

UNION SCHOOL OF THEOLOGY

Safeguarding Children and Adults at Risk Policy

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1. CONTACT DETAILS

1.1 UNION SCHOOL OF THEOLOGY

Name: Union School of Theology

Address

Bryntirion Hill

Bridgend

CF31 4DX

Tel No: 01656 645411

General Email address: info@ust.ac.uk

Senior Leader Name: Dr Clive Bowsher, Provost

Contact info - Email: cbowsher@ust.ac.uk **Tel: 01656 641972**

Safeguarding Officer Name: Mr Paul Spear, Pastoral Dean

Contact info - Email: pspear@ust.ac.uk **Tel: 01656 641973**

Deputy Safeguarding Officer Name: Ms Marni Thurm, Librarian

Contact info - Email: mthurm@ust.ac.uk **Tel: 01656 641989**

Lead Recruiter for disclosure checks: Mr Kevin Green, Finance and HR Officer

Contact info – Email: finance@ust.ac.uk

Charity Number: 517324

Company Number: **01987227**

1.2 EXTERNAL CONTACTS:

POLICE:

South Wales Police Emergency contact number: 999 or 120.

South Wales Police: 01656 655555.

CONTACT DETAILS: CHILDREN:

Bridgend Social Services Safeguarding and Family Support: 01656 642320.

Bridgend Social Services Emergency Duty Team: 01443 743665.

CONTACT DETAILS: ADULTS AT RISK:

Adult Safeguarding Team: 01656 642477

Bridgend Social Services Out of Hours Emergency Service: 01443 743665.

Email address: AdultsafeguardingMASH@bridgend.gov.uk

OTHER USEFUL CONTACT DETAILS:

Childline: 0800 1111.

NSPCC 24-hour helpline: 0808 800 5000

National Domestic Abuse Helpline: 0808 200 0247

National Centre for Domestic Violence: 0800 970 2070

Men's Advice (Domestic Abuse): 0808 801 0327

Action on Elder Abuse: 0808 808 8141

The Child Exploitation and Online Protection Centre (CEOP): 0870 000 3344

UK Safer Internet Centre: 0844 381 4772

Union School of Theology (UST) has organisational membership of **thirtyone:eight** and this will be UST's main contact for advice related to safeguarding, in tandem with other national and local organisations.

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111. Option 2 (available 9.00-5.00 Mon-Fri)

2. SCOPE OF THE POLICY

- 2.1 This policy sets out Union School of Theology's responsibility to safeguard adults and children at risk of harm (see definition in Section 4) who are part of UST (including those studying in various learning communities) or come into contact with UST staff, students or volunteers as part of the work and ministry of UST.
- 2.2 UST is committed to good practice and to increasing the awareness of safeguarding issues related to adults and children at risk.
- 2.3 This policy applies to all staff, students and volunteers who carry long-term or short-term responsibilities for the work or ministry of UST.
- 2.4 UST recognizes that the ultimate responsibility for any children on UST premises or premises hired for UST events remains the responsibility of their parents at all times.
- 2.5 UST in the UK is subject to UK jurisdiction, and is committed to discharging its responsibilities for safeguarding in line with this policy and with relevant legislation. For students living outside the UK any safeguarding issue will be referred to the appropriate authority within the jurisdiction of where they live or where the safeguarding issue arose. Any safeguarding concern (UK/non-UK) which is brought to the attention of UST staff and the UST Designated Safeguarding Lead should be entered into the central safeguarding log.

3. STATEMENT

3.1. UNION SCHOOL OF THEOLOGY (UST) exists to provide theological education to adults, offering GDip, BA, MTh and PhD courses of study. UST is committed to its values of:

- Delighting in God
- Growing in Christ
- Serving the Church
- Blessing the world.

3.2. This policy has been compiled with regard to the Welsh Government's guidelines Safe From Harm: Safeguarding Children in Voluntary and Community Organisations in Wales (2007); and the Social Services and Well-being (Wales) Act 2014, which refers to people with care and support needs who, as a result of these needs, are unable to protect themselves against abuse or neglect or the risk of abuse or neglect. We have also referred to Working Together to Safeguard People 2018 (Wales).

3.3. The Leadership of UNION SCHOOL OF THEOLOGY (UST) recognises the need to provide a safe and caring environment for children, young people and adults.

3.4. The Leadership of UST acknowledges that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. (See **Appendix 1** for definitions.)

3.5. The Leadership of UNION SCHOOL OF THEOLOGY (UST) accepts the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.”

3.6. The Leadership of UNION SCHOOL OF THEOLOGY (UST) also concurs with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. Children have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

3.7. Section 11 of the Children Act 2004 places duties on organisations to ensure that safeguarding is part of their responsibilities. This includes churches and faith-based organisations.

3.8. UK Charity Commission guidance requires charities and charity trustees to prioritise safeguarding of children and adults at risk as a priority of governance.

3.9. UNION SCHOOL OF THEOLOGY (UST) is committed to safeguarding children and vulnerable adults to comply with the law and demonstrate good practice.

3.9.1. The policy reflects the statutory responsibility of UNION SCHOOL OF THEOLOGY (UST) in the area of Safeguarding, and covers all of its staff (paid or voluntary), its students, and all of its activities in all of its locations at all times, and it reflects its policy in relation to others who use the UST buildings.

3.9.2. UNION SCHOOL OF THEOLOGY (UST) takes seriously the Christian responsibility to welcome and protect children and vulnerable people (Luke 9:48 & Matthew 18:6-10; Proverbs 31:8-9).

3.9.3. UNION SCHOOL OF THEOLOGY (UST) commits to ensure that all staff and volunteers reflect the highest standards of Christian care and behaviour.

3.10 The Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 contains a measure relevant to adults at risk – the duty to “Ask and Act.” UST recognises the responsibility to work proactively to identify those staff, students or volunteers who may be at risk of domestic abuse and work with appropriate external statutory and voluntary agencies to signpost to help and support.

3.11 As a Leadership UNION SCHOOL OF THEOLOGY have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. UNION SCHOOL OF THEOLOGY (UST) is committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

3.12. This Safeguarding Policy of UNION SCHOOL OF THEOLOGY is publicly available on the UST website www.ust.ac.uk. Students and staff are made aware of the policy at induction events, and in ongoing training activities (See Section 7.10).

3.13. UNION SCHOOL OF THEOLOGY (UST) is required under the Counter-Terrorism and Security Act 2015 to ‘have due regard to the need to prevent people from being drawn into terrorism’. Under

section 29, it must have regard to guidance issued by the Home Secretary. The Prevent Duty Guidance for higher education institutions in England and Wales came into effect on 18 September 2015 following approval by Parliament. If a Safeguarding Concern is believed to be Prevent-related please refer to the UST Prevent Policy which can be found at www.ust.ac.uk for further information, and report the concern to the UST Prevent Co-ordinator (prevent@ust.ac.uk).

4. DEFINITIONS OF CHILDREN AND ADULTS AT RISK

4.1. **A child is** any person under the age of eighteen.

4.2. **An adult at risk** is a person who is 18 years of age or over, and who is experiencing or may be at risk of abuse or neglect, has needs for care and support (whether or not the local authority is meeting any of these needs) and as a result of those needs is unable to protect himself or herself against the abuse or neglect of care and support.

The main categories of people covered by this definition may include people:

- who have a learning disability;
- who have physical or sensory impairments;
- who have a mental illness including dementia;
- who are elderly and frail;
- detained in custody or under a probation order;
- students with a learning need;
- who are considered vulnerable and who may experience abuse due to problems with alcohol or drugs (or be vulnerable due to other circumstances such as being an asylum seeker).

5. POSITIONS OF TRUST

5.1. UNION SCHOOL OF THEOLOGY (UST) commits to ensure that all staff and volunteers reflect the highest standards of Christian care and behaviour.

5.2. UST recognises that adults working with children, young people and vulnerable adults are in a position of trust. UST accepts that all those in positions of trust need to understand the power this can give them over those they care for, and the responsibility they have because of this relationship. UST commits to ensuring that that all staff and volunteers do not, even unknowingly, use their position of power and authority inappropriately. Staff and volunteers should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

5.3. As of April 2022, it is illegal (England and Wales, Northern Ireland) for those in Positions of Trust in a faith-based setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

5.4. UST does not undertake any responsibilities that are deemed to be regulated activities with children or adults at risk. When children are living on the premises with their parents/carers then the Policy on Parental/Carers Supervision of Children in **Appendix 3** will apply.

5.5. UST's Safeguarding Policy aims to not only meet the requirements of ensuring a safe environment for those studying at UST or accessing activities on behalf of UST, but to also build an open culture so that:

- those who lead do so by example;
- UST staff are committed to the safeguarding of all;

- those that work or volunteer are safely recruited and trained for their roles;
- there are accountability structures;
- there are codes of conduct;
- the values of the organisation are embedded in its day-to-day actions and behaviours of its staff, volunteers and students;
- there is open communication on safeguarding and related matters;
- the risk of significant harm to children, young people and adults from harassment, abuse or other types of exploitation is reduced;
- individuals disclosing or reporting allegations of abuse are listened to and supported;
- any allegations or suspicions of abuse are responded to without delay;
- Police and relevant statutory organisations are contacted as soon as possible;
- victims, survivors of abuse or other people affected by abuse are offered pastoral care;
- pastoral care is available to those who may be the subject of concerns or allegations of abuse, using external agencies where appropriate;
- Respond appropriately to those people who may pose a risk.

6. SAFEGUARDING ROLES

6.1. UST has a Safeguarding Officer and Deputy Safeguarding Officer. The people in these posts will have the prime responsibility to recognise, receive and record all allegations of abuse relating to a child or adult at risk. These officers will conduct all such matters in adherence to UST's Safeguarding Policy. These officers will consult with the Lead Recruiter for disclosure checks as necessary.

6.2. The Pastoral Dean will take the lead on safeguarding and may assist in policy development and training where appropriate. The Pastoral Dean will undertake the supervision of UST's Deputy Safeguarding Officer and be available for debriefing when necessary, ensuring that this is done in a safe and confidential manner. The Pastoral Dean, in conjunction with Quality Assurance Committee, will ensure that safeguarding training takes place on an annual basis (training at induction and ongoing training – see Section 7.10). Training videos are kept available on the Continuing Professional Development (CPD) page on the cloud. In annual performance appraisal documentation staff are informed of training needs, and required to sign off that they have completed their annual safeguarding refreshing training. Mentor refresher training is managed by the Pastoral Dean, with hardcopy and electronic confidential records kept securely.

6.3. The Chair of the Quality Assurance Committee (QAC) will make an annual statement to the QAC following a check on documentation provided by the DSL indicating that safeguarding processes have been followed and are fit for purpose. The DSL or Chair of the QAC may make recommendations for changes to processes, if there are concerns surrounding their fitness for purpose, and these can be forwarded to the Academic Board for review and approval as necessary.

7. PREVENTION OF ABUSE

Understanding abuse and neglect (See Appendix 1 for definitions)

7.1. 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.

7.2. To safeguard children UST adheres to the UN Convention on the Rights of the Child and has as the starting point as a definition of abuse, Article 19:

- States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

- Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

7.3. In addition, UST recognises forms of abuse as documented in the *Keeping Children Safe in Education 2023 Statutory Guidance*, including child criminal exploitation and child-on-child abuse. To safeguard adults UST accepts the UN Universal Declaration of Human Rights with particular reference to Article 5: “No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.”

7.4. Detailed definitions, and signs and indicators of abuse of children or adults at risk, as well as how to respond to a disclosure of abuse, are included in the policy. See Section 12 and **Appendix 1** and **Appendix 2**.

Safer recruitment

7.5. UST Leadership will ensure all members of staff and volunteer workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This will include ensuring that:

- There is a written job description / person specification for every post, including long-term volunteer roles;
- Those applying for any staff or voluntary role have completed an application form;
- Those short listed have been interviewed;
- Safeguarding has been discussed at interview;
- Written references have been obtained, and followed up where appropriate;
- Appendix 6 has been completed prior to volunteering at UST, complying with Code of Practice requirements concerning the fair treatment of applicants and the handling of information. Their work will be supervised at all times if it is with children or adults at risk.
- Disclosure checks will be repeated every 3 years as necessary;
- Qualifications, where necessary, 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 referred to this safeguarding policy and knows how to report concerns.

7.6. Successful applicants will be made aware of all relevant and related UST policies, namely: [UST Policy on Harassment](#); [UST Criminal Convictions Policy](#); UST Staff Handbook; [UST Suicide Safer Policy](#); [UST Prevent Policy](#); [UST Complaints Policy](#); [UST Data Protection Policy](#).

7.7. Code of Conduct

Appendix 6 of this policy contains the Code of Conduct that will apply to all UST staff or volunteers who undertake any work or ministry in the name of Union School of Theology. Code of conduct is read and signed before any work, ministry or volunteering is commenced.

7.8. Student applications

All student applicants will be required to complete a self-declaration form giving details of any criminal records in accordance with UST's Admissions Policy and Criminal Convictions Policy at the admissions stage.

7.9 Safeguarding training

UST Leadership is committed to on-going safeguarding training and development opportunities for all staff and voluntary workers, developing a culture of awareness of safeguarding issues.

7.10 UST Leadership will ensure that:

- 7.10.1. All staff and voluntary workers will receive induction training and in addition undertake recognised safeguarding training on a regular basis. Registers will be kept identifying which individuals have undergone training.
- 7.10.2. In the event of a member of staff joining mid-semester, the Pastoral Dean will ensure that that new member of staff has received safeguarding training. Safeguarding videos are available through the CPD module on the Cloud and may also be delivered through in-person or online training from an external agency.
- 7.10.3. Children and adults with care and support needs 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.
- 7.10.4. Staff and voluntary workers are supported and supervised and will be given clear job roles and statements about expectations when children and young people are on UST premises as part of UST's work and there are adults with care and support needs attending UST premises or events.

8. PARTNERSHIP WORKING

8.1. UST is committed to working with partners (other educational institutions and local government organisations). We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not.

8.2. UST will discuss with all partners our safeguarding expectations and refer to safeguarding as part of our partnership agreement. The MOU section 4 item 2 signed with learning communities references the need for compliance with all UST policies including the safeguarding policy. Safeguarding reporting processes are included in the Memorandum of Understanding document.

8.3. It is also our expectation that organisations using UST premises, as part of the letting agreement, or hire, comply with their own robust safe guarding arrangements, as set out in Section 9 of this policy.

8.4. UST believes that good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working or volunteering at UST with children and adults, and to all those with whom we work in partnership. This policy is just one means of promoting safeguarding.

9. USE OF UST PREMISES BY OTHER ORGANISATIONS

UST will ensure that any third-party using UST premises or renting any part of those premises, as part of the letting agreements the third party will:

- be asked to provide a copy of their safeguarding policy;

- be given a copy of UST's Safeguarding Policy and be asked to sign an agreement to say they will comply with this;
- sign a statement to say that they have carried out relevant risk assessments;
- be informed if any other group is using the organisation at the same time;
- be asked to comply with UST's Prevent policy.

10. CHILDREN ON UST PREMISES

10.1. UST does not organise events for children and young people. Children may be on the campus because they live with their parents or carers in UST accommodation or are visiting with a parent.

10.2 While staff and students are not prevented from bringing their children into work or UST premises, they do have a legal duty under the Health & Safety at Work legislation to ensure that their children are not put at risk or put anyone else in danger by their actions.

10.3 The safety and welfare of children on campus is the responsibility at all times of the parents/carers who are asked to follow the UST guidance document for parents / carers. (See **Appendix 3.**)

10.4 In the event of a creche being held during a special event, the creche will only be organised and staffed by persons who have been safely recruited and who have an Enhanced disclosure check. In addition, risk assessments must be made for all such events, including information about the ratio of adults to children.

10.5 Persons running the event must demonstrate that they can operate safely within the UST Safeguarding Policy.

10.6 In the event of a creche or similar activity being organised as part of a UST event a key member of staff or volunteer will be required to take overall responsibility for organising this creche or activity. Any volunteers used will be subject to safe recruitment practices and disclosure checks. The event leader and creche leader will be required to liaise with the UST Safeguarding Lead or Deputy to ensure all the relevant checks and risk assessments have been made in good time and to identify any potential safeguarding risks for which risk assessments and plans must be written and put in place.

10.7 All staff and volunteers for the creche or other activity must have had the relevant safeguarding training and this have been noted as part of the pre-event planning.

10.8 All staff and volunteers should be made aware of how to respond to any welfare or safeguarding concern and to whom they should report these concerns (this would normally be the creche leader and the UST Safeguarding Officer or Deputy).

10.9 Permission Forms will be used for children attending a creche or similar activity and no child should be accepted into a creche or similar activity without a signed permission slip that includes details of any allergies. (See **Appendix 4.**)

10.10 Bookings for use of the facilities by external organisations (e.g., local churches) will not be accepted until the organisation's Safeguarding Policy is received. UST site staff will have information to give the organisation regarding which areas of UST grounds can be accessed during the event.

10.11 UST reserves the right to request that a child be removed from UST premises where the presence of that child is causing an unacceptable health & safety or safeguarding risk.

10.12 All parents attending events and bringing their children to such events will be informed that at all times their children remain their responsibility.

10.13 UST practice on filming will apply. See **Appendix 5**.

11. CHILDREN AT EVENTS ORGANISED AT EVENTS ORGANISED BY UST BUT HELD ON NON-UST PREMISES

If children are present at events run by UST but on premises hired for that purpose then the relevant provisions of Section 10 will apply. In addition, a pre-event discussion will be held between the UST event organiser and lessor to make sure that UST Safeguarding policy and practices and Health and Safety align. Risk Assessments will be made which take into account safeguarding as well as health and safety risks. UST practice on filming will apply (See Appendix 5).

12. RESPONDING TO ALLEGATIONS OF ABUSE

All allegations or disclosures of abuse (whether child or adult) should be recorded using the form found at Appendix 2.

In those instances where a member of staff or a volunteer is approached by an individual who discloses abuse: that member of staff or volunteer should under no circumstances carry out their own investigation into an allegation or suspicion of abuse. Such action may interfere with formal investigations at a later date.

The following procedure should be followed:

12.1 Documenting a concern

ALL DETAILS OF CONTACTS ARE IN SECTION 1 OF THIS POLICY.

A disclosure may be made by a victim, a concerned bystander or other third parties (for example a church group). The member of staff or volunteer should respond and make a written report (using the form at **Appendix 2**) of the concern in the following way:

1. If the disclosure is made orally, listen carefully to the person making the disclosure (using reflective listening).
2. Listen to the exact form of words and description used by the person making the disclosure.
3. Ensure they DO NOT promise total confidentiality to the person concerned.
4. Whether the disclosure is made orally or given in writing, document the details of the disclosure on the written form at **Appendix 2** as soon as possible (ideally within an hour). The written record must be kept in a secure place, following UST GDPR policy and practice (See Section 14).
5. Contact the UST Safeguarding Officer or Deputy as soon as possible, no later than 24 hours, unless there is immediate danger in which case it is appropriate to ring 999 and contact the police in the first instance. If neither is available then the Provost should be contacted.
6. Be careful not to discuss the matter with anyone else in UST except the above mentioned, on a strictly “need to know” basis.
7. The Safeguarding Officer, Deputy, or Provost will take such action as is necessary to report the matter to the appropriate local authority social services department and other agencies

when necessary. **DETAILS OF CONTACTS ARE IN SECTION 1 OF THIS POLICY. PLEASE NOTE THAT FOR LEARNING COMMUNITIES LOCATED OUTSIDE THE UK, THE AGENCIES WHICH SHOULD BE CONTACTED WILL BE IN THE RELEVANT GEOGRAPHICAL LOCATION.**

8. Should any allegations be made concerning the Safeguarding Officer then the matter should be dealt with by the Senior Leader.
9. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:
Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111. Option 2 (available 9.00-5.00 Mon-Fri)
OR direct to the social services and/or the police.
10. If allegations are made against the Senior Leader then advice should be sought from Thirtyone:eight and the President of Union informed, or in his absence the Executive Director.

12.2. The role of the Safeguarding Officer/ 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.

12.3. UST staff or volunteers should follow the procedure outlined in this policy concerning any safeguarding concern. The leadership of the School has shown its commitment to effective safeguarding and the protection of all those who are vulnerable in the appointment of safeguarding personnel, putting procedures in place, training and its pastoral ethos. At the same time, the leadership recognises the right of any individual to make a direct referral to safeguarding agencies.

12.4 If an individual with a concern believes that the Safeguarding Officer/deputy has not responded appropriately to a case, or where there they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact outside agencies directly.

12.5 Concern or allegations about a child:

12.5.1. Allegations of physical injury, neglect or emotional abuse (See **Appendix 1** for details). If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home;
- Be sure NOT to 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.

12.5.2. Any act of domestic violence (see **Appendix 1** for definitions) involving or witnessed by a child should be reported immediately to the emergency services and / or social services.

12.5.3. Thirtyone:eight can be contacted for advice, as long as there is no immediate danger. Thirtyone:eight will confirm their advice in writing for future reference.

12.6. Allegations of sexual abuse (See **Appendix 1** for definitions)

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy will:

- Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly in the geographic area, or the relevant agencies in an area outside of the UK, with UST’s international learning communities. They will NOT speak to the parent/carer or anyone else;
- Contact adult social services if the person concerned is an adult at risk;
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children’s Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

12.7 In the event of a concern that an adult is in need of protection (For example, suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse), the Safeguarding Officer/Deputy will:

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

If there is a concern regarding spiritual abuse, the Safeguarding Officer will:

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

12.8 Allegations of abuse against a person who works with children

If an accusation is made against a staff member or voluntary worker who works with children whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children’s Social Services regarding the possible suspension of the worker.
- Make a referral through the Social Services to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- 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. This decision should be informed with the input of the LADO if they are involved.

12.9 Allegations of abuse against a person who works with adults with care and support needs

In these circumstances the Safeguarding Officer/Deputy will:

- Liaise with Adult Social Services in regards the suspension of the worker;
- Make a referral to the DBS following the advice of Adult Social Services.

Note that The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the ‘victim’ chooses that no further action be taken, and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not UST.

12.10 Procedure if a student is suspected or accused of abuse

In these circumstances the Safeguarding Officer/Deputy will:

- Ensure that the student is not notified of the allegation until guidance is sought (for example from Thirtyone:eight);
- If necessary, contact will be made with the local police or adult social services if relevant;
- Only once guidance has been sought, call a meeting within 24 hours with the student. If this meeting cannot be held face-to-face then alternative means should be used (e.g., Zoom);
- Where appropriate the student's home church and Learning Community (if relevant) should be informed so that the local church can take appropriate action for their setting. The safeguarding lead in consultation with the person/people involved and with the school leadership will make a judgement about the need for communicating with the student's home church. The key criteria is the safety of the vulnerable person;
- Seek guidance as to whether the student should be withdrawn from classes or the use of UST facilities. Arrangements should be made for the student to continue with their studies using digital means.

If the student is resident on campus then they should be accompanied by a responsible adult if they need to access facilities (e.g., library).

- Ensure that co-operation with the local authority and police is in place.
- Discuss with UST Leadership contact being made with the Disclosure and Barring Service.
- Discuss with UST Leadership reporting the incident to the Charity Commission.
- Discuss with UST Leadership reporting the incident to UST Insurance providers.
- Discuss with UST Leadership the appropriate pastoral care of the student and possible signposting to a counselling service or other relevant agency.

12.11 Procedure if a member of staff is suspected or accused of abuse

In these circumstances the Safeguarding Officer/Deputy will:

- Ensure that the member of staff is not informed about the allegation until guidance is sought (for example from Thirtyone:eight).
- If necessary, make contact with the local police or social services, if relevant.
- Only once guidance and advice from relevant external agencies has been sought, a meeting should be called within 24 hours with the member of staff. If this meeting cannot be held face-to-face then alternative means should be used (e.g., Zoom).
- Where appropriate and after seeking advice, contact should be made with the church the member of staff attends in case that member of staff is involved in ministries with children or adults with support needs.
- Where appropriate the member of staff will be suspended for a period of time.
- If the member of staff concerned lives on-site or needs to attend campus, UST will nominate an appropriate independent person to accompany them.
- If any allegation is not upheld, then advice should be sought about whether a risk assessment should be made before the member of staff returns to work.
- In the event of an allegation being upheld, then the matter will be dealt with according to the UST disciplinary policy.
- Advice will be sought about referral to the Disclosure and Barring Service, and if the incident is serious, it should be reported to the Charity Commission.
- Appropriate pastoral care will be given and signposting to external counselling services or other agencies made.

13. PASTORAL CARE

13.1 Supporting those affected by abuse

UST Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and providing support to all those who have been affected by abuse who have contact with or are part of the organisation. This pastoral care can be provided by UST Welfare staff and/or signposting to external agencies or individual counsellors (See Sections 1.1 and 1.2)

13.2 Working with offenders and those who may pose a risk

UST will not employ (in a paid or voluntary role) anyone with a prior conviction for abuse of a child or adult at risk or related offences. Volunteers who work with the school are required to provide references and to sign off our volunteering check form.

If a student is admitted (subject to a detailed investigation into the background) on to a programme with a child protection record, the safeguarding officer develops a bespoke action plan, with reporting sessions in place to ensure that the individual and the school are safe. These plans will be based on a risk assessment and through consultation with appropriate parties. Guidance will be sought with respect to drawing up a contract of behaviour if needed in consultation with external agencies (e.g., Thirtyone:eight).

14. SAFEGUARDING RECORDS

All hard copy reports, forms, notes of meetings and key documents relating to safeguarding concerns will be clearly signed and dated and will be stored securely in a locked filing cabinet in the HR office which has limited access by members of staff not directly involved in safeguarding at UST. Records related to abuse will be held indefinitely and in keeping with UST's policy for Data Protection. A password protected folder on the internal sharepoint system contains soft copy safeguarding records. Access to this folder is limited to the Senior Leader, Safeguarding Officer and Deputy Safeguarding Officer.

15. ONLINE SAFETY

UNION SCHOOL OF THEOLOGY's policy for Acceptable Use of the internet will be followed. (Available on webpage: www.ust.ac.uk.)

No photograph or picture of a child will be used on UNION SCHOOL OF THEOLOGY's website or social media pages without written parental permission. Consent forms will be provided for parents / carers before any event at which photography or videography will be taking place (See Appendix 5)

16. RESEARCH

In cases where a research student is involved in research which necessitates contact with children or adults at risk then the Provost and Safeguarding Officer will discuss the safeguarding implications and protocols for such research within the parameters of UST's Research Ethics Policy. No research will be approved that involves contact with children and adults at risk until these provisions are made.

17. UNION SCHOOL OF THEOLOGY LEARNING COMMUNITIES

17.1. All UST Learning Communities will be made aware of UST policies and procedures which are found on the School’s website www.ust.ac.uk where this policy also resides.

17.2. All UST Learning Communities are responsible for complying with the UST Safeguarding Policy. The Lead Mentor will also take responsibility for ascertaining the local reporting arrangements for their locality, the church or venue where they meet and also abide by the law and good practice for the region or country in which they meet. Safeguarding responsibilities are documented in the Memorandum of Understanding and the Learning Communities Handbook.

17.3. Where there are contractual arrangements it will be made clear that the law for England and Wales is the law that will most often apply.

17.4. In order to become a lead mentor an applicant will need to undergo a basic disclosure check. This requirement is made clear in the MOU.

17.5. Lead Mentors of UST Learning Communities will signify in the Learning Community MOU their agreement on behalf of their Learning Community with all UST policies and procedures, including the Safeguarding Policy. Lead Mentors or students in Learning Communities should follow the Union School of Theology Safeguarding policy in relation to safeguarding matters if the issue relates to a UST student, following the reporting procedures set out in Section 12 of this policy. If the issue does not relate to a UST Staff Member / Lead Mentor / Student, or UST activity, the equivalent Safeguarding reporting policy of the location where the Learning Community meets should be followed.

17.6. All Lead Mentors will be expected to complete initial safeguarding training in addition to refresher training, which is provided by UST. Records of this training are kept at UST and managed by the Pastoral Dean.

18. RELATED UST POLICIES

This policy should be read in conjunction with the following policies available on the UST website:

- [UST Policy on Harassment](#)
- [UST Criminal Convictions Policy](#)
- UST Staff Handbook
- [UST Suicide Safer Policy](#)
- [UST Prevent Policy](#)
- [UST Complaints Policy](#)
- [UST Data Protection Policy](#)
- [UST Acceptable Use of the Internet Policy](#)

19. ADOPTION OF THIS POLICY

This policy was agreed by the leadership of UNION SCHOOL OF THEOLOGY (UST) and will be reviewed annually.

Version	Author	Review Date	Reason for change	Equality Impact Assessment check (and comment)	AB Approval date *
2.0	Sheila Stephen	Mar 2023	Feedback from OU Admin Audit incorporated. Consultancy Feedback from Thirtyone:eight incorporated. Document has been re-written	Checked	-

			using a template, incorporating detailed feedback.		
3.0	Iain McGee	November 2023	Incorporating detailed feedback from OU safeguarding team following site visit	Checked	-
3.1	Iain McGee	December 2023	Incorporating feedback on revised version sent to OU safeguarding team	Checked	December 7 th 2023

APPENDIX 1: DEFINITIONS OF ABUSE

Section 197 (1) of the Social Services and Well-being (Wales) Act 2014 defines abuse and neglect as:

Abuse means physical, sexual psychological, emotional or financial abuse taking place in any setting, whether in a private dwelling, an institution or any other place.

The Wales Safeguarding Procedures recognises the following forms of abuse:

- Physical
- Sexual
- Psychological
- Emotional
- Financial

The Procedures recognise that all these forms of abuse can take place in different contexts, such as domestic abuse, modern slavery, institutional abuse, and so on.

Categories of abuse and neglect also recognised by UST include:

<p>Physical Abuse</p>	<p>This may include hitting, slapping, misuse or overuse of medication, undue restraint, inappropriate sanctions.</p> <p>This may also include threats of abandonment and harm, verbal or racial abuse, humiliation, isolation or withdrawal from activities or groups of people and coercive control.</p> <p>Coercive control is an act or pattern of acts of assault, threats, intimidation, humiliation or other abuse intended to punish, frighten or harm the victim.</p>
<p>Sexual Abuse</p>	<p>This involved forcing or enticing a child or adult to take part in sexual activities, whether or not that child or adult is aware of what is happening.</p> <p>The activities may involve physical assault, including assault by penetration (including rape and oral sex). Activities may involve non-penetrative acts such as kissing, masturbating, rubbing and touching outside of clothing. Non-contact activities may be included such as involving children or adults at risk in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse. This includes use of the internet. Sexual abuse may be perpetrated by males and females or groups of adults.</p>
<p>Neglect</p>	<p>This is the persistent failure to meet someone’s basic physical and/or psychological needs which is likely to result in the serious development of their development or health.</p> <p>This includes ignoring physical or medical care needs, failure to provide access to health, social care or education, and the withdrawal of the basic necessities of life such as food, clothing, shelter and heating. It also includes emotional neglect, including self-neglect.</p>

Emotional/psychological Abuse	This is the persistent emotional mistreatment of a child or adult such as to cause severe, persistent adverse effects on the individual's emotional development. This may involve statements that they are worthless, unloved, inadequate or only valued to meet the needs of others. In the case of a child, this may also involve "grooming" – when someone builds up a relationship with a child in order to manipulate, exploit and abuse them.
Domestic Violence	This is the physical, sexual or financial abuse that takes place in partner and/or family relationships. There would likely be a pattern of coercion and control. Included in this definition is forced marriages and "honour crimes." Abuse can take the form of witnessing domestic abuse (in the case of a child being the witness immediate referral to social services must take place).
Child on Child Abuse	This can occur in the family, in intimate relationships, in school or online. It includes bullying, cyberbullying, prejudice, discrimination, physical or sexual harassment, coercion to do certain activities, and through the sharing of images or videos.
Financial Abuse	This includes theft, fraud, exploitation and coercive pressure in connection with wills, inheritance or property transactions or the misuse or misappropriation of state benefits, possessions or property.
Organisational Abuse	This does not only occur in the care sector. This can occur in the workplace when an individual's needs or wishes are sacrificed for the smooth running of the organisation. It involves poor working practices.
Modern Slavery	This can take many forms: sexual exploitation, domestic slavery, forced labour, trafficking into crime.
Forced Marriage	This occurs without the full and free consent of both parties. Both males and females can be coerced into marriage.
Female Genital Mutilation (FGM)	This is the deliberate cutting, injuring or changing the female genitals where there is no medical reason, but for traditional or cultural reasons. FGM is a criminal offence in England, Wales and Ireland (Scotland has its own law).
Spiritual Abuse	This is a form of emotional or psychological abuse that occurs in a religious context. It can include the abuse of power. It occurs when someone uses religious or spiritual reasons to hurt, scare or control someone else, including forcing someone to engage in spiritual or religious practices that they do not want to.
Online Abuse	This refers to any abuse that takes place on the internet, through social media, gaming online or through mobile phones.
Radicalisation	This is covered in UST's PREVENT Policy.

APPENDIX 2: UNION SCHOOL OF THEOLOGY SAFEGUARDING CONCERN FORM

Your name	Your role
Your contact information: address:	Telephone numbers:
Name of person making the disclosure of allegation or reporting the incident:	Contact details:
Name of child or adult at risk	Date of birth:
Name of parent, guardian or carer (if the person is in care)	Contact details:
Have the parents/carers been informed of this incident?	YES NO
If so, then what action was agreed?	
Date, place and time of alleged incident:	
<p>Details of concerns. <i>Give as much detail as possible of what was reported to you, was said or what was seen and whether the report was first-hand or second hand. Use exact words or descriptions. Continue on a separate sheet if necessary.</i></p>	

Is this a new concern? (If so, give details of previous concerns)

Child or adult at risk's own account of the incident (using their words if possible):

Provide any details of witnesses to the incident:
Name:

Address:

Contact email:
Contact phone numbers:

If the witness is under 18 years of age give their name, date of birth and contact details:

<p>Witness account of the incident: (Continue on a separate sheet if necessary).</p>	
<p>Details of anyone in the incident or has been alleged to have caused any injury/abuse.</p>	
<p>Are there any supporting documents? YES NO (If so, please attach to this form).</p>	
<p>Details of any external agency to whom the incident has been reported: (If more than one agency was involved then continue on a separate sheet). Name of agency: Contact person: Telephone number: Email address: Date and time of contact made: ACTION AGREED:</p>	
<p>YOUR NAME (print):</p>	
<p>Your signature</p>	
Date:	Time:
<p>Date and time this form was passed on to UST Safeguarding Officer or Deputy Safeguarding Officer:</p>	
<p>Safeguarding Officer or Deputy Safeguarding Officer signature:</p>	
Date:	Time:

APPENDIX 3: PARENTAL/CARERS SUPERVISION OF CHILDREN LIVING ON UST CAMPUS

Union School of Theology

Parental / Carers Supervision of Children¹ Living on Campus at Union School of Theology, Bridgend

We are delighted to welcome you and your family to Union campus at Bryntirion. We are blessed with ample grounds and a lot of space in a semi-rural part of Bridgend, close to a stunning coastline and beautiful valleys. We hope you will enjoy our facilities and all that the local area has to offer during your studies here at UST.

There are a few things that you need to know about our Policy Relating to Children on Campus as you settle into the UST community. We want the place to be as welcoming as possible, but there are a few matters that you will need to think through when it comes to the safety of your children on the premises.

None of UST staff are trained or qualified to look after the children of residents as part of their roles with UST, and UST does not provide childcare facilities.

Our site is an open area and visitors and trades-people make regular visits to the site.

In order to comply with health & safety and safeguarding practices of UST we ask that you observe the following while on UST premises:

1. If your children are using communal areas of Bryntirion House, they must be under parental supervision.
2. Make sure that your children do not visit students in their bedrooms, or are alone with them in the grounds. They are welcome to meet them in the public areas of the building, under your supervision.
3. In order to ensure the safety of your children, and that of other people children must not run through the corridors or through the doors. Students may be studying or resting in their rooms, and so the corridors are not the best place to play games or to run around.
4. In order to provide the best study environment for our students the library and lecture rooms are off-limits for children.
5. Under no circumstances should children be left alone on the Union campus without the supervision of a designated adult who has agreed to look after them. Under UK law parents commit an offence if leaving a child at home alone puts him or her at risk.
6. When children are playing outside, please avoid the immediate areas outside the Sarang Thomas Centre (STC) and the accommodation buildings during working hours of 9am to 5pm.
7. Please make sure that your children do not play on the car park area and do not climb trees.
8. Children need to be very careful around the campus entrances and drives where delivery lorries and vans regularly drive. Drivers may not be expecting children to run across their path!
9. If school-friends are visiting your children please make sure that they stay in your accommodation areas. When they are outside, they should be under your supervision.

¹ In the UK the legal definition of a child is someone under the age of 18.

10. If you make any babysitting or childcare arrangements with other students then please note that you do so completely as a private arrangement and UST will take no responsibility whatsoever for your arrangements.
11. If you use the dining room facilities, please make sure that your children are under parental supervision.
12. If eating meals in the dining room, please make sure that the chef is informed about any food allergy requirements, for example a nut allergy, etc.
13. You must inform the safeguarding officer or deputy (See **Section 1** for details) if your children are suffering from infectious diseases, including flu or Covid-19.

We appreciate that different families and different cultures have various practices relating to bringing up children. And while we recognise that this is entirely the responsibility of parents/guardians, please note that in Wales all physical punishment of children is illegal. Children have the same protection from assault as adults.

Some of the local churches have children's and young people's activities and there are plenty of community groups and organisations that your children can join in the local area.

There are a number of local playgroups, nurseries and Primary and Secondary Schools within walking distance of campus.

APPENDIX 4: PERMISSION SLIP FOR CRECHE OR SIMILAR ACTIVITY FOR CHILDREN ORGANISED BY UST DURING A UST EVENT

Dear Parent/Guardian/Carer

If you wish your child/children to participate in the creche or children's activity organised during theevent please fill in this form before your child/children can attend.

We expect parents/carers to arrange for the collection of their children from the activity.

You will appreciate that for safety reasons it is in your child's best interests that this form is returned as promptly as possible. Thank you.

NAME:

DATE OF BIRTH: _____ ADDRESS:

HOME TEL. NO: _____ ADDITIONAL TEL. NO FOR EMERGENCIES:

PARENT/CARER CONTACT Phone number during the event _____

NAME & ADDRESS OF GP:

TEL. NO: _____ NHS NO:

If your child is undergoing any regular medical treatment, please give details including medications currently being taken:

Please state any medical conditions which may affect your child's fitness (e.g., asthma):

Date of last tetanus immunisation:

Please state any allergies to food, medicines, other:

Please state any special dietary needs:

Please state any other special needs:

I acknowledge receipt of the information regarding the proposed activity.

If it becomes necessary for my child to receive emergency medical treatment and I cannot be contacted by telephone or any other reasonable means in order to authorise such treatment, I hereby give my general consent to any treatment advised by the medical authorities as being necessary and authorise the leader in charge to sign any document required by the hospital authorities.

I have ensured that my child understands that it is important that any rules and instructions given by leaders in charge of the meetings are followed.

I realise that although due care will be taken Union School of Theology will be liable for any injury or loss of personal property suffered.

SIGNED (Parent/Guardian/Carer*) _____ Date:

*Delete as appropriate

Collecting Children

If I am not able to collect _____ from the activity, I give consent for the following to collect

_____ on my behalf.

Name _____

Address _____

Tel No _____

Signed _____

Date _____

APPENDIX 5: Photography, Live-Stream and Filming consent form

Name of organisation:	UNION SCHOOL OF THEOLOGY
<i>To be completed by the organisation</i>	

In accordance with our Safeguarding policy we will not permit photographs, video, live-stream or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

Union School of Theology will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the IT Manager immediately.

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

<i>To be completed by parent:</i>	
<input type="checkbox"/> I give permission for my child's photograph/video image to be used by Union School of Theology for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child's /videoo be used on Union School of Theology's website <input type="checkbox"/> I give permission for my child to be videoed as long as I am informed about the purpose <input type="checkbox"/> I give permission for my child's photograph/video to be used on Union School of Theology's media pages <input type="checkbox"/> I give permission for my child to be filmed and viewed on live-stream events <input type="checkbox"/> I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation.	
Signature of parent:	Print name of parent:
Date:	

APPENDIX 6: UNION SCHOOL OF THEOLOGY CODE OF CONDUCT FOR UST STAFF OR VOLUNTEERS WORKING WITH CHILDREN AND ADULTS AT RISK OF HARM

PURPOSE

This behaviour code outlines the conduct expected of all staff and volunteers who work with children or adults at risk of harm as part of their UST work or ministry.

The code of conduct aims to help protect children and adults at risk of harm, children from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

THE ROLE OF WORKERS (STAFF and VOLUNTEERS)

When working with children and young people or adults at risk of harm, as part of UST's work or ministry, all staff and volunteers should recognise that they are acting in a position of trust for Union School of Theology and will be seen as a role model and as such should act appropriately.

GOOD PRACTICE

All staff and volunteers should:

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from experienced UST staff (for example, UST Safeguarding Officer/Deputy) when necessary
- Work in an open space or environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Officer/Deputy
- Not make inappropriate promises particularly in relation to confidentiality
- Should explain to the individual what you intend to do and don't delay taking action in a situation where there is a safeguarding concern or concern for the safety and well-being of a child or adult at risk.

BEHAVIOUR THAT IS UNACCEPTABLE

- Not reporting concerns or delaying reporting concerns in accordance with UST's Safeguarding Policy
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way

- Passing on your personal and/or social media contact details and any contact that breaches UST's Data Protection and Social Media Policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances or anything that may adversely affect their judgment or performance of duties while engaging in work or ministry on behalf of UST in relation to children and adults at risk
- Favouritism/exclusion – all people should be equally supported and encouraged

BREACHING THE CODE OF CONDUCT

Anyone behaving inappropriately will be subject to disciplinary procedures (particularly in the case of paid staff. Your line manager will consult the Safeguarding Officer/Deputy as appropriate). Depending on the seriousness of the situation, you may be asked to leave the work or activity being undertaken at that time. Any subsequent action will be taken in accordance with UST Safeguarding and Disciplinary Policies. A referral to statutory agencies may have to be made, such as the police and/or the local authority children's or adult's social care departments or DBS.

Anyone who is aware of a breach of this code by themselves or by someone else should escalate their concerns to the Safeguarding Officer/Deputy and/or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

APPENDIX 7: SAFEGUARDING FLOWCHART

Person has a concern about a child or adult at risk



Full details to be written on the UST Safeguarding Concern Form



Concerns discussed and Form given immediately to Safeguarding Officer or Deputy



Safeguarding Officer Signs and Dates the Form.



If a vulnerable adult or child is deemed to be at IMMEDIATE RISK then the Safeguarding Officer or Deputy should make immediate contact with the Social Services and/or Police and if time contact Thirtyone:eight helpline or other helpline for advice if unsure.



If it is clear there is no immediate danger then the Safeguarding Officer or Deputy should contact Thirtyone:eight helpline AND refer to Social Services.



Safeguarding Officer or Deputy should ensure all relevant reports are collected and should contact UST Senior Leadership and report the concern raised and actions taken.



Hardcopy and electronic confidential records are kept securely



The Safeguarding Officer or Deputy should discuss any need for ongoing monitoring and/or pastoral care to those involved.

