



Charity No: 222458

c/o 2 Brookfield Cottages  
The Strand  
Lymstone  
Exmouth EX8 5ES

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# Association for Promoting Retreats

## Safeguarding Policy

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Adopted by APR Trustees on  
9<sup>th</sup> July 2025



# Section 1

## Details of the Organisation

### Association for Promoting Retreats

**Address:** c/o 2 Brookfield Cottages, The Strand, Lymington, Exmouth EX8 5ES

**Tel No:** (01395) 272243

**Email address:** promoting.retreats@gmail.com

**Chair of Trustees:** Revd Cameron Butland

**Administrator:** Dr Demelza Henderson

**Safeguarding Lead:** Revd Cameron Butland

**Safeguarding Contact:** promotingretreats@gmail.com

**Charity Number:** 222458

**Regulators:** We are regulated by the Charity Commission

**Insurance Company:** Zurich Insurance

The following is a brief description of our place of organisation and the type of work / activities we undertake with children and adults with care and support needs:

*The Association for Promoting Retreats (APR) aims to promote prayer and Christian spirituality, especially through retreats. The majority of our work is carried out remotely from our office where we signpost people and offer information by email, phone or occasionally zoom call. We also carry out a few national conferences, quiet days and retreats. These events have a particular area of focus such as a celebration of an area of Christian spirituality or a gathering of those involved in spiritual direction or ministerial wellbeing and are attended by adults. We do not currently work with children.*



## Section 2

### Governance and Leadership

#### Our Commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept 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’. We also concur 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. They 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.’ As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

A model safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

#### Governance

The Association for Promoting Retreats (APR)’s Board of Trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or ‘the way we do things around here’. Culture can be shaped in both negative and positive ways.

‘The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object’ (IICSA The Governance Institute, 2017).



The APR Board of Trustees will have overarching responsibility for safeguarding within the organisation. As a charitable company we are regulated by the Charity Commission.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- those who lead do so by example
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication.



## Section 3

### Prevention

#### Understanding Abuse and Neglect

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 with care and support needs 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.

For the purposes of this policy, a child will be referred to as someone under 18 years old, (Please see guidance notes if you operate in Scotland due to the nuance relating to this definition).

An adult at risk of harm will be defined in this policy as the following:

For adults 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.

This policy is in line with the following legislation: Please see this page on the GOV.UK website:

[How to report a serious incident in your charity - GOV.UK](#)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these in APPENDIX 2.

#### Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. 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.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

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



## Safer Recruitment

The APR Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying 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
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## Safeguarding Training

The APR Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The APR Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The APR Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The APR Leadership will provide or facilitate specialist safeguarding training for the Board of Trustees which will be renewed every three years.



The APR Leadership will also ensure that 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.

## **Practice Guidelines**

As an organisation working with adults with care and support needs, we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and these are attached or in the appendices.

For some activities you will need specific forms, e.g. risk assessments, accident and incidents.

The relevant forms can be found in APPENDICES 3 & 4.

## **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a Code of Conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in APPENDIX 5.



## Section 4

### Partnership Working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Please see a copy of our Safeguarding Partnership Agreement in APPENDIX 6.





## Section 5

### Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

**Name:** Demelza Henderson  
**Tel:** (01395) 272243  
**Email:** promoting.retreats@gmail.com

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

**Name:** Revd Cameron Butland  
**Email:** cameron.butland@derby.anglican.org

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

**Name:** Revd Alison Christian  
**Email:** alison.christian8485@gmail.com

The worker or volunteer can also contact Thirtyone:eight to get further advice if required:  
Tel: 0303 003 1111, Option 2.

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the cause for concern form in the APPENDIX 7.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.



Please also see the list of organisations details from APPENDIX 9.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Local Authority Designated Officer – LADO (England and Wales), Child’s Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, police Scotland or Police Service Northern Ireland (PSNI) or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead / Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead / Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead / Deputy Safeguarding Lead 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.



## **Detailed procedures where there is a concern about an adult at risk:**

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Lead / Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

**If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

- Identify support services for the survivor 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.

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

The Safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) following the advice of Adult Social Services.
- Share information about the concern with the police, police Scotland or Police Service Northern Ireland (PSNI).

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.



## **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales), Police Scotland or Police Service Northern Ireland (PSNI). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer - LADO(England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.



## Section 6

### Wellbeing Support and Pastoral Care

#### Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name:

Tel:

Email:

#### Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

### Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:



# APPENDIX 1

## Safeguarding Statement

### Model Policy Statement on Safeguarding

To be displayed in a prominent place

### PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

The Association for Promoting Retreats (APR)

The following statement was agreed by the APR Board of Trustees:

- The APR is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the APR.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

#### We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation, all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to: Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.



- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this Organisation.
- Supporting all in the APR affected by abuse.

### **We recognise:**

- Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police, police Scotland or Police Service Northern Ireland (PSNI) should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Leads for the APR.

APR Safeguarding Lead:

APR Deputy Safeguarding Lead:

Date:



## APPENDIX 2

Definitions of Abuse together with signs and indicators – Adults

### Types of abuse

**Abuse is a single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.**

It is the misuse of power and control, and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

Each nation across the UK has their own statutory definitions of abuse which are defined within the [legal framework](#) for each nation. These are grouped together into categories or types.

The types of abuse can include: physical, emotional, sexual, neglect, domestic, financial, self-neglect, modern slavery, discriminatory, organisational

See Church of England factsheet - [type-of-abuse-reference-document-september-2018-proof-copy.pdf](#)

### Terminology

#### Adults with care and support Needs

These were previously referred to as vulnerable adults and although that term is used at times, the legislation refers to adults with care and support needs. These are adults over the age of 18 who need care and support for their daily living. Organisations encounter these adults with care and support needs through both regular services and other activities such as luncheon clubs and pastoral visitation.

NB – In England, Scotland and Wales, the increased vulnerability to harm and abuse is attributed to personal characteristics or needs for care and support (due to illness or disability). In Northern Ireland, the recognition of increased vulnerability is broader, including life circumstances as well as personal characteristics/care and support needs.





## APPENDIX 3

### Risk Assessment form

Church / Organisation			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage the risk?	Action by whom?	Action by when?	Date completed



## APPENDIX 4

### Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

.....

Names, addresses and ages of those involved in the incident

.....

.....

.....

.....

Where did this incident take place?

.....

Name of place of worship/organisation:

.....

Name of the group:

.....

Who is normally responsible for group? (Name, address and telephone number)

.....

.....

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

.....

.....

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

.....

.....



Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16). Normally only two witnesses would be needed.

.....

.....

.....

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

.....

.....

.....

.....

Have you retained any defective equipment? (Please tick)

☐

YES

☐

NO

☐

NONE INVOLVED

If yes, where is it being kept and by whom?

.....

.....

.....

What action have you taken to prevent a recurrence of the incident?

.....

.....

.....

Is the site or premises still safe for your group to use? YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

.....

Have they been informed? YES NO (Please tick)

If so, when and by whom?

.....



Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed: .....

Print Name: .....

Date: .....

Form seen by: .....

(state role e.g. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: .....

Print Name: .....

Date: .....



# APPENDIX 5

## Code of Conduct Form

The Association for Promoting Retreats behaviour code for working with children, young people and adults at risk of harm.

### Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The Code of Conduct aims to help protect adults at risk of harm, children and young people 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, you are acting in a position of trust for The Association for Promoting Retreats (APR). You will be seen as a role model and must act appropriately.

### Good practice

- 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 someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action



## **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- 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 The APR's Social Media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

## **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the APR. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Coordinator 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 6

## Safeguarding Partnership Agreement

This Safeguarding Partnership Agreement is made on [Insert Date]

Between

Lead Partner Organisation: [Insert Name and Address]

and

Partner Organisation: [Insert Name and Address]

### 1. Purpose of the Agreement

The purpose of this agreement is to establish a shared understanding and commitment between the partner organisations to ensure the safety and well-being of vulnerable adults who engage with any joint activities or services.

### 2. Scope of the Agreement

This agreement applies to all joint activities, events, or services involving contact with vulnerable adults, whether on- or off-site, where there is shared responsibility for delivery or oversight.

### 3. Shared Principles

Both parties agree to:

- Recognise and uphold the rights of all individuals to be protected from harm.
- Promote a culture of safeguarding, accountability, and transparency.
- Respond to safeguarding concerns promptly, professionally, and lawfully.
- Comply with relevant legislation, guidance, and best practice

### 4. Responsibilities of Each Partner

#### 4.1 Safeguarding Policies and Procedures

Each partner shall:

- Maintain a current and robust safeguarding policy.
- Ensure staff and volunteers are aware of and follow their organisation's safeguarding policy.



- Share relevant safeguarding policies and procedures with the other partner.

## 4.2 Safer Recruitment

Use safe recruitment practices including appropriate background checks (e.g., DBS in the UK).

Share information, where lawful and appropriate, about individuals who will be involved in joint activities.

## 4.3 Training

Staff and volunteers involved in joint work have received safeguarding training appropriate to their roles.

Opportunities are made available for joint safeguarding training if required.

## 4.4 Incident Reporting and Information Sharing

All safeguarding concerns or incidents will be reported and responded to following the reporting procedures of the host or lead organisation, unless otherwise agreed.

Partners agree to share safeguarding information, where lawful and necessary, to protect individuals from harm.

A designated safeguarding lead (DSL) will be nominated by each organisation and contact information shared.

Organisation	Designated Safeguarding Lead	Contact
[Lead Partner]		
[Partner Organisation]		

## 4.5 Risk Assessment

Joint activities will be risk assessed for safeguarding implications.

Risk assessments will be shared between partners and signed off prior to delivery.

## 5. Governance and Review

This agreement will be reviewed annually or following any significant safeguarding incident or change in partnership arrangements.

Both parties will cooperate with any audits, inspections, or safeguarding reviews.





## 6. Termination of Agreement

Either party may terminate this agreement with 30 days written notice.

In the event of termination, any outstanding safeguarding issues must be appropriately managed and referred.

## 7. Signatures

Signed on behalf of [Lead Partner Organisation]

Name (Print): .....

Role: .....

Signature: .....

Date: .....

Signed on behalf of [Partner Organisation]

Name (Print): .....

Role: .....

Signature: .....

Date: .....



## APPENDIX 7

### Part 1: Record of concern about an adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)<sup>1, 2, 3</sup>

Child / Adult's name (subject of concern)	Date of Birth / Age  Child / Adult (please circle)	Address
Date and time of incident		Date and time (of writing)
Your name (Print)		
Role / Job Title		
Signature		
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc.  <i>(Please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary)</i>		
How did the concern come to light?		



What is the child / adult saying about what has happened? <sup>4</sup>	
Any other relevant information. Previous concerns etc.	
Date and time of discussion with Safeguarding Lead	

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your Safeguarding Lead without delay**

**Guidance notes for Form 1 (volunteers/staff only):**

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014.
2. Essential principles of recording the information received/disclosed/observed:
  - a. Remember: do not investigate or ask any leading questions
  - b. Make notes within the first one hour of receiving the disclosure or observing the incident
  - c. Be clear and factual in your recording of the incident or disclosure
  - d. Avoid giving your opinion or feelings on the matter
  - e. Aim to record using the 4 W's and 1 H: When, Where, What, Why and How
  - f. Do not share this information with anyone else except your Safeguarding Lead in the first instance and they will advise on who else will need to be informed, how and when.
  - g. Make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.



3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.
4. ***Why do you need information regarding ‘other household members’?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult’s explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding Lead*** – Your Safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



## Part 2: Record of concern about an adult's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by Safeguarding Lead	Date:	Time completed:	From whom?
Any advice sought, if applicable	Date:	Time completed:	Source of advice (name / organisation):
	Advice received:  Advice received about informing parents or in the case of adults, seeking consent/capacity <sup>1</sup> :		
Initial assessment of concern following advice <sup>2</sup>			
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:
	Referral		To whom:
	Signposting to other community resources:		

		Pastoral Care and other support from church:			
		Ongoing monitoring:			
Parent / Carer informed?	Yes	Who spoken to:	Date:	Time:	By whom:
	No	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead			Signature:		

### OVERVIEW OF ACTIONS<sup>3</sup>:

S. No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring) – include dates
1				



## **Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carers or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies.

The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. ***Initial assessment*** – Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school / thirtyone:eight / CEOP etc), what are the concerns categorised as?
3. ***Overview of actions*** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.



## APPENDIX 8

### Safeguarding Lead Role Profile template

#### Role purpose (for places of worship)

Everyone has a responsibility to help safeguard children and adults at risk. None more so than in places of worship who, after schools, work with more children than any other institution. Places of worship are also more vulnerable because they are open to all. It follows, therefore, that care taken within places of worship, faith groups and organisations to appoint at least one person to undertake the safeguarding role. As the safeguarding lead you act as the main source of support, advice and expertise for safeguarding in your organisation.

#### Role purpose (for other organisations)

Everyone has a responsibility to help safeguard children and adults at risk. Charities and other organisations are often open to all, therefore potentially more vulnerable. It follows, therefore, that care is taken within organisations to appoint at least one person to undertake the safeguarding role. As the safeguarding lead you act as the main source of support, advice and expertise for safeguarding in your organisation.

#### Duties and Responsibilities

- Advise and support the leadership team in developing and establishing your organisation's approach to safeguarding.
- Play a lead role in maintaining and reviewing your organisation's plan for safeguarding.
- Creating, reviewing (annually) and distributing the safeguarding policy, procedures and safeguarding resources throughout your organisation.
- Advise on training needs and development, providing or sourcing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers. Ensuring all staff are aware of who the safeguarding co-ordinator and deputy safeguarding co-ordinator are and how and when to contact them.
- Manage safeguarding concerns, allegations or incidents reported to your organisation.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.
- Maintain accurate and secure records.





- Ensuring your organisation has sufficient safer recruitment procedures.
- Completing children and adult's safeguarding training, and safeguarding leads training at regular intervals.

## Skills and Abilities

You don't need to have previous experience or qualifications in safeguarding to be the safeguarding lead. Knowledge of safeguarding guidance and procedures is helpful, but you can learn this through training. You do need to be confident to lead and influence others and be prepared to deal with difficult situations and people. You also need to be organised and able to create clear systems and processes, as managing safeguarding concerns and tracking actions is the main part of your role.

- Ability to build effective working relationships with staff, volunteers and others.
- Ability to advise and support individuals at all levels within your organisation.
- Act with integrity and respect when working with others.
- Administration management skills.
- Good communication skills and ability to influence others.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.
- Good knowledge of types of abuse and harm

## Safeguarding Trustee Role Profile template

The APR Lead Trustee for safeguarding will, in most cases, be a volunteer from within the trustee board who has skills, experience and confidence in the area of safeguarding. Sometimes however they will be a volunteer who starts without knowledge, but is willing to undertake the necessary training in order to develop the knowledge and skills required to undertake the role.

It is good practice to ensure that the role and responsibilities of the safeguarding trustee is described in writing, agreed by the Trustee Board and reviewed regularly. This should include the scope of any formal decision making authority delegated to them and how they should report to the Board the use of powers in an appropriate fashion.

Wherever possible, you should distinguish between the strategic, advisory and governance role of a lead trustee and the day-to-day operational designated safeguarding lead. This is especially important – and may be a statutory requirement – where you work with children and adults at risk.



The Charity Commission states that safeguarding is the responsibility of all Trustees. If you appoint a Lead Safeguarding Trustee, it should be clear that they are not to be the only person among the Trustees who understands safeguarding.

## Responsibilities

The Lead Trustee for safeguarding usually takes on three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee.

### Strategic

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the designated safeguarding lead regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for Trustees liability.
- If your organisation delivers activities that need inspections, be aware of how ready for those inspections you are and respond to any following reports.
- Make sure there is space on the agenda for safeguarding reports and help Trustees understand and challenge those reports.

### Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to Trustees.
- Understand the monitoring your charity does to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
- Learn from case reviews locally and nationally, to improve your organisation's policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with the designated safeguarding lead.
- Be a point of contact if someone wishes to complain about a lack of action in relation to safeguarding concerns.



## Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the Trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding.
- Work with the designated safeguarding lead in order to manage all serious safeguarding cases.
- Support regular safeguarding updates for all staff and volunteers.

## Support from the APR Chair

The APR Chair should make sure that the Lead Trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these.

This can include:

- setting up regular meetings together with the Safeguarding Trustee and designated Safeguarding Lead.
- making sure the Safeguarding Trustee is allocated enough time at meetings to provide full and detailed reports on safeguarding.
- encouraging the Safeguarding Trustee to take part in local and national partnerships that can help you keep up to date with safeguarding messages, trends and priorities.



## APPENDIX 9

### Useful information and contact details

Thirtyone:eight , PO Box 133, Swanley, Kent, BR8 7UQ

Helpline: 0303 003 1111

Email: <mailto:info@thirtyoneeight.org>

NSPCC, Weston House, 42 Curtain Road, London EC2A 3NH Help for children/young people: 0800 1111 Help for adults: 0808 800 5000

ChildLine – free and confidential number: 0800 1111

DBS helpline: 0300 123 1111

Charity Commission: 0300 066 9197

or email directly from their website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

Care Quality Commission,

CQC National Correspondence, Citygate, Gallowgate, Newcastle upon Tyne, NE1 4PA

Telephone: 03000 616161

OFSTED have a whistleblower hotline.

There may be times when council employees and those working with young children will want to report to them concerns about practices and procedures for the safeguarding of children and young people.

Telephone: 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

