

Lee Abbey Safeguarding Policy and Procedures

- This document forms an overview for all trustees and members of Lee Abbey community.

Lee Abbey Devon recognises that it has a responsibility to safeguarding vulnerable adults and children. Lee Abbey Devon takes seriously its responsibility to protect adults and children. Lee Abbey Devon takes seriously its responsibility to protect and safeguard their welfare whilst entrusted to care of Lee Abbey Devon.

Lee Abbey Devon is committed to:

- **Listening to and relating effectively with vulnerable groups whilst they are part of Lee Abbey Devon activities.**
- **Providing a system for dealing with concerns related to the safety and wellbeing of children and adults.**
- **Encouraging and supporting parents and carers**
- **Ensuring that children’s and youth team members, community and pastoral workers are given support and training.**
- **Ensuring that the Safer Recruitment policy and procedures are followed at all times.**

Name of organization: Lee Abbey Devon

Section heading	Section content	Review date
1. Introduction	<p>Lee Abbey Devon makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Lee Abbey Devon comes into contact with children and / or vulnerable adults through the following activities: teaching sessions craft, activity centre sessions, summer camps The types of contact with children and / or vulnerable adults will be defined as:</p> <p>Regulated: Activity Instructors (Beacon Centre) Youth Workers (House)</p> <p>Controlled: Host team House and Kitchen team Maintenance team Leadership team Pastoral team and Pastoral Helpers</p> <p>Lee Abbey Devon undertakes to fulfil its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policies establish a framework to support paid and unpaid staff in their practices and clarifies the organisations’ expectations.</p> <p>Lee Abbey Devon has the following policies and guidance 1.2 Lee Abbey Community Notes</p>	Diary 05/2020

	<ul style="list-style-type: none"> 1.3 Statement of Faith 1.4 Protection policy for children and adults (reviewed annually) 1.5 Lee Abbey Main House Youth and Children’s work (reviewed annually) 1.6 Beacon Youth and Activity Centre Induction Information 1.7 Youth Ministries team Induction Handbook 1.8 West Exmoor Federation Policy for parents and carers and voluntary helpers in School (reviewed by the school) 1.9 Protection and Inclusion of Vulnerable Adults policy (adopted as part of the main protection policy) 1.10 Voluntary Pastoral Helpers-Code of Conduct 1.11 Lee Abbey Camp Health and Safety pack- Risk assessments And policy documents 1.12.1 Lee Abbey Camp 1 Leaders handbook 2019 1.12.2 Lee Abbey Camp 2 Leaders handbook 2019 1.13 Lee Abbey Campers Handbook 2019. 1.14 Recruitment Policy 1.15 Manual Handling Policy 1.16 Health and Safety Policy 1.17 Confidentiality Policy 1.18 E-policy 1.19 Lost/Missing Guests/Person 1.20 Bullying Policy 	
<p>2. Pro-formas</p>	<p>Lee Abbey Devon has a number of agreed forms which will be used by community/staff</p> <ul style="list-style-type: none"> 2.1 Induction form 2.2 Pre-registration and Medical form 0-17 years 2.3 Lee Abbey Youth Ministries Team Register (confidential not to be shown to guests) 2.4 Accident Report Form 2.5 Incident/Near Miss Report Form 2.6 Records of safeguarding concerns and disclosures (including vulnerable adults) are signed and dated and once discussed and actioned with one of the Safeguarding Leads, stored with Personnel 2.7 Lost/Missing Guests/person Report form 2.8 Bullying Report Form 2.9 Risk Assessment Form-Lee Abbey team 2.10 Poster of Current Personnel to contact in the event of a disclosure 2.11 Community Hand-out 2.12 Qualified First Aiders List 2.13 Manual Handling Poster 2.14 Blank Template Planning 2.15 DBS Application Form 	

<p>3. Legislation</p>	<p>The principal pieces of legislation governing Lee Abbey Devon Safeguarding Policy and Procedures are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002: ○ The Children Act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974 ○ Thirtyone:eight Safeguarding Policy ○ MASH (Devon Multi Agency Hub) ○ Church of England ‘responding well to Domestic Abuse’ Policy & Procedure Guidance 	
<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those 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 a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse ● Neglect ● Spiritual Abuse ● Domestic Abuse <p><u>Definition of a child</u> A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p>	

	<p><u>Definition of Vulnerable Adults</u> 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:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless 	
<p>5. Responsibilities</p>	<p>All staff/Community (paid or unpaid) have responsibility to follow the guidance laid out in the Protection of children and adults’ policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff/Community (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities 5.1 Child Protection Poster 5.2 Additional Specific Areas</p> <p>Trustees have responsibility to ensure all policies and procedures are regularly monitored and agreed 5.3 Safeguarding Advisor to provide a report after each visit and to work with Lee Abbey Devon the Safeguarding Year Planner.</p> <p>The Children and Youth Ministry Manager is the designated Child Protection Officer and are the first point of contact if any safeguarding issues arise.</p>	
<p>6. Safer Recruitment</p>	<p>The scope of this Safeguarding document is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation.</p> <p>6.1 Safer recruitment policy Lee Abbey Devon ensures safe recruitment through the following process Frontline Youth and Children’s Ministry team and anyone who with work with children whilst at Lee Abbey Devon are required to have a DBS check.</p>	

	<p>Pastoral Leaders and Pastoral helpers are also included in the DBS check The Personnel Manager is responsible for all DBS application forms, checks are made against ID documents. These are submitted to the CPPAS and then forwarded to the DBS.</p> <p>6.2 Personnel Manager maintains a database for all DBS checked staff</p> <p>6.3 Job Descriptions Roles and Responsibilities</p>	
<p>7. Communications training and support for staff</p>	<p>Lee Abbey commits resources for induction, training of staff/Community (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction</p> <p>7.1 Two day Induction covering</p> <ul style="list-style-type: none"> • Personnel introduction • Hospitality • Hosting • Health and Safety • Beacon Tour • House • Kitchen • Lee Abbey Friends • Spirituality • Manual Handling • Vision • Child Protection • Audio Visual • Relationships • Music • Art <p>7.2 Training</p> <p>All staff/Community who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <p>Induction-awareness</p> <p>Youth and Children’s Ministry team Induction covered by Youth and Children’s Ministry Managers</p> <p>7.3 External Child Protection Level 3 training for Leaders –Youth and Children’s Ministry</p>	

	<p>Managers and Personnel Manager- to be renewed every three years. Ordained pastoral team- Safeguarding training by the Diocese of Exeter</p> <p>Policy Implementation. Youth and Children’s Ministry Managers will disseminate safeguarding policies to all Community. All staff/Community have a paper copy of the relevant policies.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Guest book form-awareness of additional needs/requirements- Youth and Children’s Ministry Managers disseminated to teams as required.</p> <p>7.4 Storage and sharing of sensitive material and record keeping The Children and Youth Ministry Manager is responsible for ensuring information is secure. This information is not available for guest but is available to Instructors under the agreement of Children and Youth Ministry Manager and is responsible for the sharing of sensitive information with Instructors on a need to know basis Child protection and Safeguarding (including vulnerable adults) reports are secured in Personnel Office (these files will be retained for three years) Data Protection Register is kept by Head of Business & Finance</p> <p>Support We recognise that involvement in situations where there is risk or actual harm can be stressful for all concerned. The mechanisms in place to support include: Pastoral Director support Personnel Manager support Thirtyone:eight Safeguarding Officer Diocese of Exeter Multi Agency Safeguarding Hub (Devon)</p>	
<p>8. Professional boundaries</p>	<p>Lee Abbey expects ALL to protect the professional integrity of themselves and the organization. Lee Abbey Community Notes must be adhered to at all times (see 1.2). 8.1 Induction training- Hosting</p>	
<p>9. Reporting</p>	<p>Lee Abbey Protection Policy for Children and Adults.</p> <ol style="list-style-type: none"> 1. Communicate your concerns with the Youth and Children Ministry Manager 2. Seek medical attention for the vulnerable person if needed 3. Youth and Children’s Ministry Leaders contact Safeguarding team of the thirtyone: eight for decision on next steps. 	

	<p>4. Complete the Incident Report Book</p> <p>5. Ensure that feedback and actions is recorded</p> <p>6. All confidential documentation concerning individual cases will be secured and kept for a minimum of three years.</p>	
10. Allegations Management	<p>Lee Abbey Devon recognises its duty to report concerns or allegations against ALL (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is contained within the Protection Policy of Children and Adults</p>	
11. Monitoring	<p>The organisation will monitor the following Safeguarding aspects through the Risk Register:</p> <p>11.1 Lee Abbey Devon Leadership team review compliance every six months. As part of this process safeguarding is monitored through a written report which is then forwarded to the Chair of Lee Abbey Devon Board and Trustees</p> <p>11.2 In addition the Safeguarding Advisor to provide a report to the Trustees to monitor compliance of all Safeguarding Policies on an annual basis</p>	
12. Managing information	<p>Compliance Reporting</p> <p>All must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults. The public interest in safeguarding children and adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Youth and Children’s Ministry Manager</p> <p>All must be aware that they cannot promise children and adults or their families/ carers that they will keep secrets.</p>	
13. Reporting Concerns	<p>Protection Policy for Children and Adults</p> <p>All concerns should be reported to the Children and Youth and Children Ministry Manager who is also the designated Child Protection Officers.</p> <p>In their absence this must be reported to the Warden, Acting Warden, Duty Manager, Personnel Manager of Lee Abbey Devon</p>	
14. Communicating and reviewing all	<p>Protection of Child and Adult Policy must be reviewed on an annual basis by the Youth and Children’s Ministry Manager, Personnel Manager (Recruitment) Pastoral Director, Conference and</p>	

Safeguarding policies	Operations Manager (Health and Safety) and agreed by Lee Abbey Devon Leadership as part of governance arrangements, with the help of the Safeguarding Advisor. This is the finalized at the Lee Abbey Devon Board.	
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