



Safeguarding children and adults at risk

# Policy Statement

Date agreed by the Bristol Baptist College Council (Governing Body) 1 December 2014

Revised and Reviewed October 2018

Revised and Reviewed January 2020

Revised and Reviewed January 2022

Revised and Reviewed January 2023

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## **TEI Policy Statement**

This policy statement represents the joint TEI policy of Trinity College with Bristol Baptist College.

The safeguarding policies of Trinity College Bristol and Bristol Baptist College are aligned by following government guidance and the national safeguarding policies of the Church of England and the Baptist Union of Great Britain (BUGB). In the event of there being a difference in guidance between the two denominational bodies, Trinity College follows the guidance of the Church of England, and Bristol Baptist College that of the BUGB. Reference is made in this document to guidance and policies issued by the two denominations.

Church of England approved procedures will be followed in regard to any allegation made against Trinity College or its staff, students or associates, and BUGB approved procedures will be followed in regard to any allegation made against Bristol Baptist College, its staff students or associates. Any safeguarding issue concerning Bristol Baptist College or its staff, students or associates occurring within Trinity College will be handled according to Church of England protocols in liaison with the BUGB, and any safeguarding issue concerning Trinity College or its staff, students or associates within Bristol Baptist College will be handled according to BUGB protocols in liaison with the Church of England.

## 1. Important contact details

### 1.1 The name of the Trinity College Designated Safeguarding Lead (children and adults) is:

Name: Andrew Lucas  
Telephone: 0117 9682803 ext 234  
Email: [execdirector@trinitycollegebristol.ac.uk](mailto:execdirector@trinitycollegebristol.ac.uk)

#### The Governing Body Safeguarding Representative is:

Name: Richard Jackson  
Telephone: 01273 425009  
Email: [bishop.lewes@chichester.anglican.org](mailto:bishop.lewes@chichester.anglican.org)

### 1.2 The name of the Bristol Baptist College Designated Officer for Safeguarding (children and adults) is:

Name: Tim Welch  
Telephone: 0117 9469205  
Email: [welcht@bristol-baptist.ac.uk](mailto:welcht@bristol-baptist.ac.uk)

#### The Governing Body Safeguarding Representative is:

Name: Ruth Bottoms  
Telephone: 01525 853348  
Email: [rabottoms@btinternet.com](mailto:rabottoms@btinternet.com)

### 1.3 The Local Authority Designated Officer (LADO) for the area relating to the placement context is the first point of contact. For Bristol LADO this is:

Name of Authority: Bristol City Council

Children's Services: Children and Families Services, City Hall, College Green, Bristol BS1 5TR

Tel: (office hours): 0117 903 6444 (First Response)

Tel: (emergencies out of office hours): 01454 615 165

Adult Services: Care Direct

Telephone (office hours): 0117 922 2700 (answerphone out of office hours)

### 1.4 Police:

Emergencies: 999

Non emergencies: 101

### 1.5 The name(s) of the relevant regional Safeguarding Advisers are:

***Diocese of Bristol:***

Name: Adam Bond  
Tel: 0117 9060100  
Email: [safeguarding@bristoldiocese.org](mailto:safeguarding@bristoldiocese.org)  
Web: <https://www.bristol.anglican.org/safeguarding/>

***A list of all Baptist Association safeguarding leads can be found at:***

[www.baptist.org.uk/Groups/248291/Association\\_contacts.aspx](http://www.baptist.org.uk/Groups/248291/Association_contacts.aspx)

## **2. Safeguarding is everyone's business**

The Church of England and the Baptist Union of Great Britain work in partnership with other Christian Churches and agencies in ensuring that both children and adults are adequately safeguarded. In doing so the Churches subscribe to the following principles which, in partnership, Trinity College and Bristol Baptist College also subscribe to. Therefore, the colleges are 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, the colleges aim to:

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

## **3. 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 at risk is anyone aged 18 who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation .
- 3.3 For definitions of abuse, see Appendix 1: Types of Abuse.

## **4. Government National Policy Guidance**

This policy statement follows requirements from the following Government Guidance:

- 4.1 *Working Together to Safeguard Children*<sup>1</sup> A guide to inter-agency working to safeguard and promote the welfare of children HM Government 2018
- 4.2 *Care and Support Statutory Guidance* Chapter 14 'Safeguarding' – 2022<sup>2</sup> - Department of Health
- 4.3 *Keeping Children Safe in Education*<sup>3</sup> Department for Education 2022.

## 5. Church National Policy Guidance<sup>4</sup>

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

- 5.1 [Promoting a Safe Church \(safeguarding policy for adults\) 2006](#) - see 5.6 below
- 5.2 *Responding to Domestic Abuse* (guidelines for those with pastoral responsibility, 2006)
- 5.3 [Responding Well to those who have been sexually abused](#) (2011)
- 5.4 [Protecting All God's Children](#) (safeguarding policy for children and young people, 4<sup>th</sup> edition, 2010)
- 5.5 [Safer Recruitment Practice Guidance](#) (2016).
- 5.6 *Promoting a Safer Church (the Church of England's Safeguarding Policy for children, young people and adults 2017)*
- 5.7 [Responding well to domestic abuse practice guidance \(2017\)](#)
- 5.8 [Training and development practice guidance \(2017\)](#)
- 5.9 [Key roles and responsibilities of church office holders and bodies practice guidance \(2017\)](#)<sup>5</sup>
- 5.10 [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf) (Accessed 27 January 2023)

2 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1> (Accessed 27 January 2023)

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf) (Accessed 27 January 2023)

4 [www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding) (Accessed 27 January 2023)

5 Specific responsibilities for TEIs are outlined in this guidance on p.19 (see Appendix 3)

The policy statement also follows Baptist Union of Great Britain national safeguarding policies and procedures.

5.11

[https://www.baptist.org.uk/Groups/220880/The Baptist Union/Resource Library/Free Resources and/Safeguarding/Safeguarding.aspx](https://www.baptist.org.uk/Groups/220880/The_Baptist_Union/Resource_Library/Free_Resources_and/Safeguarding/Safeguarding.aspx)

## **6. Duties of Faith Organisations - Section 11 of the Children Act 2004<sup>6</sup>**

- 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-based organisations”:  
'Every VCSE [voluntary, charity, social-enterprise], faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children’s social care or the police if necessary.'<sup>7</sup>
- 6.3 In addition Higher Education Institutions have a common law duty of care to take reasonable steps to ensure that the child, young person or adult at risk is safe and, in the absence of specific requirements, to be seen to have an enhanced duty of care.

## **7. Statutory Safeguarding requirements for all children, young people and adults at risk**

Ultimate legal responsibility for safeguarding in the colleges rests with the Governing Bodies which ensure that the colleges have 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* (2018)<sup>8</sup> in relation to children
- b) following equivalent guidance<sup>9</sup> in relation to adults who are at risk.

Such statutory requirements are as follows:

- 7.1 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 a member of the Governing Body to take leadership responsibility for the organisation’s safeguarding arrangements
- 7.3 a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services

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<sup>6</sup> [http://www.workingtogetheronline.co.uk/chapters/chapter\\_two.html#faith](http://www.workingtogetheronline.co.uk/chapters/chapter_two.html#faith)

<sup>7</sup> *Working Together*, 2018, Chapter 2, 61, p. 74

<sup>8</sup> *Working Together*, 2018, Chapter 2, 11, p. 61

<sup>9</sup> Care and Support Statutory Guidance – Chapter 14

- 7.4 arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)<sup>10</sup> or Local Safeguarding Adults Board (LSAB)<sup>11</sup>
- 7.5 a member of staff appointed as Designated Safeguarding Lead. Their role is to support other staff in recognising the needs of children and adults, including rescue from possible abuse or neglect. [see appendix 2]. They may appoint and lead a team of designated officers. 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
- 7.6 safe recruitment procedures 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 at risk
- 7.7 appropriate supervision and support 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.
- 7.8 clear policies in line with those from the LSCB/LSAB<sup>12</sup> for dealing with allegations against people who work with children, young people or adults at risk. An allegation may relate to a person who works with children, young people 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.
- 7.9 in addition:
- county level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)<sup>13</sup> to be involved in the management and oversight of

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<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> See South West Child Protection Procedures - [https://www.proceduresonline.com/swcpp/bristol/p\\_alleg\\_against\\_staff.html](https://www.proceduresonline.com/swcpp/bristol/p_alleg_against_staff.html)

<sup>13</sup> 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

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; and
- 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<sup>14</sup>. It is an offence to fail to make a referral without good reason.

Specific arrangements for the Colleges' implementation of these requirements are set out in section 8.

## **8 The colleges' implementation of statutory safeguarding requirements as set out in section 7**

Trinity College follows the detailed guidance and procedures of the Diocese of Bristol. The Diocesan Safeguarding Adviser, Adam Bond can be contacted for advice on implementing arrangements in place<sup>15</sup> and information about policy and practice.

Bristol Baptist College follows the detailed guidance of and procedures of the Baptist Union of Great Britain. The appropriate Baptist Association safeguarding leads for each region can be contacted for advice on implementing procedures and information about policy and practice via this link:

[www.baptist.org.uk/Groups/248291/Association\\_contacts.aspx](http://www.baptist.org.uk/Groups/248291/Association_contacts.aspx)

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

### **8.1 Procedures for activities (ref 7.1)**

*Responsibility:* Designated Safeguarding Lead (staff) and Safeguarding Representative (Governing Body)

1. Procedures are in place for activities for children, adults and mixed age within the college communities (including risk assessment of activities and premises; ratios of leaders to children/adults at risk; record keeping).
2. 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.

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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.

<sup>14</sup> [Information about the Disclosure and Barring service can be found here](#)

<sup>15</sup> See Church of England Safeguarding Practice Guidance: [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)

3. Diocesan and Baptist Union safeguarding policies, procedures and guidance are held by the relevant Designated Safeguarding Lead and Safeguarding Representative, and details of the colleges' procedures reflect the requirements.
4. The Designated Safeguarding Lead (staff) is in contact with the Diocesan Safeguarding Adviser or the Baptist Association Safeguarding Officers, as appropriate.

## **8.2 Designated Officers for Safeguarding (ref 7.2, 7.5)**

*Responsibility:* Governing Body

1. A senior member of the colleges' leadership teams is appointed to act as the Designated Safeguarding Lead and to liaise with the Governing Body Safeguarding Representative appointed by that Body, to ensure procedures are in place for dealing with safeguarding issues.
2. Safeguarding roles are defined in the job descriptions of the Designated Officers.
3. Supervision, support and training, including Local Authority and Diocesan or Baptist safeguarding training, is in place for the Designated Officers for Safeguarding, and the Governing Body Safeguarding Representative.

## **8.3 Culture of listening to children and adults (ref 7.3)**

*Responsibility:* All staff

1. All safeguarding information about abuse, whether current or non-recent, and including internet abuse, is taken seriously and referred to the Designated Safeguarding Lead (staff).

*Responsibility:* Designated Safeguarding Lead (staff)

1. Independent authorised listeners, appointed by the Regional Association, are made available through the Safeguarding Advisers to adults disclosing and reporting abuse.

*Responsibility:* Governing Body

1. Taking into account the view of children and adults affected, the Governing Body Safeguarding Representative will:
  - a) keep up to date with reporting arrangements and activity for serious safeguarding cases, ensuring that appropriate reporting to the statutory authorities and the Charities Commission and to the College's insurers has taken place when required. (Please note that the reporting work is carried out by the college staff Safeguarding Lead).
  - b) review information on the level, type and number of safeguarding cases which the college staff Safeguarding Lead is involved with annually.
  - c) review the colleges' safeguarding policies and procedures annually.

## **8.4 Information sharing (ref 7.4, 7.9)**

*Responsibility:* All staff

All allegations or concerns are reported to the Designated Safeguarding Lead (staff).

*Responsibility:* Designated Safeguarding Lead (staff)

1. The Designated Safeguarding Lead (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.

This includes any allegation made against the College Principal.  
Any allegation made against the College Designated Safeguarding Lead must be reported to the Governing Body Safeguarding Representative.

The Baptist Union Ministries Team requires to be informed of any safeguarding allegation about any Baptist Minister /ministerial student.

2. The Designated Safeguarding Lead (staff) reports all safeguarding information about abuse, and the response made, to the Governing Body Safeguarding Representative.
3. In responding to serious situations<sup>16</sup>, the Designated Safeguarding Lead (staff) shares information with the relevant Diocesan, Church of England, Baptist Association or Baptist Union Safeguarding Adviser.

*Responsibility:* Governing Body

1. A standing item for 'Safeguarding' will be included on the agenda for each trustees meeting. The Governing Body Safeguarding Representative will report if any serious safeguarding incidents have been reported (without details) and clarify that procedures are being followed.

## **8.5 Safer recruitment (ref 7.6)**

*Responsibility:* Designated Safeguarding Lead (staff)/Human Resources

1. **For staff:** Trinity College follows Church of England and Diocesan practice guidance in recruitment of staff, including references, interviews and criminal records checks with the DBS. Bristol Baptist College follows Baptist Union of Great Britain practice in recruitment of staff, including references, interviews and criminal checks with the DBS.

*Responsibility:* Human Resources/Diocesan Directors of Ordinands/Baptist Ministry Team

1. **For students:** Trinity College works with the sponsoring diocese to ensure that all students have been recruited safely, including a criminal records check with the DBS. Bristol Baptist College works with the Ministry Team of the Baptist Union of Great Britain to ensure that all ministerial students have been recruited safely, including a criminal check. *NB Occasional or short term*

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<sup>16</sup> See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

*students do not need a criminal check unless they are involved in a role in a context that would require one to be completing regulated activity.*<sup>17</sup>

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

*Responsibility:* Designated Safeguarding Lead (staff)

1. The colleges' 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].
2. All staff and Baptist ministerial/ CYF students are required to complete safeguarding training up to Level 3 before they attend Ministerial Recognition Committee (additional training requirements are outlined below). Ongoing training for ministerial students to be made available by Baptist Union Ministries Team.

*Responsibility:* Designated Safeguarding Lead (staff)/all staff and students/users

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

*Responsibility:* Designated Safeguarding Lead (staff)/temporary staff and volunteers

4. Temporary staff and volunteers who work with children or adults who are at risk are made aware of the college's arrangements for safeguarding and their responsibilities.

## **8.7 Training, supervision, induction, review (ref 7.7)**

*Responsibility:* Designated Safeguarding Lead (staff)/Human Resources/Staff training

1. The colleges' senior leaders, and all staff (teaching and support staff if they work directly with children or adults who are at risk), 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.
2. Details of training are provided in a timely fashion for all staff and records are kept of training undertaken.
3. Introduction to safeguarding policies and procedures is included in staff induction programmes
4. The Designated Safeguarding Lead is responsible for making the necessary safeguarding information available during the Induction programme and thereafter as appropriate.
5. Review of improvement in safeguarding practice forms part of relevant staff appraisal.

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Changes to Disclosure and Barring 2012, Summary of the new definition of Regulated Activity, p 9:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97875/leaflet-england-wales.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf)

***For students:***

*Responsibility:* Designated Safeguarding Lead (staff)/Curriculum planners

1. All students are expected to attend mandatory safeguarding training relevant to their course of study. Completion of the necessary safeguarding training is a course requirement for all ministerial students.

**8.8 Responding to serious situations (ref 7.8, 7.9 and cross reference 7.4)**

*Responsibility:* Designated Safeguarding Lead (staff)

1. 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 and Baptist Union of Great Britain policies and practice guidance.
2. Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

# Appendix 1

## DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

(Last Updated September 2022)

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

<i>Type of Abuse</i>	<b>Additional Definitions</b>
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

<b>Radicalisation</b>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

# Appendix 2

## **The Designated Safeguarding Lead, otherwise known as the Designated Person for Safeguarding**

The Designated Person for Safeguarding must be a member of the college's Leadership Team and will have authority to commit resources to safeguarding matters, and where appropriate direct other staff. Trinity College and Bristol Baptist College operate with a designated safeguarding lead in each college.

In addition to basic safeguarding training any Designated Officer will undertake 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 broad areas of responsibility proposed for the Designated Safeguarding Lead include:

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

These are detailed in *Keeping Children Safe in Education* Department for Education 2022<sup>18</sup>

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf) (Accessed 27 January 2023)

# Appendix 3

## 8. Theological Education Institutions (TEIs) Roles and Responsibilities<sup>19</sup>

The trustees/ governing body will:

- Accept its duty of care is to 'Promote a Safer Church' and ensure there is a safeguarding strategy in place;
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and publicise a safeguarding policy;
- Adopt and implement House of Bishops' safeguarding policy and practice guidance and national legislation and guidance;
- Provide a structure to manage safeguarding in the TEI with clear lines of accountability;
- Appoint a Designated Safeguarding Lead and Deputy;
- Seek advice from a diocesan safeguarding adviser in relation to safeguarding concerns or allegations in relation to church officers. These should always also be reported to the Local Authority Designated Officer;
- Seek to ensure that there are arrangements in place to ensure cooperation and information sharing between the TEI and diocese that has nominated the ordinand;
- Ensure that all ordinands receive safeguarding training as part of their preparation for ministry in line with the House of Bishops' Safeguarding Training and Development Framework;
- Ensure secure storage of records, for 75 years;<sup>20</sup>
- Ensure responsible staff and volunteers attend safeguarding training in line with the House of Bishops Safeguarding Training and Development Framework;
- Provide appropriate insurance cover for all activities undertaken in the name of the TEI;
- Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Ensure compliance with any registering body guidelines as required;
- Review progress annually;
- Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the TEI.

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<https://www.churchofengland.org/sites/default/files/2017-12/Roles%20and%20Responsibilities%20Practice%20Guidance%20V2.pdf>

<sup>20</sup> Baptist Union, *Safeguarding Record Keeping*, p.8

<https://baptist.org.uk/Publisher/File.aspx?ID=209333&view=browser> Accessed 27 January 2023