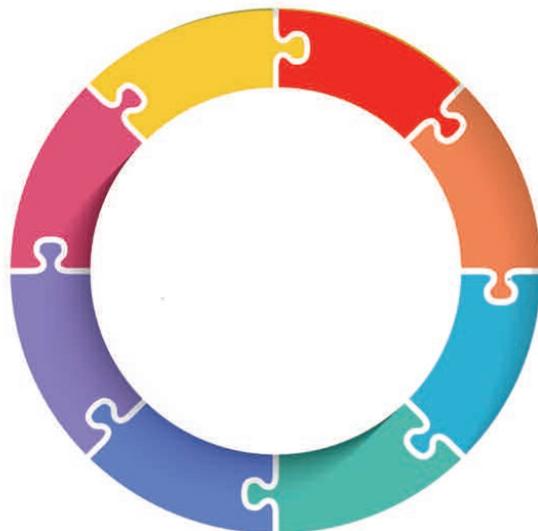




AMPLEFORTH

Safeguarding Charter

Our Commitment to Safeguarding





Keeping people safe is at the heart of everything we do.

Creating an environment in which our beneficiaries, staff and those who come into contact with Ampleforth are safe and free from harm is a key strategic priority for which we, the trustees, accept ultimate responsibility.

- We are aware of our legal responsibilities and understand what the law requires of us in relation to safeguarding. It is our ultimate responsibility as trustees to keep our beneficiaries safe.
- Safeguarding is a key strategic priority and will be a core part of our future strategic plan.
- Keeping people safe must be one of Ampleforth's core values, and this must be demonstrated by us as trustees in the way that we govern the charities and make decisions relating to safeguarding.
- We will ensure that everyone who comes into contact with the organisation understands the importance of safeguarding, and the safeguarding strategy is embedded across and throughout the organisation.
- The strategy for safeguarding is clear and simple, is communicated internally and externally, and this strategy must be demonstrable in practice and not just on paper.

Our Commitment

We will have all the knowledge and skills we need to discharge our responsibilities and are confident that Ampleforth is a safe place for its people.

By including safeguarding as a key strategic priority, it is clear internally and externally that we regard it to be paramount.

Internal and external feedback confirms that our strategic approach to safeguarding is demonstrated through, and in our liaison and dealings with one another, and with the organisation as a whole.

Staff, the monastic community and volunteers understand the strategy and understand their role in delivering it.



Our culture is one which supports a robust approach to safeguarding.

Throughout the organisation, everyone understands the importance of keeping people safe and what is expected of them in this regard. People support the safeguarding strategy and work together effectively to keep people safe. We as trustees actively promote a culture which supports our safeguarding strategy and we will challenge those whose actions, omissions or words potentially undermine its effectiveness.

- We must lead the charity and its culture and work together with staff and members of the monastic community to ensure a common approach to safeguarding and a shared understanding of its importance at Ampleforth.
- The approach must be focused on the safeguarding of people, be victim and survivor centred and encourage those who have (or have potentially) suffered harm to come forward.
- We are clear that safeguarding is not something that happens through policy or procedure alone, to be effective, it requires a positive culture where safeguarding is regarded as paramount – by everyone and without exception.
- Our culture must be one of openness and transparency – people must be encouraged to "say it as it is," not how they think it should look or with fear or apprehension of repercussion. Secrecy and concealment must not be tolerated.
- Our culture must always be "safety first." It means first and foremost protecting people from harm or potential harm. Personal reputations, egos and status should have no part in the way in which safeguarding decisions are taken.
- We understand that if this positive culture and attitude is not embraced, then Ampleforth is unlikely to be able to move forward and properly safeguard its beneficiaries. People's thinking and behaviours can and must change.

Our Commitment

If we, as Ampleforth's trustees, embed the right culture, Ampleforth will move forward.

Demonstrating cultural change will lead others to trust Ampleforth's approach to safeguarding.

If attitudes and behaviours are aligned (school and monastic community) at Ampleforth and we achieve buy-in from staff, pupils, parents, the monastic community and other stakeholders, Ampleforth will be able to move forward.

Public confidence will be rebuilt and Ampleforth's reputation for safeguarding will improve.



Our safeguarding structures and processes behind them are clear, simple and transparent.

The governance structure relating to safeguarding, and safeguarding roles and responsibilities within that structure, are clear, simple and transparent so everyone knows who is responsible for what. We as trustees hold senior management to account for safeguarding matters by providing robust strategic challenge and oversight.

- We accept ultimate responsibility for safeguarding and work within a legal structure and set a strategic framework to ensure effective implementation of our strategy for safeguarding.
- Where committees with delegated authority are established, their role should be clearly defined and their actions reported to the board which should have oversight of their work. Joined up thinking is an absolute necessity; duplication should be avoided.
- Structures should not be complicated or confusing. If we ask anyone within the organisation what the safeguarding structure looks like, they should be able to confirm the structure and its purpose. Crucially, the structure needs to work.
- Reporting lines should be clear and we should have strategic oversight by receiving relevant and timely information from those whom we hold to account for safeguarding.
- Safeguarding decisions should be appropriately informed by key personnel; decisions must not be taken in isolation.
- We should always be mindful of how our safeguarding decisions impact on the rest of the structure, considering the activities of Ampleforth as a whole.

Our Commitment

The right corporate and governance structure will provide a solid foundation for safeguarding and will provide effective oversight and supervision for us as trustees.

Simplicity of structure will ensure scope for confusion and mistakes is mitigated.

We will receive the information we need to discharge our duties, giving us confidence to make the right decisions.

We will be able to focus our time effectively on safeguarding matters, with confidence in the structure in place, freeing up our time to think more strategically about the future safeguarding direction for Ampleforth.



Our systems and procedures fully support safeguarding.

Our procedures and policies are not only legally compliant, but they work on the ground and are effective in practice, such that any safeguarding incidents are properly handled with a consistent approach across the organisation.

- We as trustees must know what policies and procedures are in place throughout the organisation and be confident that they effectively address all potential safeguarding issues and situations, and all areas of safeguarding risk are covered.
- We are assured on the effectiveness of the policies and procedures through continuous review, validation and assurance.
- Policies and procedures should be developed consistently and proactively across the organisation, should dovetail with existing policies and should be proportionate to risk.
- A policy protocol should be developed governing the way in which policies are created and developed, ensuring consistency of approach and ensuring that policies are developed by those with relevant skills and expertise. Development of policy should be centrally controlled and owned by the trustees.
- There must be clarity around what policy/procedure applies (and should be followed) in any safeguarding situation.
- Policies and procedures (and how they apply to practical situations) must be clearly and effectively explained to all staff who follow them.
- Policies and procedures must be supported by proper and effective training for staff who are required to implement those policies on a day-to-day basis.

Our Commitment

We will have a policy map which confirms the policies relevant to safeguarding applicable throughout the organisation and assure ourselves that the policies are adequate and effective.

An annual external review on the application and effectiveness of policies and procedures provides assurance to us as trustees that our policies are compliant and effective.

Ampleforth subscribes to a professional policy tracker service which highlights changes in the law, policy or best practice that impacts on existing policies so trustees are reassured that policies are up to date.

Those who have regard to and follow policies are equipped to manage safeguarding incidents and can take decisions in difficult and diverse circumstances.



We have the right people in the right places working together to achieve effective safeguarding.

Those with safeguarding responsibility across the organisation have all of the skills and expertise needed to carry out their role; they are properly qualified and trained and are experts in what they do.

- We as trustees understand that safeguarding is highly regulated and requires those with responsibility for safeguarding across Ampleforth to be properly qualified and experienced.
- The board should include a trustee with knowledge and expertise in safeguarding (the safeguarding trustee) who can advise his/her fellow trustees on appropriate safeguarding arrangements and ensure the board receives the information it needs in relation to safeguarding and challenges those with operational responsibility for safeguarding.
- We understand that Ampleforth is a complex, multi-purpose site with different beneficiaries and different safeguarding risks. Where people take/are given responsibility for safeguarding in relation to any area of activity, we ensure those persons are appropriately qualified and receive relevant training in their role.
- Recruitment into key safeguarding posts needs to be professional, open and transparent in order to be effective. We must have full confidence in their safeguarding officers.
- Persons in key roles must keep themselves up to date with the law and best practice. Knowledge must be current, relevant and learning should be continuous.
- The working relationship between the safeguarding trustee and the Director of Safeguarding is crucially important. The Director of Safeguarding must be able to seek strategic direction from the safeguarding trustee and the safeguarding trustee must have trust and confidence in that person.

Our Commitment

We as trustees have confidence in ourselves and in our people and are assured that the organisation's combined skills and expertise are relevant, appropriate and up to date.

The staff, monastic community, students and other stakeholders are assured by the individuals in post; they trust and respect their expertise and seek their views and guidance as a matter of course.

Key individuals will build important links with the regulatory bodies and give credibility and assurance to those bodies that safeguarding practices are effective and up to date.



Good safeguarding requires effective communication.

There is effective communication at all levels of the organisation and a joined up approach to safeguarding; people have access to the information they need to take effective decisions and those decisions are properly informed and then effectively communicated.

- Information must be communicated to those who have responsibility for different aspects of safeguarding across the Ampleforth site and who must make decisions in that regard.
- We must always ask ourselves "who needs to know?" and "on what basis?" and "for what reason?"
- Decisions should not be taken in isolation; they must be properly informed and all perspectives considered. Taking into account only one view or perspective will not be effective in keeping people safe across Ampleforth.
- We must establish effective lines of communication with our senior leaders, and particularly the Director of Safeguarding (or equivalent). The relationship must be one of mutual trust and respect.
- When decisions are made, they must be communicated appropriately throughout the organisation, with people knowing who has made a decision, understanding the reason for that decision and also their role in implementing it.
- We should have effective ways of communicating with the wider staff, the monastic community, volunteers, students, parents and other stakeholders. As strategic leaders of the organisation, we will provide leadership and govern the organisation and communicate its approach to safeguarding.

Our Commitment

We are confident in making decisions and we have all of the information we need to inform those decisions.

We as trustees are working together with senior management effectively, as one team, but with clear lines drawn between strategy and operations/management so that we hold senior management properly to account for safeguarding matters.

Staff and other stakeholders have confidence in the trustee body and in senior management because they are kept informed and trust the decisions we make. In turn, staff and stakeholders buy into those decisions.



To keep people safe, we must work in partnership with others.

We build and nurture relationships with our key strategic partners, including the statutory agencies and other regulatory bodies and work effectively and collaboratively with them to ensure that people are safe and protected from harm.

- We as trustees work in partnership with statutory agencies and regulators by sharing information, receiving guidance and advice, and building trust and respect.
- We see these bodies as critical friends of the organisation and should welcome advice and guidance and accept constructive challenge.
- We must give the statutory agencies and regulatory bodies the relevant facts, and share information as it is.
- We see the value of these partnerships and welcome insights which improve safeguarding practices.
- With senior management, we will form wider partnerships and capitalise on relevant sector networks to ensure we are informed of best practice, and learn from others in order to shape the future safeguarding strategy at Ampleforth.

Our Commitment

The confidence of statutory agencies and other regulatory bodies in Ampleforth, its culture and processes is re-built and restored.

A historical culture of secrecy is reversed, and the open and honest approach supports a more effective working relationship, which is rooted in partnership.

In time, Ampleforth's reputation with agencies and regulators is rebuilt and restored.



Our strategy on safeguarding embraces continuous improvement.

Our approach to safeguarding is to strive for continuous improvement; learning lessons from the past and making positive change for the future, taking into account our internal and the external environment and allowing this to shape our future strategy for safeguarding.

- We adopt a culture of, and desire for, continuous improvement.
- Effective safeguarding is to remove/avoid risk where possible, yet to recognise that not all risk can be avoided. Where this is the case, we are confident that we have effective systems to mitigate and manage risk.
- We instil a culture which recognises that where a safeguarding incident takes place, there are lessons to be learned and where every incident is used to highlight the lessons to be gained from it.
- Our strategy on safeguarding is one that is continuously reviewed and adapted to meet internal and external changes and challenges. We are pro-active and forward thinking and willing to embrace new ways of working.
- We give ourselves time to think about the future of safeguarding at Ampleforth in its widest sense. Times of crisis will be followed by learning and change.
- We lead and take responsibility for this journey of continual change. Ampleforth cannot and must not stand still.

Our Commitment

Ampleforth learns from what has happened in the past and uses learning to change its direction and its future working practices.

We embrace change and recognise that Ampleforth needs to change direction.

Ampleforth becomes the exemplar of good practice, leading the approach of Roman Catholic institutions in addressing safeguarding and taking safeguarding at Ampleforth forward.



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