

Safeguarding Policy

March 2025

Date of Next Review: March 2026

Introduction

The Church of England and Baptist Union of Great Britain are committed to providing a safe environment for all children, young people and adults. They also recognise their responsibility to pay due regard to the Prevent Duty and this policy should be read in conjunction with the St Hild Prevent Policy. Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm and to seek their flourishing as children of their heavenly Father. Such harm includes the risk of radicalisation.

St Hild College is committed to implementing effective policies, procedures and training to ensure that all members of our community (students, staff, tutors and college council) adhere to best practice in this area.

The top priority in safeguarding is that the wellbeing of the person concerned comes first. Their interests must at all times be protected in order to prevent any harm or suspicion of harm.

Aims

The aims of this Safeguarding policy are:

1. to ensure that best practice is followed in order to create a safe environment in which children, young people and adults may be cared for and nurtured. This is the best way in which to prevent any harm.
2. to ensure that speedy, effective and appropriate action is taken if there is a disclosure of abuse.
3. to protect the legitimate interests of any person against whom allegations of abuse are made.
4. to ensure that all students and staff are trained in Safeguarding principles and procedures and take responsibility, with other students, for the welfare of all members of the St Hild community
5. to ensure that we discharge our responsibilities with regard to the Prevent Duty

1. Important contact details

1.1. St Hild Council Safeguarding Representative:

Name Huw Thomas
Telephone 07525 688479
Email huw.thomas@sheffield.anglican.org

1.2. St Hild designated officer for Safeguarding:

Name: Pip Martin
Telephone 07496 269336
Email pip.martin@sthild.org

1.3. St Hild deputy designated officer for Safeguarding:

Name: Justin Thacker
Telephone 07812 658105
Email justin.thacker@sthild.org

1.4. The contact details for the local social services¹ (sometimes known as social care)

Name of authority: Kirklees
Safeguarding Children Board
Telephone: 01484 225161
Adult Services
Telephone: 01484 221717 (Monday - Friday 9am to 5pm)

Name of authority: City of York
Safeguarding Children's Partnership
Phone: 01904 551900; out of hours 01609 780780
City of York Adult Safeguarding Board
Telephone: 01904 555111 (Monday - Friday 9am to 5pm);

¹ [The contact details for local social services can be found at www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com) and <http://www.kirklees.gov.uk/community/careSupport/contacts.aspx>

<https://www.saferchildrenyork.org.uk/>

<https://www.safeguardingsheffieldchildren.org/sscb>

out of hours 01609780780

Name of authority: Sheffield

Safeguarding Sheffield Children

Telephone: 0114 273 4855; out of hours 0114 273 4855

Sheffield Adult Safeguarding Partnership

Telephone: 01609 780780 (24 hours)

Name of authority: Lincoln

Safeguarding Lincoln Children

Telephone: 01522 782111; out of hours 01522 782333

Lincoln Adult Safeguarding Partnership

Telephone: 01522 782155; out of hours 01522 782333

1.5. Police

Emergencies: 999

Non emergencies: 101

1.6 Diocese of Leeds Safeguarding Team

Team email: safeguarding@leeds.anglican.org

Office number: 0113 353 0257

1.7 Yorkshire Baptist Association

Office number: 0113 278 4954

<https://www.yba.org.uk/what-we-do/safeguarding/>

1.8 Prevent contacts

prevent@officeforstudents.org.uk

0117 9317150

National Prevent Hotline (for non-emergency referrals)

0800 011 3764

2. Safeguarding is everyone's business

2.1 The Church of England and the Baptist Union of Great Britain work in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so the Churches subscribe

to the following principles, which, in partnership, St Hild also subscribes to. Therefore, St Hild is committed to:

- The safeguarding and protection of all children, young people and all vulnerable 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.
- Multi-agency working with statutory authorities, the police and relevant Diocesan safeguarding officers.
- The provision of support to any member of the St Hild Community against whom an allegation of abuse is made.

In particular, St Hild aims to:

2.2 Reduce the risk of significant harm to vulnerable people (children² and adults who are vulnerable³) from abuse or other types of exploitation, whilst listening to and supporting individuals.

2.3 Ensure safeguarding is everybody's business, with St Hild playing its part in preventing, detecting and reporting neglect and abuse [see appendix 1, Types of Abuse].

2.4 Make sure arrangements are in place locally to protect those least able to protect themselves.

3. Government National Policy Guidance

This policy statement follows requirements from the following Government Guidance:

3.1 *Working Together to Safeguard Children* ⁴ A guide to inter-agency working to safeguard and promote the welfare of children HM Government 2013

3.2 *Statement of Government Policy On Adult Safeguarding* ⁵ Department of Health 2011

3.3 *Keeping Children Safe in Education* Department for Education 2014

3.4 Prevent Duty Guidance: for England and Wales (2023)

4. Denominational Policies

Church of England national safeguarding policies and procedures can be found here:

² 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 An adult is someone over 18 years old and includes any adult, whether or not they consider themselves vulnerable, who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or as a victim / survivor of abuse.

⁴ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

⁵ [Statement Of Government Policy On Adult Safeguarding](#)

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Baptist Policies can be found here:

https://www.baptist.org.uk/Groups/220754/Safeguarding_Policy_and.aspx

5. Duties of Faith Organisations - Section 11 of the Children Act 2004⁶

5.1 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.

5.2 The range of organisations includes "Faith Organisations":

"Every VCSE, 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." as described in *Working Together* (Paragraph 62)⁷.

6. Statutory Safeguarding arrangements for all vulnerable people (children and adults)

Ultimate legal responsibility for safeguarding at St Hild rests with the St Hild Council which will ensure that the College has put in place safeguarding arrangements that reflect the importance of safeguarding and promoting the welfare of children and adults. These are in accordance with statutory requirements and locally agreed interagency procedures:

- a) as set out in *Working Together to Safeguard Children* (paragraph 62, reflecting the importance of safeguarding and promoting the welfare of children)
- b) following equivalent guidance in relation to adults who are vulnerable.

Such arrangements are as follows:

- 6.1 a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults
- 6.2 a member of the governing body to take responsibility for the College's safeguarding and Prevent arrangements

⁶ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.

See page 70 onwards

- 6.3 a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services
- 6.4 arrangements which set out clearly the processes for sharing information, with other professionals, with Police and with the Local Safeguarding Children Board (LSCB)⁷ or Local Safeguarding Adults Board (LSAB)⁸
- 6.5 a designated member of St Hild staff for safeguarding. Their role is to support other staff and students to recognise the needs of children and adults, including rescue from possible abuse or neglect. Designated safeguarding roles should always be explicitly defined in job descriptions. The St Hild Council will ensure that staff responsible for safeguarding should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively. [See appendix 2 for further details of their role].
- 6.6 safe recruitment procedures ensuring that all appropriate checks, including DBS checks, are carried out on staff, students and volunteers who work with children and vulnerable adults. The St Hild Council Resources Committee is responsible for the safer recruitment of staff and the St Hild Principal is responsible for the safer recruitment of students.
- 6.7 appropriate supervision and support for staff, including undertaking safeguarding and Prevent training:
- the St Hild Council is responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and Prevent 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
 - new staff should be given a mandatory induction into the College's safeguarding and Prevent policy and procedures, which includes familiarisation with safeguarding and Prevent responsibilities and procedures to be followed if anyone has any concerns about a child or adult's safety or welfare;
 - all staff should have regular reviews of their own practice to ensure they improve over time
 - appropriate supervision and support for staff, including undertaking safeguarding and Prevent training, must be provided by the St Hild Council
- 6.8 clear policies in line with those from the LSCB/LSAB for dealing with allegations against people who work with children or adults. An allegation may relate to a person who works with children 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
 - behaved towards a child or adult in a way that indicates they may pose a risk of harm to children or adults.
- 6.9 in addition:

⁷ 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.

⁸ 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.

- the Local Authority Designated Officer (LADO)⁹ to be involved in the management and oversight of 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 the St Hild designated officer for Safeguarding. The Diocesan Safeguarding Team should be consulted for advice and they will inform the LADO within one working day of all allegations that come to the College's attention or that are made directly to the police.
- if St Hild 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 Service¹⁰. It is an offence to fail to make a referral without good reason.

Specific arrangements for the implementation of these arrangements are set out in the following section.

7. St Hild implementation of statutory safeguarding arrangements

St Hild follows the detailed guidance and procedures of the Diocese of Leeds, in which its registered offices are located, for implementation of the requirements below. The Diocesan Safeguarding team can be contacted for advice on putting arrangements in place, and for training Council members, staff and students.

For each of the sections below, the lead person or body for each section is required to list actions specific to St Hild which demonstrate how the arrangement is being implemented and to note the date for review.

7.1 Procedures for activities (ref 6.1)

Responsibility: Designated Officer for Safeguarding

1. Activities within the St Hild Community

⁹ 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 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.

¹⁰ [Information about the Disclosure and Barring service can be found at https://www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

Procedures are in place for activities involving children, adults and mixed age groups within the St Hild community (including risk assessment of activities and premises; health and safety policy; ratios of leaders to children/vulnerable adults; record keeping).

2. Activities whilst on Church or other Placements

Procedures are in place for students involved in activities for children, adults and mixed age groups when on placement, in line with placement church's/institution's and diocese's procedures. All students undertaking a placement are required to act at all times in accordance with the Safeguarding Policy and Procedures of the placement church/institution in addition to adhering to the policy and procedures of St Hild. It is the student's responsibility to ensure that they are familiar with the relevant Church/institution policy and procedures at the point of commencing the placement. The Designated Officer for Safeguarding will ensure that this requirement is communicated in writing to all students and placement supervisors prior to the commencement of the placement.

3. In order to maintain a clear line of accountability, St Hild procedures reflect those of The Diocese of Leeds. The Diocese's safeguarding policies, procedures and guidance are held by the Designated Officer for Safeguarding. The St Hild Council Safeguarding Representative and the Designated Officer for Safeguarding are in contact with the Diocese of Leeds Safeguarding Adviser.

7.2 Safeguarding leads (ref 6.2, 6.5)

Responsibility: St Hild Council

1. The Council will take lead responsibility for ensuring procedures are in place and for dealing with safeguarding issues. It will appoint a Safeguarding Representative to act on its behalf in ensuring best practice in safeguarding and Prevent.
2. The Council will record and make known to all members of the St Hild community the names of the Council safeguarding representative, the Designated Officer for Safeguarding and their deputy, and the Prevent Lead.
3. Safeguarding roles are defined in the job descriptions of Designated Officer for Safeguarding and their deputy.
4. Supervision, support and training, including Diocesan or Association safeguarding training, is in place for all staff and the governing body safeguarding representative.

7.3 Culture of listening to children and adults (ref 6.3)

Responsibility: All Staff

1. All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Designated Officer for Safeguarding.

Responsibility: St Hild Council

1. Taking into account the views of children and adults affected, the Council:

- a) reviews all allegations and concerns brought to its attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding policy or procedures that are brought to their attention;
- b) reviews the safeguarding policies and procedures of St Hild on an annual basis.

7.4 Information sharing (ref 6.4, 6.9)

Responsibility: All staff

1. All allegations or concerns are reported at the first opportunity to the Designated Officer for Safeguarding.

Responsibility: Designated Officer for Safeguarding

1. The Designated Officer for Safeguarding will share information about any allegation or concern with statutory agencies: the police if criminal behaviour; and with the LADO of Children's Services, or equivalent senior manager in Adult Services, within one working day. The Designated Officer for Safeguarding will follow statutory advice.
2. In responding to serious situations, the Designated Officer for Safeguarding will share information with the relevant Diocesan Safeguarding Adviser or Baptist Association designated contact. For a member of staff this includes the Diocese of Leeds; for a student, this also includes the Diocese or Association sponsoring the student.
3. The Prevent Lead will share information, as required, with the Policy and / or Prevent Leads at the local authority.

Responsibility: St Hild Council

1. The Council Safeguarding Representative will be responsible for liaising with the with the police, the LADO of Children's Services, or equivalent senior manager in Adult Services, and the Diocesan Safeguarding Advisor, as appropriate, in the event of allegations of abuse being made against the St Hild Principal.

7.5 Safer recruitment (ref 6.6)

Responsibility: Council Resources Committee

1. *For staff:* St Hild follows Church of England and Diocesan practice in the recruitment of staff including applications forms, references, interviews and criminal checks with the DBS. The DBS requirement applies to core staff as well as personal tutors, placement supervisors and associate tutors.

Responsibility: St Hild Principal, Diocesan Directors of Ordinands and Northern Baptist College

1. *For students:* St Hild works with the sponsoring diocese or Northern Baptist College to ensure that all ordinands or ministers in training have been recruited safely, including a criminal check with the DBS. Independent students engaged in any kind of placement activity will also be required to have a DBS check. These should have been obtained within the last three years.

Responsibility: Designated Officer for Safeguarding

1. *For personal tutors:* St Hild works with the relevant Diocese to ensure that personal tutors have up to date clearance including criminal checks with the DBS obtained within the last three years.

7.6 Competence for role/raising concerns/support (6.7)

Responsibility: Designated Officer for Safeguarding

1. St Hild policies and procedures are available and accessible to all members of the St Hild community.

Responsibility: St Hild Council / Designated Officer for Safeguarding / staff / personal tutors and students

1. All members of the St Hild community know who to contact if they have a safeguarding concern.

Responsibility: Designated Officer for Safeguarding / temporary staff and volunteers

1. Temporary staff and volunteers who work for St Hild are made aware of the St Hild policy and procedures for safeguarding and their responsibilities.

7.7 Training, supervision, induction, review (ref 6.7)

For St Hild Council: Council Safeguarding Representative

1. The St Hild Council reviews its policy and procedures annually

Responsibility: Designated Officer for Safeguarding/St Hild Council Safeguarding Representative

2. All St Hild staff undertake safeguarding training every three years in line with national CoFE guidance to ensure that they continue to be equipped to carry out their responsibilities for safeguarding effectively. This requirement applies to core staff as well as personal tutors, placement supervisors and associate tutors.
3. Details of training are provided in a timely fashion for all staff.
4. Introduction to safeguarding policies and procedures is included in staff induction.
5. Review of the implementation of safeguarding practice forms part of staff meetings and ongoing appraisal.

Responsibility: Designated Officer for Safeguarding / Personal Tutors

1. Safeguarding training in line with national recommendations is required for ordinands, Baptist ministers-in-training and independent students engaged in any kind of placement activity.
2. Review of safeguarding practice forms part of ordinands' ongoing assessment via placement supervisor's reports and end of year reports.

7.8 Responding to serious situations (ref 6.8. 6.9 and cross reference 6.4)

Responsibility: Designated Officer for Safeguarding

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.
2. Referral is made to the Disclosure and Barring Service and the relevant diocesan or association authorities if a member of staff or personal tutor is removed or resigns from post, or a student withdraws from training, owing to a safeguarding issue.

7.9 Communication

Responsibility: Designated Officer for Safeguarding

1. Ensure that the St Hild Safeguarding Policy is available in an accessible format for students, staff and personal tutors via the St Hild website
2. Ensure that a copy of the current St Hild Safeguarding Policy is displayed publicly at the St Hild Mirfield office

Appendix 1

Types of abuse for more details see¹¹

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

1. Physical Abuse. A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
2. Sexual Abuse. Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or vulnerable adults 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
3. Neglect and acts of omission. The persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

¹¹ For children see [Working Together to Safeguard Children](#) page 85 and for adults [No secrets](#) paragraph 2.7

4. Emotional/psychological Abuse (including Web-based bullying and witnessing Domestic Violence/Abuse). The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
5. Institutional Abuse. Institutional Abuse occurs where the routines and regimes within care settings (day, residential, hospital or other institutions including TEIs) deny people rights, choices and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of Whistleblowing policies and lack of training.
6. Discriminatory Abuse. Including racist, sexist, that based on a person's disability, sexual orientation, and other forms of harassment, slurs or similar treatment.
7. Financial / material abuse. Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
8. Domestic Violence/Abuse. Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent
9. Spiritual Abuse. The inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.

NOTE

The lists above are intended to be helpful, but can never be anything other than indicative and certainly are not exhaustive. In some cases there may be clusters of symptoms. It is always important to bear in mind that some people who are being abused do not show any signs or symptoms at all. If you are in doubt or not sure what to do, consult the Designated Officer for Safeguarding or the diocesan safeguarding adviser or the local children's social care team.

Appendix 2

The designated officer for safeguarding

1.1 The designated officer for safeguarding shall be a member of the Staff team with the status and authority within St Hild management structure to carry out the duties of the post including committing resources to safeguarding matters and, where appropriate, directing other staff.

1.2 A deputy safeguarding officer (normally the St Hild Principal) shall be appointed who will be available to act in the designated officer's absence or in cases in which an allegation is made against the designated officer.

The areas of responsibility of the designated officer for safeguarding: raising awareness, training and managing referrals

1. Raising awareness of the importance of safeguarding amongst all members of the St Hild community
2. Ensuring, in liaison with St Hild Council's Safeguarding Representative, that the Council's policy and procedures are implemented
3. Ensuring, in liaison with St Hild Council's Safeguarding Representative, that the Council recognises and accepts its responsibilities for safeguarding and reviews its policy and procedures annually
4. Ensuring that the St Hild Council is informed of any significant changes in best practice
5. Ensure that staff, personal tutors and students receive training
6. Making referrals to the statutory authorities, the relevant Diocesan and Association authorities, the Disclosure and Barring Service
7. Supporting those involved in the process
8. Ensuring that a person against whom an allegation of abuse is made receives appropriate pastoral support whilst the allegation is investigated
9. Ensuring that a written record of any allegation is made as soon as possible after the allegation and kept securely and made available to the statutory authorities as required. Records should include the date, time, persons involved and what was said and observed.

These are detailed in *Keeping Children Safe in Education*, Department for Education, 2014, appendix 3 which provides a useful guide to TEIs in safeguarding arrangements.