

# Policy and Procedures for the Protection and Safeguarding of Children

---

Ampleforth Abbey Trust, Ampleforth Abbey Trading Ltd

May 2020

|                                      |   |
|--------------------------------------|---|
| <b>Person responsible for Policy</b> | <b>Director of Safeguarding</b>                 |
| <b>Ratified by</b>                   | <b>Ampleforth Abbey Trust</b>                   |
| <b>Version Number</b>                | <b>4</b>  |
| <b>Date Approved</b>                 | <b>May 2020</b>                                 |
| <b>Review Period</b>                 | <b>1 year or sooner if circumstances change</b> |
| <b>Next Review Date</b>              | <b>May 2021</b>                                 |

## Policy: At a glance

- This policy is about safeguarding children. It explains how to work together to ensure children are kept safe and well (including encouraged and prohibited conduct) and gives guidance on what to do if anyone has a concern.
- The policy applies in relation to children (being someone under 18) on the Ampleforth site and those offsite who are involved in an activity an Ampleforth organisation has responsibility for.
- All staff (including independent contractors), monks, volunteers and trustees should follow the policy.
- The policy does not apply in relation to any Ampleforth College or St Martin's Ampleforth student.

# Policy and Procedure for the Protection and Safeguarding of Children

## Contents

|  |    |
|--|----|
| <b>Policy</b>  | 2  |
| 1. Introduction/Purpose  | 2  |
| 2. Scope   | 2  |
| 3. Definitions   | 4  |
| 4. Policy Statement  | 5  |
| 5. Responsibilities  | 6  |
| 6. Relationships to other policies/procedures  | 7  |
| <b>Procedures</b>  | 9  |
| 1. Abuse   | 9  |
| 2. Dealing with harm or abuse / alleged harm of abuse                                    | 9  |
| 3. Receiving disclosures – responding to the disclosure                                  | 10 |
| 4. Reporting to Statutory Agencies   | 11 |
| 5. Responding to concerns or allegations when they arise outside the United Kingdom      | 11 |
| 6. Reporting to the Charity Commission   | 12 |
| 7. Managing allegations against staff, volunteers and members of the monastic community. | 12 |
| 8. Additional needs  | 13 |
| 9. Confidentiality   | 13 |
| 10. Boundaries of the Monastery, including the monastic Infirmary                        | 13 |
| 11. Conduct when working and interacting with Children                                   | 14 |
| 12. Photographs, videos, audiotapes, CDs, websites and webcams                           | 16 |
| 13. Access to shared facilities  | 17 |
| 14. Safer recruitment  | 17 |
| Appendix 1 – Useful contacts   | 18 |
| Appendix 2 – Types and indicators of abuse   | 20 |

# Policy for the protection and safeguarding of children

## 1. Introduction/Purpose

- 1.1. The Benedictine order has a long tradition of both an educational and hospitality apostolate and we believe that every person coming into contact with Ampleforth should be safe and protected from any form of harm or abuse and the fear or risk of harm or abuse.
- 1.2. Ampleforth Abbey Trust ("AAT") and Ampleforth Abbey Trading Ltd ("AATL") (together "us", "our", "we" or "the organisations") are committed to providing a safe and trusted environment which safeguards any child who comes into contact with them. We require everyone who is acting for our organisations who comes into contact in our name with children and their families to share this commitment.
- 1.3. Our safeguarding commitments are set out in the Ampleforth Safeguarding Charter, which enshrines our commitment to safeguarding and is the standard by which all our work should be measured.
- 1.4. In particular, we recognise that there is a specific duty and responsibility, enshrined in law and within the Catholic Church, to safeguard children. This policy therefore sets out our commitments to safeguarding and promoting the welfare of children who come into contact with us or someone affiliated to us or uses our services.
- 1.5. All our actions in relation to safeguarding will be child centered and the child's welfare shall be the paramount consideration.

## 2. Scope

- 2.1. This policy applies to:
  - All employees, officers, trustees/directors and agents of the organisations;
  - All independent contractors who carry out work on the Ampleforth site;
  - All members of the Monastic Community, whether residing on the Ampleforth site or offsite;
  - All individuals who volunteer in activities or events organised or otherwise endorsed by AAT or AATL or a member of the Monastic Community, whether the volunteering takes place on the Ampleforth site or offsite in the UK or in overseas territories.
- 2.2. This policy applies in relation to all children who come onto the Ampleforth site, including (but not limited to) day visitors, retreatants, overnight guests and school/college students who are not students of Ampleforth College or St Martin's Ampleforth.
- 2.3. For any concerns in relation to students at Ampleforth College and St Martin's Ampleforth the St Laurence Education Trust (SLET) Child Protection and Safeguarding Policy and

Procedures must be followed and the Designated Safeguarding Leads (DSL) at the school must be contacted.

- 2.4. The policy also applies to all children who engage with or take part in any event organised or undertaken by the organisations or a member of the Monastic Community offsite (save where a monk's work in a parish requires him to apply the relevant Diocesan safeguarding policy and that Diocesan policy applies a higher standard).
- 2.5. Some individuals listed in paragraph 2.1 above may come into contact with children in situations such as, but not limited to, the following:
  - as part of their general teaching and pastoral duties in the case of students under the age of 18;
  - in schools;
  - on summer programmes or summer schools;
  - on school visits;
  - on open days;
  - on retreats for schools and young people on the Ampleforth site;
  - on residential visits;
  - in the course of mentoring schemes;
  - on outreach schemes, such as sports or music outreach;
  - at Masses or other religious events (such as wedding, baptisms or funerals);
  - on pilgrimages (including the annual pilgrimage to Lourdes); or
  - on other voluntary schemes undertaken by parishes, groups, or clubs.
- 2.6. This policy is designed to address AAT's charity law duty to:
  - Provide a safe and trusted environment which safeguards anyone who comes into contact with us, including beneficiaries, staff, contractors and volunteers;
  - Set an organisational culture that prioritises safeguarding, so that it is safe for those affected to report incidents and concerns with the assurance they will be handled in a timely sensitive and professional manner;
  - Have adequate safeguarding policies, procedures and measures to protect people; and
  - Provide clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities (including the Charity Commission).
- 2.7. This policy relates to current safeguarding incidents and practices. Details of how to respond to incidents relating to non-recent or historical abuse a separate are being set out in a separate *Protocol for Responding to Contact from Victims and Survivors of Non-Current Abuse* which is currently under development. Until this is finalised please refer all related matters to the Monastery Safeguarding Coordinator.

#### 4. Definitions

(Presented in alphabetical order)

- 4.1. **Abuse** and **neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting, by those known to them., or more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Please see Appendix 2 for more information about different types and indicators of abuse.
- 4.2. **AAT** means Ampleforth Abbey Trust.
- 4.3. **AATL** means Ampleforth Abbey Trading Limited.
- 4.4. A **child** means any person under the age of 18 and 'children' are to be construed accordingly.
- 4.5. **Harm** means ill-treatment or impairment of health or development including for example impairment suffered from seeing or hearing the ill-treatment of another.
- 4.6. **LADO** means Local Authority Designated Officer. The LADO works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behavior of an adult who works with children and young people.
- 4.7. The **Monastic Community** means the monastic community of St Laurence at Ampleforth and applies to monks living and working onsite and offsite.
- 4.8. **Safeguarding and promoting the welfare of children** is defined for the purposes of this guidance as:
  - protecting children from maltreatment
  - preventing impairment of children's health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcomes
- 4.9. **Schools** means Ampleforth College and St Martin's Ampleforth.
- 4.10. The Children Act 1989 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes Significant Harm. Consideration of the severity of ill-treatment may include: the degree and extent of physical harm; the duration and frequency of abuse or neglect; the extent of premeditation; the degree of threats or coercion; elements of sadism and bizarre or unusual elements in child sexual abuse.

- 4.11. **SLET** means the St Laurence Education Trust.
- 4.12. Reference to **staff** includes reference to all those who work for or on behalf of AAT or AATL, regardless of their employment status, including contractors, volunteers, trustees and all members of the Monastic Community.

## 5. Policy Statement

### The Charter

- 5.1. The Ampleforth Safeguarding Charter explains the safeguarding standards we are committed to upholding, which are:
- Keeping people safe is at the heart of everything we do.
  - Our culture is one which supports a robust approach to safeguarding.
  - Our safeguarding structures (and processes behind that) are clear, simple and transparent.
  - Our systems and procedures fully support safeguarding.
  - We have the right people in the right places working together to achieve effective safeguarding.
  - Good safeguarding requires effective communication.
  - To keep people safe, we must work in partnership with others.
  - Our strategy on safeguarding embraces continual improvement.
- 5.2. The aim of this policy and procedures set out below is to explain how our safeguarding procedures must be followed and how we apply these standards when safeguarding children in our care.

### Working alongside the Schools

- 5.3. We are committed to keeping all children across the Ampleforth site protected from harm and abuse (as well as those engaged in AAT or AATL activities offsite where we have legal responsibility). Therefore, any safeguarding concern raised by any person will be taken seriously and action taken in accordance with this policy and procedures. We also recognise that SLET has legal responsibilities for safeguarding students at the Schools and complying with the statutory requirements incumbent on independent boarding schools.
- 5.4. Therefore, wherever a safeguarding matter involves a student at one of the Schools, this should be reported to the SLET Designated Safeguarding Lead (DSL) in accordance with the SLET Child Protection and Safeguarding Policy and Procedures.
- 5.5. Additionally, any concerns or allegations about an AAT member of staff or member of the monastic community living on site will be discussed with the DSL at the time the concern is raised. If the AAT member of staff or member of the monastic community works within the school, then the Monastery Safeguarding Coordinator will notify the Head and HR manager at the time the concern is raised.

- 5.6. No person shall have unsupervised access to the Schools unless they have had appropriate checks in accordance with the safer recruitment policy and there is a necessity for them to enter the schools. Where a person has not been appropriately checked, access to restricted parts of the Ampleforth site (including the Schools) must be in line with the Visitors policy.

### **Specific duties in relation to children**

- 5.7. In following this policy and procedure, everyone to whom this policy applies must take all reasonable measures to:
- Be alert to the signs of harm and abuse from both internal and external sources and take steps to protect children from any form of abuse from any other person;
  - Ensure that a child who comes into contact with our staff, volunteers or Monastic Community, does not, as a result, come to harm, be exposed to abuse or fear of it; and
  - Respond appropriately to every suspicion, concern or complaint by reporting without delay to the Monastery Safeguarding Coordinator.

## **6. Responsibilities**

- 6.1. Safeguarding and promoting the welfare of children is everyone's responsibility. All staff, volunteers and members of the Monastic Community therefore have a collective and individual responsibility to understand and uphold best safeguarding practice, promote this practice in their work and activities and encourage this practice in others. All individuals to whom this policy applies have a duty to report any concerns they may have about the safety and/or wellbeing of a child, in accordance with this policy.
- 6.2. The organisations have arrangements in place to ensure safer recruitment in checking the suitability of our staff and volunteers to work with or alongside children is followed.
- 6.3. The organisations require that regulated activity on our site which is directed by external responsibility-holders (e.g. visiting school groups) fully comply with relevant statutory guidance. This does not preclude Ampleforth taking action to report or raise concerns about any visitors to Ampleforth.
- 6.4. The trustees of AAT have legal responsibility and accountability for the safety and wellbeing of all of the charity's beneficiaries, including children. They must have a sufficient degree of knowledge and oversight of safeguarding practices to satisfy themselves that they are effectively discharging these duties.
- 6.5. Day-to-day executive responsibility is delegated by the trustees to the Ampleforth Director of Safeguarding. The Director of Safeguarding is accountable to the trustees for safeguarding arrangements across the Ampleforth site. The Director of Safeguarding will ensure that the procedures set out in this policy and their implementation are updated and reviewed regularly. Any serious safeguarding incidents falling within the scope of this policy

will be followed by a review of this policy and procedures by the Director of Safeguarding (or a duly appointed representative) and a report made to the Safeguarding Committee. The Director of Safeguarding will undertake an annual review of this policy, including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working. He/she will prepare a written report for the AAT trustees and/or AATL directors (as applicable) along with a revised policy if required.

- 6.6. Where a person to whom this policy applies has separately reported a safeguarding matter or concern because of a separate obligation he or she is under (for example a matter in a parish run by AAT has been reported pursuant to a Diocesan safeguarding policy), that individual also has a responsibility under this policy to notify the Monastery Safeguarding Coordinator. to enable AAT to ensure appropriate oversight of all matters for which it is legally responsible.

## **7. Relationships to other policies/procedures**

- 7.1. This policy covers the safeguarding of children falling within the scope of this policy.
- 7.2. St Laurence Education Trust has a separate Child Protection and Safeguarding Policy and Procedures, which applies to the Schools and their students. **The SLET Child Protection and Safeguarding Policy and Procedures must be applied when a matter relates to a child in the Schools.** In addition, where a matter relates to a child in the Schools and the person of concern is a monk of Ampleforth, there must be a recorded discussion between the School DSL and the Monastery Safeguarding Coordinator to assure a joint working approach within the SLET Policy. In these circumstances the Director of Safeguarding must be made aware and have oversight of the response to the concern.
- 7.3. St Benet's Hall is bound by the University of Oxford's Safeguarding Code of Practice. That Code should therefore be followed where a matter falls within its scope.
- 7.4. AAT recognises that certain activities will carry particular risks and/or will require particular safeguarding planning. Due regard must always be had to any documents prepared in connection with any such activity and used alongside this policy. In particular, the Lourdes Safeguarding Policy should be read alongside this policy in connection with the annual pilgrimage to Lourdes, as it sets out particular guidance relevant to that activity.
- 7.5. This Policy and Procedures document is aligned to and compliant with the Local Authority's arrangements to promote cooperation between our organisation and the other relevant statutory partners and organisations who are engaged in activities relating to children.
- 7.6. This Policy and Procedures guidance document is aligned to and compliant with the National Catholic Safeguarding Commission and Catholic Safeguarding Advisory Service Policy and Procedures for the protection of children.



- 7.7. In addition, the following policies and procedures are also relevant to this policy:
- AAT/SLET Employee Codes of Conduct and Professional Standards
  - AAT/SLET IT Acceptable use Policy
  - AAT/SLET Whistleblowing policy
  - AAT and SLET Complaints policies
  - AAT/SLET Safer Recruitment, Selection and Disclosures Policy and Procedures
  - AAT/SLET Health and Safety Policy
  - AAT/SLET Data protection policy and relevant privacy notices
  - Prudence codes for staff and members of the monastic community governing particular areas of the Ampleforth site
  - Integrity in Ministry (Conference of Religious 2015) for members of the monastic community
- 7.8. This policy does not apply to adults at risk. For safeguarding relating to adults at risk please see the Safeguarding Adults at Risk Policy.
- 7.9. Failure to follow the requirements and procedures set out in this policy by employees or members of the monastic community may be treated as misconduct and be dealt with under the relevant disciplinary procedures.

## **Further Guidance and Resources**

[Keeping Children Safe in Education \(KCSIE\)](#) - September 2019

[What to do if you're worried a child is being abused](#) – March 2015

[Working Together to Safeguard Children](#) - September 2018

[Prevent Duty Guidance for England and Wales](#) – April 2019

[Information Sharing – advice for safeguarding practitioners](#) – July 2018

[Catholic Safeguarding Advisory Service Procedures Manual](#) – March 2020

[North Yorkshire Safeguarding Children Partnership Managing Allegations Against Staff](#) – October 2019

[North Yorkshire Safeguarding Children Partnership One Minute Guides](#) (including Early Help, Information Sharing, Intelligence Sharing, Managing Allegations Against Staff, Raising Awareness of County Lines, Social Media)

## **Procedures for the protection and safeguarding of children**

Where it appears to be a student at the Schools who may have been harmed **you must refer to** and implement the SLET Child Protection and Safeguarding policy and procedures instead of this procedure. If in doubt you must contact the Director of Safeguarding or the School DSL.

### **1. Abuse**

#### **1.1. Identifying abuse**

All individuals to whom this policy applies must be alert to the signs and indicators of harm and abuse and take actions as defined in a timely manner. The range of types of abuse and examples of behaviour or action that may amount to abuse are set out in Appendix 2.

Children are potentially at risk if exposed to adults who have a position of power or authority over them, or if in a situation in which they are in contact with individuals who might be in a position to commit abuse. The behaviour and conduct of adults can often be a factor when identifying concerns.

It is important to note that abuse can also be inflicted by one child on another. See Appendix 2 for more information on the different forms that peer-on-peer abuse may take.

### **2. Responding to concerns of harm or abuse/alleged harm or abuse**

#### **2.1. Reporting concerns**

Concerns should always lead to help for the child at some point.

If any person to whom this policy applies has any concern about a child's welfare, action should be taken immediately to report the concern with the Monastery Safeguarding Coordinator. If he is unavailable, then you should report your concern to one of the other members of the safeguarding team. The contact details for these colleagues are set out in Appendix 1 and appear on safeguarding posters across the site. In the event that you are unable to contact any of the safeguarding team you should report your concern to your line manager.

A concern about a child can take many forms. This may include any of the signs or indicators of abuse and could include the child saying he/she has been abused or asks a question or makes a comment which gives rise to concern. This may also include if any child shows signs of discomfort or is unhappy in a situation or with the level of care received, or if you are uncomfortable or unhappy with any behaviour you observe.

As soon as you have reported your concerns, you must make a written record and send it to the person you reported the concern to. This must happen on the same working day as your reported the concern. In some circumstances you may be asked to make this record sooner.

If a child is in immediate danger of significant harm you must notify the Police via 999. If a child has an injury or you suspect an injury you must seek medical attention or ensure another responsible person does so.

It is not for you to investigate the facts to decide whether a child is experiencing harm or abuse, or is at risk of such harm or abuse. Therefore, please report any conduct or activity that concerns you, even if you are not sure if an act of 'harm' or 'abuse' has taken place. You will not be criticised or punished if, following appropriate investigation, it is concluded that there is no safeguarding concern, provided that you have acted reasonably and in good faith. You may, however, be criticised if you do not report a concern. If you are uncertain as to the correct procedure for reporting an incident, or if an incident may reach the threshold when it should be reported, do feel that you can discuss any such matter with your line manager. Remember the saying "Prefer to Refer."

It is vital that children are protected from abuse; therefore, all complaints, allegations, or suspicions must be taken seriously. Allegations of abuse or neglect should be treated with the appropriate degree of confidentiality. However, it is not possible to give assurances of complete confidentiality, as it is likely that the allegations will be discussed in confidence with others, as determined by the best interests of the child or children concerned and the broader requirements to safeguard other children who may be at risk.

### **3. Receiving disclosures – responding to the disclosure**

If a child says or indicates to you that he or she is or may be suffering from harm or abuse, or an individual has information or concerns that a child may be suffering from harm or abuse, the person to whom this information is being passed to should do the following:

- **In the case of a child making a disclosure:** Do not question the child unnecessarily but listen carefully to what is being said and ensure you record an accurate account of what has been disclosed. Remember, you are not responsible for investigating the matter or assessing its legitimacy and you should not make or infer judgements about what is being said and should listen very carefully;
- make a full record of your conversation including the nature of the allegation and other relevant information such as date, time, place, and individuals concerned. This should be done immediately after or, ideally, while you are being given the information. Provide this to the individual to whom you report the concern;
- You must not make any recordings of the persons account or take any photos of any injuries that are reported.

- If the child gives you any documents or their mobile phone, these should be passed straight to the Monastery Safeguarding Coordinator when you report the concern.
- In the case of a disclosure from a third party you must follow the same process ensuring that that person is given appropriate support and guidance in order for them to share the information.

#### **4. Reporting to statutory agencies**

Once the alert has been reported to the Monastery Safeguarding Coordinator they will take immediate action. Where a child is suffering, or is likely to suffer from significant harm, a contact with children's social care (and if appropriate the police) must be made by the responsible safeguarding lead immediately. The contact details for children's social care are set out at Appendix 1 below.

The Monastery Safeguarding Coordinator will be responsible for completing and submitting any online referral forms and for ongoing liaison with the statutory agencies, tracking and monitoring the case and keeping a record of the case including the outcome.

All allegations/concerns should be recorded in AAT's records management system. The information should be factual and not based on opinions, a record of what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection requirements.

#### **5. Responding to concerns or allegations when they arise outside of the United Kingdom**

Ampleforth Abbey Trust carries out a number of activities where staff, volunteers and members of the monastic community work with beneficiaries outside of the United Kingdom. On all occasions where there are concerns or allegations relating to Children then the person identifying the concern will contact the Monastery Safeguarding Coordinator within 24 hours of noting the concern.

The Lourdes Pilgrimage has its own Safeguarding Policies and the Safeguarding Lead for the Pilgrimage will ensure where any conflict arises this policy and procedure takes precedence.

The monastic community and any volunteers at the Monastery of Christ the Word in Macheke Zimbabwe will follow these procedures.

The Monastery Safeguarding Coordinator, in consultation with the Director of Safeguarding, will identify, if appropriate, which statutory agencies will be notified and consulted with on a case by case basis. They will also be responsible for the management and supervision of the actions taken in relation to safeguarding matters outside of the jurisdiction of UK Law. This will include recording, tracking and monitoring the outcome of any concerns.

## **6. Reporting to the Charity Commission**

If a matter falls within the Charity Commission's definition of a serious incident, the Director of Safeguarding must notify the Clerk to AAT and oversee the incident's reporting in accordance with the Charity Commission's guidance in place from time to time:

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

## **7. Managing allegations against staff, volunteers and members of the monastic community**

In the event of an allegation or concern against a member of staff, volunteer, trustee, visitor or member of the monastic community, the Monastery Coordinator will liaise with the Designated Officers.

This process of external consultation and reporting must be followed if a member of staff, volunteer or a member of the monastic community has:

- behaved in a way that has harmed a child, or may have harmed a child; or
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she works regularly or closely with children.

Additionally, if there is any possible transferable risk of abuse to Students of Ampleforth College, the Ampleforth College DSL and the Headteacher will be notified by the Monastery Safeguarding Coordinator.

Decisions to suspend, or and remove from site, a member of staff, a member of the Monastic Community, a volunteer or contractor will be taken by the Director of Safeguarding, HR Manager, the Head and the DSL (in the case of the individual working in the School), the AAT Chief Executive Officer (in the case of the individual being a member of AAT staff) and the Monastic Superior (in the case of the individual being a member of the monastic Community). They will jointly consider as they arise each allegation or concern about members of staff, volunteers, visitors and members of the monastic community and will include a recorded consideration about the possible need to take one or more of the following actions:

- Suspend without prejudice a member of staff pending an investigation;
- Suspend without prejudice from volunteering a volunteer pending an investigation;
- Suspend without prejudice from key duties a member of the monastic community pending an investigation;
- Consider, if the individual is living on site, if they need to live off site pending an investigation.

Such considerations should always be proportionate to the concerns (including consideration of any previous concerns). If the Designated Officer for Children’s Social Care, the Police or Adult Social Care advise suspension from duties and/or removal from or living onsite this will always be followed. This is pending further police or social services investigation, or what other further action may be appropriate.

## **8. Additional needs**

At all times, those with lead responsibility for implementing these procedures should consider whether children or others involved in a safeguarding matter have additional needs, such as speech impediments, learning difficulties, support needs associated with their mental health and wellbeing or those for whom English is not their first language. Appropriately qualified personnel should be involved as and when necessary, to ensure that necessary adjustments can be made.

## **9. Confidentiality**

We have an obligation to respect the privacy and confidentiality of all individuals. This is set out in our various privacy notices. Nevertheless, it is not generally appropriate or sensible to promise complete confidentiality or secrecy to those raising concerns in circumstances of alleged abuse. In some circumstances, we owe a duty of care to our employees, volunteers or visitors that cannot be fulfilled unless we take action on the basis of information that might have been provided in confidence. Where an individual receives relevant information, he or she must disclose this concern in accordance with this Policy and Procedures, who will take the matter forward.

Exceptionally, the Sacrament of Reconciliation is a sacrament of the Roman Catholic Church and the seal of confession is absolute. Those to whom this policy applies who are authorised to hear confession will follow the guidelines issued from time to time by the national Catholic Church authorities (including the Catholic Safeguarding Advisory Service). Members of the community must refer to the Congregation of Religious Guidance, Integrity in Ministry (2015).

In all other circumstances, children may talk in a confidential manner with others, but confidentiality cannot and should never be guaranteed when the welfare of safeguarding of any child is or could be in question.

## **10. Boundaries of the Monastery, including the Monastic Infirmary**

The Monastery itself (including the Abbot’s Gallery), the Monastic Infirmary and the West Wing Building constitute the “Monastery Buildings”. These buildings are all key-coded and access is thus restricted to members of the monastic community and other persons authorised from time to time by the Monastic Superior.

Enclosure

The formal monastic enclosure is defined as the private area for members of the community. The monastery building itself, with the exception of the Abbot's Gallery, and the lawned-garden area immediately to the south of the monastery building constitutes the enclosure.

Access must be permitted explicitly by the Monastic Superior for non-members of the Community to enter the enclosure. This permission is given for members of the lay staff whose work necessitates it (eg cleaning and catering staff, maintenance contractors, medics) and also may be granted on an occasion basis to certain staff (eg for lay staff to present to Conventual Chapter meetings or to retreatants eating with the monastic community). **No children (whether College students or otherwise), under any circumstances, are allowed in the enclosure.**

#### Monastery Ancillary Buildings:

##### Abbot's Gallery and West Wing

The Abbot's Gallery and the West Wing are not part of the enclosure but are part of the wider monastery. Access is restricted to members of the community and other persons authorised from time to time by the Monastic Superior. **Children are not permitted in either the Abbot's Gallery or the West Wing unless they are accompanied at all times by their parents. Visitors must sign in and be issued a visitor's badge to be worn for the duration of their visit.**

##### Monastery Infirmary

The Monastery Infirmary is not part of the enclosure but is part of the wider Monastery. It is situated outside the enclosure in order to allow medical staff and visitors to infirmary residents ease of access to the infirmary, without needing to seek the permission of the superior.

**Children, whether students of Ampleforth College or others, are not permitted to enter the Monastery Infirmary. An exception may be made where (a) the children have a relative or close family friend who is resident in the Infirmary and (b) they are accompanied at all times by their parents.** In this case, the desire to arrange such a visit should be communicated in good time (with at least one week's notice) to the Monastery Infirmary Matron and the Monastery Infirmary Liaison. This will ensure that proper arrangements are made in consultation with the Monastery Safeguarding Coordinator. Confirmation from the Safeguarding Coordinator must be received before the visit can take place. Unannounced visits of children to the Monastery Infirmary are not possible.

## **11. Conduct when working and interacting with Children**

All individuals to whom this policy applies must conduct themselves appropriately when engaging with children.

### **11.1. Conduct to be encouraged**

Everyone has an important role to play in ensuring the safety and wellbeing of children. In particular, you should ensure that you:

- Work and act in an open and transparent way (and be seen to do the same)
- Carefully consider ways in which you offer any comfort to a distressed child you encounter as part of your work or activities
- Report concerns in line with this policy and procedure

You will be provided with appropriate safeguarding training, which will provide you with more information and practical guidance on encouraging good safeguarding behaviour that is tailored to your role.

### **11.2. Conduct to be avoided**

Except in emergencies or with the prior authorisation of an individual with relevant safeguarding experience, an appropriate risk assessment having been carried out in accordance with the procedures in place, you should avoid:

- one to one situations with children unless there is visual access or an open door so that others can see you and the child
- any actions which may suggest favouritism of a particular child

In cases arise where it is necessary to act in the best interests of a child, where possible the full knowledge and consent of the parents, guardian, or teacher is required: for example, if a child requires transportation for a pre-arranged hospital appointment. If this is not possible, for example in an emergency when immediate action is needed, a full disclosure must be made subsequently to the Monastic Safeguarding Coordinator in line with this policy, who will notify the child's parents or guardian accordingly.

### **11.3. Conduct never to be sanctioned**

You must not, under any circumstance, engage in the following activity with children:

- rough, physical, or sexually provocative games;
- using expletives, swear words or sexualised language
- making any sexually suggestive comments to children, even if intended to be a joke;
- send written communication to a child which is of a private nature;
- using intimidating behaviour towards, or in the presence of, a child
- subjecting a child to any form of emotional pressure or coercion including making a child feel uncomfortable or distressed by your conduct;
- allowing or engaging in any form of physical touching unless permitted for a specific purpose and in accordance with the guidance Safer Working Practices 2019



- engage in tasks or actions of an intimate nature for children other than in accordance with the procedures set out above and below;
- giving a child medication or drugs unless these are prescribed or recommended by a health professional and you are authorised to do so.
- stalk, follow or harass a child;
- derive sexual pleasure from engaging with children directly or indirectly
- allow allegations made by, or relating to, a child to go unrecorded, or not acted on;

#### 11.4. Considering your conduct

It may be necessary for a person covered by this policy to do things of an intimate nature for children (e.g. dressing and undressing children, lifting), particularly if they are young or disabled. These tasks must be carried out only with full parental consent and with at least one other adult present, who has also been subject to appropriate checks. It is important to be responsive to the child's reactions. If they are fully dependent on the person providing support, that person should talk about what he/she is doing and give choices where possible and should avoid taking on tasks for which appropriate training is needed.

The Sexual Offences Act 2003 provides that intimate contact between an adult and a child where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child (including, for example, a member of the Monastic Community serving in a parish), or where an adult looks after children at an educational institution at which the adult is not also receiving education.

Harmful behaviour can also occur remotely, including via the telephone, Internet and e-mail, as well as during direct interaction with children.

#### 12. Photographs, videos, audiotapes, CDs, Web sites and webcams

It may be necessary for a person covered by this policy to take photographs or make videos of children for educational research or teaching purposes. Please note that where any such activity involves students at one of the Schools the SLET Child Protection and Safeguarding Policy and Procedures must be applied.

In all other situations, where an image or video:

- is likely to be composed in such a way that makes the individual in the image or video identifiable; or
- will be stored in a way which makes the individual in the image or video identifiable; or
- where the image is to be used for publication

written consent should be obtained (as detailed in the following paragraph) **before the images are created.**

If the child in question is capable of comprehending the implications of consenting to the data use, then their consent should be sought (as a general guide, this will be from the age of 13 upwards, but must be assessed on a case by case basis depending on the understanding and abilities of the individual child). Otherwise, the consent of a parent or legal guardian should be obtained.

Please note that an identifiable image of a child or vulnerable adult is personal data for the purposes of the Data Protection Act 2018 and AAT's (or AATL, as applicable) relevant privacy notice or notices should be followed when processing and storing this personal data. Whenever an image of a child is published, the data subject should, as far as is practicable, be unidentifiable (in which case it will not be personal data).

### **13. Access to shared facilities**

Anyone who has not been appropriately checked by AAT and SLET should ensure they comply with SLET's policies and procedures when on the Schools' premises, including when accessing facilities shared by AAT and SLET that are on the site of one of the Schools.

### **14. Safer recruitment**

AAT and AATL are committed to practising safer recruitment in checking the suitability of staff (including staff employed by another organisation). Volunteers working in an environment where they may come into contact with children will be obliged, whenever required, to give permission and evidence for a disclosure to be obtained from the Disclosure and Barring Service.

AAT and AATL also support safer recruitment by seeking to ensure that, in accordance with its Issuing of References Policy, any requested references that are provided in relation to an employee volunteer, or other relevant person adequately notify a prospective employer of any safeguarding concerns or incidents recorded on that individual's personnel file.

AAT and AATL ensure that regular guidance and training is provided as appropriate on induction and at regular intervals thereafter so that those to whom this policy applies understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. The level and frequency of training will depend on the role of the individual and written records of all training are maintained.

## Useful Contacts

| <b>To raise a safeguarding concern</b>  |   |
|---|---|
| Director of Safeguarding  | Jim Hopkinson<br><a href="mailto:jho@ampleforth.org.uk">jho@ampleforth.org.uk</a><br>01439 766096   |
| Monastery Safeguarding Coordinator  | Peter Charlesworth<br><a href="mailto:Peter.charlesworth@ampleforth.org.uk">Peter.charlesworth@ampleforth.org.uk</a><br>01439 766013            |
| Deputy DSL  | Andrew Slingsby<br><a href="mailto:andrew.slingsby@ampleforth.org.uk">andrew.slingsby@ampleforth.org.uk</a><br>01439 766479                     |
| College Designated Safeguarding Lead<br>Deputy Head – Safeguarding<br>Educational Visits Coordinator  | John Ridge<br><a href="mailto:jpr@ampleforth.org.uk">jpr@ampleforth.org.uk</a><br>Tel: 01439 766434 (landline)<br>Mobile: 07870 403441 (mobile) |
| North Yorkshire Safeguarding Children<br>Partnership: (8am – 5:30pm Mon-Fri) This number<br>will be answered by the Emergency Duty Team<br>outside these hours. | Tel: 01609 780780<br><a href="mailto:children&amp;families@northyorks.gov.uk">children&amp;families@northyorks.gov.uk</a>                       |
| <b>Contacting the police</b>  |   |
| If the person is in imminent danger   | Tel: 999 (Emergency Service)<br>(9-999 from an internal Ampleforth<br>phone)  |
| If you need to report a crime, but the person is not in<br>imminent danger  | Tel: 101 (Non-Emergency Service)<br>(9-101 from an internal Ampleforth<br>phone)  |
| <b>To notify regulators</b>   |   |
| Charity Commission  | Tel: 0300 065 2199  |
| <b>Employment related advice lines</b>  |   |
| Disclosure and Barring Service (DBS)  | Tel: 01325 953795   |

| <b>Whistleblowing advice services</b>  |   |
|--|---|
| Mencap<br><a href="http://www.mencap.org.uk/organisations/whistleblowing-helpline">www.mencap.org.uk/organisations/whistleblowing-helpline</a> | Helpline: 08000 724 725   |
| Public Concern at Work<br><a href="http://www.pcaw.org.uk">www.pcaw.org.uk</a>   | Tel: 020 7404 6609  |
| NSPCC Whistleblowing Helpline  | NSPCC<br>Weston House<br>42 Curtain Road<br>London<br>EC2A 3NH<br><br>Telephone number: 0800 028 0285<br>E-mail: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> |

## Types and Indicators of Abuse

- **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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

In particular:

| Types of physical abuse  | Possible indicators of physical abuse   |
|--|---|
| <ul style="list-style-type: none"> <li>• Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing</li> <li>• Rough handling</li> <li>• Scalding and burning</li> <li>• Physical punishments</li> <li>• Inappropriate or unlawful use of restraint</li> <li>• Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)</li> <li>• Involuntary isolation or confinement</li> <li>• Misuse of medication (e.g. over-sedation)</li> <li>• Forcible feeding or withholding food</li> <li>• Unauthorised restraint, restricting movement (e.g. tying someone to a chair)</li> </ul> | <ul style="list-style-type: none"> <li>• No explanation for injuries or inconsistency with the account of what happened</li> <li>• Injuries are inconsistent with the person's lifestyle</li> <li>• Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps</li> <li>• Frequent injuries</li> <li>• Unexplained falls</li> <li>• Subdued or changed behaviour in the presence of a particular person</li> <li>• Signs of malnutrition</li> <li>• Failure to seek medical treatment or frequent changes of GP</li> <li>• Reluctance to allow parents to be informed</li> </ul> |

- **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In particular:

| Types of sexual abuse   | Possible indicators of sexual abuse  |
|---|--|
| <ul style="list-style-type: none"> <li>• Rape, attempted rape or sexual assault</li> <li>• Inappropriate touching</li> <li>• masturbation, oral sex or fondling</li> <li>• Any sexual activity that the person lacks the capacity to consent to</li> <li>• Inappropriate looking, sexual teasing or innuendo or sexual harassment</li> <li>• Sexual photography or forced use of pornography or witnessing of sexual acts</li> <li>• Indecent exposure</li> </ul> | <ul style="list-style-type: none"> <li>• Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck</li> <li>• Torn, stained or bloody underclothing</li> <li>• Bleeding, pain or itching in the genital area</li> <li>• Unusual difficulty in walking or sitting</li> <li>• Foreign bodies in genital or rectal openings</li> <li>• Infections, unexplained genital discharge, or sexually transmitted diseases</li> </ul> |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Watching sexual activities</li> <li>• Encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse</li> </ul> | <ul style="list-style-type: none"> <li>• Pregnancy in a woman who is unable to consent to sexual intercourse</li> <li>• The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude</li> <li>• Incontinence not related to any medical diagnosis</li> <li>• Self-harming</li> <li>• Poor concentration, withdrawal, sleep disturbance</li> <li>• Excessive fear/apprehension of, or withdrawal from, relationships</li> <li>• Fear of receiving help with personal care</li> <li>• Reluctance to be alone with a particular person</li> </ul> |
|---|---|

- **Emotional abuse**

The persistent emotional maltreatment of a child that results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.

In particular:

|   |  |
|---|--|
| <p>Types of emotional abuse</p> <ul style="list-style-type: none"> <li>• Conveying to the individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</li> <li>• not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate</li> <li>• forcing interactions that are beyond a person's developmental capability</li> <li>• overprotection and limitation of exploration and learning</li> <li>• preventing the person participating in normal social interaction</li> <li>• bullying (including cyberbullying)</li> </ul> | <p>Possible indicators of emotional abuse</p> <ul style="list-style-type: none"> <li>• An air of silence when a particular person is present</li> <li>• Withdrawal or change in the psychological state of the person</li> <li>• Insomnia</li> <li>• Low self-esteem</li> <li>• Uncooperative and aggressive behaviour</li> <li>• A change of appetite, weight loss/gain</li> <li>• Signs of distress: tearfulness, anger</li> <li>• Apparent false claims, by someone involved with the person, to attract unnecessary treatment</li> </ul> |
|---|--|

- **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

In particular:

|                  |  |
|------------------|--|
| Types of neglect | <p>Possible indicators of neglect</p> <ul style="list-style-type: none"> <li>• Poor environment — dirty or unhygienic</li> </ul> |
|------------------|--|

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Failure to provide adequate food, clothing and shelter (including exclusion from home or abandonment)</li> <li>• Failure to protect a person from physical and emotional harm or danger</li> <li>• Failure to ensure adequate supervision (including the use of inadequate care-givers)</li> <li>• Failure to ensure access to appropriate medical care or treatment</li> <li>• Neglect of, or unresponsiveness to, a child's basic emotional needs</li> </ul> | <ul style="list-style-type: none"> <li>• Poor physical condition and/or personal hygiene</li> <li>• Malnutrition or unexplained weight loss</li> <li>• Untreated injuries and medical problems</li> <li>• Inconsistent or reluctant contact with medical and social care organisations</li> <li>• Uncharacteristic failure to engage in social interaction</li> <li>• Inappropriate or inadequate clothing</li> </ul> |
|---|---|

- **Institutional and Organisational Abuse**

The mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. For example, it could occur if the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

In particular:

|   |   |
|---|---|
| <p>Types of institutional abuse</p> <ul style="list-style-type: none"> <li>• Discouraging visits or the involvement of relatives or friends</li> <li>• Run-down or overcrowded establishment</li> <li>• Authoritarian management or rigid regimes</li> <li>• Lack of leadership, accountability and supervision</li> <li>• Insufficient staff or high turnover resulting in inconsistency and shortcomings in care and support</li> <li>• Abusive and critical references to external organisations that exist to hold an organization to account</li> <li>• Abusive and disrespectful attitudes towards people using the service</li> <li>• Inappropriate use of exclusion, restraints and disciplinary sanctions</li> <li>• Lack of respect for dignity and privacy</li> <li>• Not providing adequate food and drink and time and opportunity to take rest</li> <li>• Misuse of medication or the withholding of medical care or medical care by people not qualified to do so.</li> <li>• Not taking account of individuals' cultural, religious or ethnic needs</li> <li>• Failure to respond to safeguarding concerns or alerts</li> </ul> | <p>Possible indicators of institutional abuse</p> <ul style="list-style-type: none"> <li>• Lack of flexibility and choice for people using the service</li> <li>• Inadequate staffing levels</li> <li>• People being hungry or dehydrated</li> <li>• Poor standards of care</li> <li>• Lack of personal clothing and possessions and communal use of personal items</li> <li>• Lack of adequate procedures</li> <li>• Poor record-keeping and missing documents</li> <li>• Absence of visitors</li> <li>• Few social, recreational and educational activities</li> <li>• Public discussion of personal matters</li> <li>• Unnecessary exposure during bathing or using the toilet</li> <li>• Absence of individual care plans</li> <li>• Lack of management overview and support</li> <li>• Prioritising status over wellbeing</li> </ul> |
|---|---|

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Interference with personal correspondence or communication</li> <li>• Failure to respond to complaints</li> </ul> |  |
|--|--|

- **Peer-on-peer abuse**

Peer on peer abuse occurs when a child is harmed, exploited or bullied by their peers; all parties are under the age of 18. Research suggests that girls are more at risk of abuse from their peers but boys can also be affected and children with learning difficulties or disabilities, from different communities or LGBTQ children are often targeted. Many of the types of abuse identified above (particularly in the physical, sexual and emotional abuse tables above) may often be inflicted by one child on another. In particular peer on peer abuse can often take the form of bullying (including cyberbullying), sexting, sexual photography, upskirting, harmful sexual behaviour, initiation/hazing, assault, hitting, slapping, punching, kicking, hair-pulling, biting and pushing.

If peer-on-peer abuse is suspected, it should be reported in the same way as any other abuse listed in this appendix using the reporting procedures in this document. It is important to understand that the child who is perpetrating the abuse may also be at risk of harm, must be treated as a victim and the risk to them also assessed.

- **Radicalisation**

When safeguarding and promoting the welfare of children there is a legal duty on public bodies, and an expectation of all who work with children, to protect them from radicalisation and prevent them from being drawn into terrorism. Religious extremism and white supremacist ideologies are the most common radicalisation threats currently posed in the UK and children are often so targeted through social media. Expression of extremist views, or marked changes in behaviour and interaction with others, may signal concern that a child is may be being exposed to harmful extremist influences either in person or on line.

Concerns of this type should be reported in the same way as any other safeguarding concern which will then be taken forward, as appropriate with the Channel programme and statutory safeguarding partners.

The Prevent Duty Guidance can be accessed on line and the North Yorkshire Children Safeguarding Partnership website contains further up to date guidance on this aspect of safeguarding children and adults at risk.

The types of abuse lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time. Please note that evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors.