be an act of neglect or omission and include the following:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Domestic abuse
- Neglect or acts of omission
- Financial (or material abuse)
- Child sexual exploitation
- Child criminal exploitation
- Child radicalisation
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse.

The definition of a **child** is someone under the age of 18 years (as defined in the United Nations Convention on the Rights of a Child)

A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who is:

- Elderly or frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless
- Is seeking refuge or asylum in the UK
- Is unable to speak English as a first language

Responsibilities

All staff (including volunteers) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any concerns using the required procedures. All staff have a shared responsibility to safeguarding and promote the welfare of children and adults at risk and need to know how to respond when they have a concern about anyone staying or visiting Whalley Abbey. All staff are responsible for reporting any concerns of any children or adults at risk immediately to the duty Safeguarding Lead.

In an emergency staff will be expected to report urgent cases direct to statutory services.

We expect staff to promote good practice by being an excellent role model, contributing to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

The Board of Governors have responsibility to ensure this policy is in place and is appropriate.

The Director of Whalley Abbey has responsibility to ensure this policy is accessible, implemented, monitored, and reviewed and that sufficient resources are allocated to ensure that the policy can be effectively implemented. The Director also has responsibility for the promotion of the welfare of children and vulnerable adults and that all staff have access to appropriate training and information.

Safeguarding Leads are responsible for offering guidance and direction to staff in relation to the everyday application of safeguarding and protection at Whalley Abbey and to maintain effective links with The Diocesan Safeguarding Team for advice, support and escalation.

Safeguarding Leads are highlighted on Page 3 of this policy document.

Implementation of safeguarding

The scope of this policy is broad ranging and, in practice, will be implemented via a range of Church of England, Diocesan Board of Finance (DBF) and Whalley Abbey policies and procedures. These include:

- Whistle Blowing Policy
- Grievance and Disciplinary Policies
- Health and Safety Policy
- Lone Working Policy
- Equal Opportunities Policy
- Data Protection Policy
- Confidentiality Policy
- Staff Recruitment Policy
- Staff Induction Policy
- Staff Training Procedures
- Staff supervision and appraisal
- Guest Booking Procedures
- Meeting protocols
- Recording protocols for shift handovers

Safe recruitment

Whalley Abbey in partnership with the DBF ensure safe recruitment through the following processes:

- Providing the following safeguarding statement or similar in recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices’
- Job Descriptions for all roles involving contact with children or vulnerable adults will contain reference to safeguarding responsibilities
- There are person specifications for roles which contain a statement on core competency regarding child or vulnerable adult protection and safeguarding.

- Shortlisting is based on formal application and interview process
- Interviews are conducted according to equal opportunity principles and interview questions are based on relevant job descriptions and person specification.
- Disclosure and Barring Service (DBS) checks will be conducted for all staff who have contact with children or vulnerable adults. It is a criminal offence for individuals barred by The Independent Safeguarding Authority to work or apply to work with children or vulnerable adults in a wide range of posts.

Whalley Abbey maintains and reviews a 3-year rolling programme of re-checking DBS status for all staff and volunteers, and an annual program of checks for those individuals with a portable DBS in place.

Sharing Information

Whalley Abbey recognises that information sharing is vital to safeguard children and adults at risk of abuse, neglect or exploitation. Sharing of information between agencies is essential for effective identification, assessment, risk management and service provision and concerns about information sharing should not stand in the way of the need to safeguard and promote the welfare of children and adults at risk of abuse or neglect.

Personal information held by Whalley Abbey and The DBF is subject to a legal duty of confidentiality and information will only be shared with external services where it is ethical and lawful to do so, e.g. in the event of a safeguarding concern or incident.

Communications, Training and Support

Whalley Abbey Leadership Team commits resources for induction, training of staff, effective communications, and support mechanisms in relation to safeguarding, including:

- Discussion of the safeguarding Policy and confirmation of understanding
- Discussion of other relevant policies
- Ensuring familiarity with response and reporting processes and the roles of safeguarding leads
- Initial induction training on safeguarding, including safe working practices, safe recruitment and understanding child and vulnerable adult protection and expectations
- Completion of the Church of England Safeguarding Pathway relevant to their role within a specified timescale from start of employment or commencement as a volunteer.
- Completion of the CofE on-line domestic abuse awareness training
- Completion of The Clewer Initiative on-line modern-day slavery training
- Mandatory staff attendance at Whalley Abbey's annual safeguarding training

Our commitment to embedding safe practice throughout Whalley Abbey includes safeguarding inclusion and discussion as a regular agenda item at

- Team meetings
- One to one meetings with staff

- Supervision meetings
- Governing body meetings

A record will be kept of when annual safeguarding training has taken place and who was present.

All staff will receive a copy of this safeguarding policy and will be expected to read it and to adhere to it.

Health and Safety

When working with children or vulnerable adults please be aware of Whalley Abbey’s Health and Safety Policy.

During programmed events members of allocated staff have responsibility for the children and young people in their care. At all other times for example visiting groups, it will be made very clear in our contracts or agreements with those groups that parents or guardians or nominated adults will be responsible for their child/children.

OFSTED prescribes minimum staff-child ratios for groups that are required to register with it. Whalley Abbey use this for groups that they programme and for groups that book to attend and use the Abbey’s facilities.

Child’s Age	Number of Adults	Number of Children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-17	1	10

Support

Whalley Abbey recognises that involvement in situations where there is a risk of or actual harm can be stressful for the staff and volunteers concerned. We have mechanisms in place to support staff. These include:

- Debriefing support for staff so they can reflect on the issues they have dealt with
- Seeking further therapeutic support through the Safeguarding Team where this is needed
- A follow-up discussion at their next line management supervision session

Professional Boundaries

Professional boundaries define the limits of a relationship between a member of staff and a visitor or those to whom we minister. These are set out in The Church of England’s [The Code of Safer Working Practice](#) and are applicable to our work at Whalley Abbey. Whalley Abbey expects its staff to protect the professional integrity of themselves and of Whalley Abbey.

Safer Activities Guidance

[Safer Activities Guidance](#) should be used for all activities involving children, young people and vulnerable adults, either within church buildings or in other locations but carried out on behalf of the church.

While the guidance makes specific references to church activities, the principles can equally apply to any activities that involve vulnerable individuals. In particular section 2 refers to specific topics directly related to activities for children and young people and section 3 refers to specific topics directly related to activities for vulnerable adults. Sections 4 -6 refer specifically to social media and photography and section 8 to hire of premises.

Responding to concerns that arise

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work.

What to do if you observe or suspect a concern about a child or vulnerable adult

Anyone receiving information about or observing a safeguarding concern or allegation, where a child or vulnerable adult is in immediate danger or requires immediate medical attention, must call the emergency services on 999. Do not delay.

1. Make a note of it and include dates and any relevant observations
2. Contact, share and discuss concerns or observations with the duty safeguarding lead
3. Consider whether the child or adult is at immediate risk. Is it an emergency?
4. If an emergency the safeguarding lead should call 999
5. If its not an emergency the Safeguarding Lead will decide whether further action or advice is required, such as:
 - Police or social care referral
 - Speaking to the Diocesan Safeguarding Team if further advice is needed.
6. Safeguarding Leads should discuss all concerns with each other.
7. Always keep records and make notes of decisions and action taken
8. Inform The Diocesan Safeguarding Adviser.
9. Where a statutory investigation is required the Diocesan Safeguarding Adviser will liaise with agencies and keep Whalley Abbey safeguarding leads informed.

What to do if you receive a report or disclosure of abuse

Anyone receiving information about or observing a safeguarding concern or allegation, where a child or vulnerable adult is in immediate danger or requires immediate medical attention, must call the emergency services on 999. Do not delay.

1. Listen carefully without shock or judgement. Offer reassurance.
2. Don't make promises, for example to keep secrets.
3. Don't probe for further information.

4. Don't ask questions except to clarify specific information e.g., by reflecting back what they've said to check you got it right.
5. Advise the person that you're 'concerned about them, and you need to share it with the safeguarding lead'. Reassure them they've done the right thing in telling you.
6. Write down what has been said. Include dates and sign it.
7. Speak to the duty safeguarding lead.
8. Consider whether the child or adult is at immediate risk. Is it an emergency?
9. If an emergency the safeguarding lead should call 999.
10. If it's not an emergency the Safeguarding Lead will decide whether further action or advice is required and take that action.
 - Make a police or social care referral if required.
 - Speak to the Diocesan Safeguarding Team if further advice or direction is needed.
11. Safeguarding Leads should discuss all concerns with each other.
12. Always keep records and make notes of decisions and action taken.
13. Inform The Diocesan Safeguarding Adviser.
14. Where a statutory investigation is required the Diocesan Safeguarding Adviser will liaise with agencies and keep Whalley Abbey safeguarding leads informed.

Under no circumstances should a member of staff at Whalley Abbey attempt to deal with a problem alone. Their primary responsibility is to report it and to ensure that it's taken seriously, and that the procedure is followed immediately as outlined here.

If you are the person that hears the disclosure you must not share the information with anyone other than a Safeguarding Lead as directed here. Pastoral support can be sought from the Director, the Archdeacon or via the Bishop's Chaplain, ensuring confidentiality.

Allegations Management

Anyone receiving information about or observing a safeguarding concern or allegation, where a child or vulnerable adult is in immediate danger or requires immediate medical attention, must call the emergency services on 999. Do not delay.

Whalley Abbey will report any concerns or allegations against any of its staff. In doing so it will be guided by Church of England [Practice Guidance: responding to, assessing and managing safeguarding concerns or allegations against church officers.](#)

1. Write down what has been said or what you've observed or what your concern is, include dates and details as far as you can and sign it.
2. Ensure the individual at risk is safe and away from harm.
3. Speak to the duty safeguarding lead who will escalate this to the Diocesan Safeguarding Adviser. Where the person of concern is a Safeguarding Lead including the Director or Assistants, then it should be taken directly to The Diocesan Safeguarding Adviser.
4. Consider whether the child or adult is at immediate risk. Is it an emergency?
5. In an emergency, you, the safeguarding lead or DSA should call 999. Don't delay.

6. The DSA will take further action in line with House of Bishop's Guidance including referrals to statutory services and instigate Church internal processes.
7. This will include liaison with the Safeguarding Leads at Whalley Abbey.
8. Always keep local records and make notes of decisions and action taken
9. Where a statutory investigation is required, the Diocesan Safeguarding Adviser will liaise with agencies and where appropriate keep Whalley Abbey Safeguarding Lead(s) informed and involve them in the process.

Communicating and Reviewing the Policy

This policy will be communicated with all staff on induction and on review. The policy will be reviewed annually and when there are changes in legislation or practice guidance or where an incident suggest policy review is required.

Safeguarding Leads at Whalley Abbey

Director, Anna Walker 07484 118564
 Assistant Director, Aaron McLean 07483 920909
 Event Management and Guest Services Shift Supervisor, Fiona Atkinson 01254 828 400

Diocesan Safeguarding Advisers

Catherine Smith 07711 485170
 Sophie Booth 07468 971759
Thirtyone:Eight 0303 003 1111

The Safeguarding Lead at Whalley Abbey or The Diocesan Safeguarding Adviser can contact the local authority for Advice.

Lancashire	Children and Vulnerable Adults	Tel: 0300 123 6720 Out of hours: 0300 123 6722
	Child Sexual Exploitation Team	Tel: 0845 125 3545
Blackburn with Darwen	Children's Social Care	Tel: 01254 666 400 Out of hours: 01254 587 547
	Child Sexual Exploitation Team	Tel: 01254 353 525
	Adults Team	Tel: 01254 585 949
Blackpool	Child Safety or Welfare	Tel: 01253 477299 (24 hours)
	Child Sexual Exploitation Team	Tel: 01253 477261
	Adults Team	Tel: 01253 477592

Principles of House of Bishop's Guidance for Safeguarding Children and Vulnerable Adults

Every person has value and dignity which comes directly from the creation of our creation 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.

Principles

We are committed to:

The care and nurture of, and respectful pastoral ministry with, all children and all adults.

The safeguarding and protection of all children, young people and adults when they are vulnerable.

The establishing of safe caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within Whalley Abbey in line with safer recruitment principles, including the use of disclosure and barring service checks.

We will respond without delay to every complaint made which suggests that a child or adult may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone that has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, supervision, and referral to proper authorities to any member of the community at Whalley Abbey known to have offended against a child or vulnerable adult.

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