

The Chapel of the Honourable Society of Lincoln's Inn

Safeguarding Policy

General Principles

The Chapel of the Honourable Society of Lincoln's Inn is open to all as a place of worship and for the performance of concerts. The Chapel serves the community of the Inn; its members and staff; residents and tenants, as well as visitors to the Chapel. The Chapel is a place which provides quiet amidst the clamour; music for the soul; stimulation for the intellect; support for those under pressure. The care and protection of young people, vulnerable adults and members who are involved in the activities of the Honourable Society of Lincoln's Inn Chapel ("the Chapel") is the responsibility of the whole Chapel. Every person has a value and dignity, which comes directly from the creation of people in God's image. Amongst other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. All those who participate in the life of the Chapel have a role to play in promoting a safer Chapel for all; safeguarding and the promotion of individual welfare is the responsibility of all of us.

In addition to our moral obligation to safeguarding, as a faith organisation, the Chapel also has a statutory duty to have in place procedures for recognising and reporting child protection concerns and it is good practice to extend this to other safeguarding matters. See: Working Together to Safeguard Children, 2018 page 74, p 61 and 62:

61. Every VCSE, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.

62. Every VCSE, faith-based organisation and private sector organisation or agency should have in place the arrangements described in this chapter. They should be aware of how they need to work with the safeguarding partners in a local area. Charities (within the meaning of section 1 Charities Act 2011), religious organisations (regulation 34 and schedule 3 to School Admissions) and any person involved in the provision, supervision or oversight of sport or leisure are included within the relevant agency regulations. This means if the safeguarding partners name them as a relevant partner they must cooperate. Other VCSE, faith-based and private sector organisations not on the list of relevant agencies can also be asked to cooperate as part of the local arrangements and should do so.

(Working Together to Safeguard Children, 2018 page 74, p 61 and 62)

This document outlines how the Chapel will implement its safeguarding policy and the appendices contain specific detail.

The policy makes the following commitments:

- To promote a safer environment and culture;
- To safely recruit and support all those with any responsibility related to young people and vulnerable adults within the church;
- To respond promptly to every safeguarding concern, report, observation or allegation, in partnership with statutory authorities as necessary
- To care pastorally for victims/survivors of abuse and other affected persons;
- To care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons;
- To respond to those that may pose a present risk to others.

This policy will be reviewed every three years in consultation with the outgoing volunteer CSO and the Safeguarding Lead and any other relevant staff.

The Purpose of this Policy is to:

- Prevent harm and abuse through the creation and promotion of a safe environment and culture of vigilance and support;
- Protect the well-being of individuals by responding promptly and effectively when safeguarding concerns are raised;
- To provide staff and volunteers with guidance and procedure in order to support and advance our approach to safeguarding.

The policy applies to all who work or assist in the work and activities of the Chapel. The policy is based on and in line with The Safeguarding Policy of the Church of England and the Safeguarding Policy of the Diocese of London.

<https://safeguardingtraining.cofeportal.org/> and
<https://www.london.anglican.org/support/safeguarding/>

The Scope of this Policy

This document sets out the policy, procedures and guidance relating to safeguarding of young people and vulnerable adults attending the Chapel, including staff and those attending the events and activities organised by the Chapel.

Terms and Definitions

Within this policy, the following terms are used:

Child or young person – anyone under the age of 18

Adult – anyone over the age of 18

Adult at risk or **vulnerable adult** – the terms mean exactly the same and refer to anyone who needs support to stay safe

Safeguarding means creating and supporting a culture and environment in which all persons are respected; in which policies and procedures exist to prevent and minimise the risk of harm, particularly to children and vulnerable adults; to implement those policies in an open and transparent manner and to respond specifically to incidents or concerns about harm or abuse.

Neglect and abuse – Neglect and abuse may take many different forms. Abuse can be physical, sexual, financial, verbal, emotional, spiritual or psychological, it can include discrimination, unfair working practices and organisational abuse. It may be a one-off incident or repeated and may not fit comfortably or neatly into a single category. It can be the result of an act or a failure to act. Please see appendix ii for specific definition and examples.

The Legal Framework

The legal framework guiding safeguarding duties and responsibilities is found inter alia, in the Care Act 2014, Data Protection Act 2018, Disclosure and Barring Service, Equality Act 2010, Mental Capacity Act 2005, Human Rights Act 1998, Department of Education Guidance Working Together to Protect Children 2018, Children Act 1989.

Also see: Protecting all God's Children 2010

Creating and Supporting a Safeguarding Culture

The Chapel Committee will create a safeguarding culture and take prompt action in response to a safeguarding concern by taking the following actions:

- 1) The Chapel Committee will appoint a Chapel Safeguarding Officer (CSO). The CSO will be a voluntary position, held on a rota basis for three years. The Chapel will facilitate and support the CSO in attending training as identified and required within the Church of England's training framework. The Chapel will support the CSO in attending professional support and supervision as required and will pay for this if necessary. The CSO will act as the first contact for safeguarding matters relating to the Chapel and will report to the Safeguarding Lead, namely the Chair of the Chapel Committee, with whom the CSO will meet on a regular basis to discuss safeguarding matters.
- 2) The Chapel Committee will support and undertake to ensure that all safeguarding concerns relating to Church officers is reported to the Diocese of London and will work with the Diocese to realise a Service Level Agreement (SLA) to that effect. For this purpose, a Church Officer is anyone who volunteers, preaches or works within the Chapel, including musicians
- 3) The Chapel Committee will ensure that the Inn's Chapel staff, musicians, members and anyone else who may access the Chapel are aware of this safeguarding policy and the expectations upon them; this will form part of their induction.
- 4) The Chapel Committee will ensure that relevant staff access and complete the Church of England's training framework at an appropriate level. All the Chapel staff of the Inn who may access or work with children or vulnerable adults must complete at least the Basic Awareness and Foundation Level training, which they must refresh every three years. HR will keep a copy of the training certificates.
- 5) Details of how to take advice and report safeguarding concerns, namely how to contact the CSO, or in their absence the Safeguarding Lead, as well as statutory and other services and where to access and send a safeguarding report form, will be displayed on the Chapel noticeboard and the relevant linked area of the Inns website. It will be the responsibility of the Safeguarding Lead to ensure that the details are kept up-to-date when the CSO finishes their three year term.
- 6) The Chapel Committee will ensure that the Inn uses Safer Recruitment measures when employing persons who may access or have unsupervised contact with children and vulnerable adults. The Chapel Committee will ensure a check of the Good Standing of all visiting Ministers.
- 7) All the Chapel staff will be asked to sign a copy of this policy to demonstrate their having read it and agreed to abide by the contents therein.

8) The Chapel Committee will take seriously all observations, reports, or allegations of safeguarding concerns and will refer to external statutory agencies, i.e. the police and the Local Authority as necessary.

9) The Chapel Committee will offer pastoral care to all who have been victims/survivors of abuse, or ensure that they assist the victim/survivor in accessing that care and other support if necessary.

10) The Chapel Committee will work with the Diocese of London to support any person about whom a safeguarding concern or allegation has been made, this may include the Diocese offering a Link Person as support.

11) The Chapel Committee will not accept as worshippers persons subject to a Safeguarding Agreement, but will work with that person and with the Diocese of London to find an appropriate place of worship where a regular congregation and clergy team can offer consistent support and monitoring.

12) The Chapel Committee will ask the Inn to structure job descriptions and employment contracts so that Chapel staff are not asked to work in a manner that may expose them to vexatious safeguarding allegations.

13) The Chapel Committee will ensure that all safeguarding reports are stored securely and appropriately in line with the Church of England's Retention Policy and data protection legislation.

Appendix i

Responding to reports, concerns or allegations of harm.

General principles

You do not need consent to refer anyone to other agencies in the event of an emergency, or a risk to life or limb, or any other urgent matter, for example to prevent the commission of a serious crime.

Refer a vulnerable adult to other agencies with the consent of the vulnerable adult if possible.

You do not need the consent of a child to refer them into social services, but it is good practice to try to do so with the consent of parents/carers or in discussion with an older child; however, lack of consent must not prevent you referring if you have concerns about a child's welfare and do not seek consent if you think it will increase the risk to the child. See Appendix iii for Government Guidance about Information Sharing.

Do not promise confidentiality to the child or vulnerable adult about whom there is a safeguarding concern. However, do reassure them that their concern will only be discussed with those who can help to keep them safe and that the concern will be taken seriously.

Always take advice if you are unsure about anything and think a child or vulnerable adult may be at risk, whether it is because you witness abusive behaviour, because they are reporting or alleging abuse, reporting the fear of abuse, or because their behaviour or other observations indicate that (See appendix ii for some signs of abuse). Try to take that advice before the person about whom you have a concern leaves the premises, otherwise see if contact details can be discreetly obtained. Bear in mind that a child or vulnerable adult can be at risk for disclosing.

Schools have a statutory safeguarding duty, so concerns about a school-age child linked to a school party can in the first instance be raised with the school, unless it is an emergency situation, or unless it is during a long school holiday, in which case use the agencies named below for advice.

Female Genital Mutilation (FGM) must be reported to statutory services. FGM is a mandatory reporting issue for registered police, medics, teachers and social workers; if you perform a different function now, but are still professionally registered, you are bound by the mandatory obligation. If you are not one of the named registered professionals, you may still report directly to the police, but may also report to social services or the child's school if relevant.

Domestic Violence is a safeguarding matter; children witnessing DV should be considered as being at risk and the matter discussed with the school if relevant or social services. Try to work with the adult victim to support them in referring themselves to agencies for help. If the adult or child/ren are going to be at immediate risk of injury, you may call agencies without the consent of the adult.

You may phone duty social services, or the diocese safeguarding helpline, for advice without giving the name of the individual concerned if you are worried about them, but if you are not sure that it is urgent and therefore unsure about whether to refer in without the individual's permission. However, if you receive advice that a referral should be made, you should follow that advice.

In non-urgent situations, where the person asks for support, or where you think they will benefit from support, obtain their consent to refer and clearly record this on the safeguarding form; also, record the name and details of any witnesses of the consent being given.

If the CSO or Safeguarding Lead is not available and you think the matter is or may become urgent, take advice from -

Camden Children's Line: 020 7974 3317 (concerns about a child)

Camden Adults' Line: 020 7974 4000 option 1 (concerns about an adult)

Camden Emergency Duty Team (use for children and adults after 5pm and 24hrs weekends and bank holidays if you think the concern cannot safely wait until the next working day): 020 7974 4444

Camden and Islington NHS Trust mental health crisis line: 0800 917 3333 (24hrs)

London Diocese Safeguarding Helpline: 020 7932 1224 (9am to 5pm weekdays)

Also consider -

Domestic Violence Helpline: [0808 2000 247](tel:08082000247) (24hrs)

NSPCC helpline: 0808 800 5000 (Mon-Fri 8am to 10pm; 9am to 6pm weekends)

Action on Elder Abuse helpline: 0808 808 8141 (9am to 5pm weekdays)

Procedure

All Inn staff, officers and volunteers should call the emergency services in the event of being told or witnessing an event that may lead to injury to life or limb

Outside of an emergency situation, observations, reports or allegations of a safeguarding nature should be discussed with the CSO; in their absence, the matter should be discussed with the Safeguarding Lead; in the absence of the Safeguarding Lead and if the matter may become urgent in waiting to speak to the CSO or Safeguarding Lead, the matter should be discussed with the agencies detailed above, or any other appropriate helpline.

Matters that should not wait if contact with the CSO (or Safeguarding Lead) cannot be made are

A child presenting with a bruise, mark or injury that has been deliberately caused by an adult, or a serious injury caused by a peer, for example sexual assault by another child

A child reporting past or current sexual abuse by a person currently having contact with them

A girl reporting that she has been the victim of Female Genital Mutilation (FGM) – applies to any girl of 17yrs and under

Someone else reporting that a girl has been the victim of FGM - applies to any girl of 17yrs and under

A seriously injured or ill child for whom medical assistance has not been sought

A child (17yrs and under) who reports or presents as being the victim of criminal/sexual/gang exploitation who is at immediate risk, for example, scared that others are planning to attack him/her

A child who is being obviously neglected, for example wearing excessively inappropriate clothing for the weather, too thin, very smelly, very dirty, rotten teeth

A vulnerable adult who has an injury caused by someone who has current access

A vulnerable adult reporting sexual abuse by someone who has current access

A vulnerable adult who is unable to provide for their own physical care and presents as being neglected, for example, dirty, smelly, unchanged continence pads

Any young person or adult who is clearly mentally unwell and may represent a threat to themselves or others

Once the child/vulnerable adult at the centre of the concern has been safeguarded and referred to other agencies as appropriate, a safeguarding form should be completed and sent to the CSO within 24hours (see appendix iv for a blank form). Remember to record the names of anyone spoken to in the course of referring into other agencies; to record whether the person has consented to a referral into other agencies, or why you are referring without their consent and a description of the person if it is likely they may return to the Chapel, or in order to give to other agencies. If the police are involved, remember to record the police cad number and the officers' shoulder numbers if possible.

Appendix ii

Categories of abuse and some signs, this is not an exhaustive list of signs of abuse.

Grooming

The term used to describe the establishment of a relationship to build and gain trust and acceptance in order to exploit that relationship to facilitate abuse. Therefore, a precursor to abuse and can apply to children and vulnerable adults. The abuser also targets parents and carers in order to traverse social and caring safeguarding barriers to access victims. May include giving presents, money, helping with chores/homework, taking on trips/holidays, promises to parents/carers of future support with career development.

1. Physical abuse

Purposefully physically harming a child or vulnerable adult.

May include:

- Hitting – with or without an implement
- Punching/slapping
- Attempted strangulation
- Attempted drowning
- Burning
- Scalding
- Shaking
- Induced illness
- Poisoning

Some signs might be:

- Bruising
- Swelling
- Mobility difficulties
- Breathing difficulties
- Sleepiness
- Not feeding properly (particularly infants)
- Broken bones
- Persistent inexplicable illness or pain

2. Sexual abuse

Using a child or a vulnerable adult who cannot give informed consent to gratify adult or peer sexual desires.

May include:

- Rape
- Inappropriate/unwanted touching (sometimes not initially obviously sexual, for example, washing a child or vulnerable adult)
- Taking intimate photographs
- Sexting
- Sexual conversation

- Requesting intimate photographs
- Sending intimate photographs
- Forcing a child or vulnerable adult to perpetrate sexual acts on another person

Some signs might be:

- Pregnancy
- STIs
- Persistent urine infections
- Sore/injured genitalia/anus
- Bruising to stomach, buttocks, inner thighs
- Persistent unresolved stomach ache
- Children understanding sexualised terms or talking about sex
- Young woman hiding used sanitary products
- Withdrawal
- Distress but not having the language (vocabulary or capacity) to articulate the reason
- Eating disorders/changes in eating patterns
- Depression/suicide attempts/other mental health difficulties
- Unexplained cash/expensive items

3. Emotional Abuse

Persistent denigration or purposeful psychological harm of a child or vulnerable adult. Usually, but not always, seen alongside physical and sexual abuse.

May include:

- Threatening words or behaviour
- Deliberate scaring – ‘you do that, you’ll die’
- Denigration – ‘you’re stupid, fat, ugly, useless’
- Exposure of harm to another person, e.g. a child witnessing domestic violence
- Being exposed to drug/alcohol abuse
- Social isolation/denying access to peers/friends/support
- Scapegoating
- Humiliation

Some signs might be:

- Difficulty in forming/maintaining peer friendships
- Anxiety
- Lack of emotional control - outbursts
- Insecure attachments (infants and toddlers)

4. Forced Marriage

A crime in which one or both parties are forced to marry against their will, not the same as an arranged marriage. Can happen to young people or older adults, may take place for religious, cultural or financial reasons, in the UK or abroad. Suspicion that a Forced Marriage has taken place or *might* take place should be discussed with the police.

5. Female Genital Mutilation (FGM)

A criminal act in which a girl's genitalia are mutilated. FGM is illegal in the UK and some other countries. FGM is not a cultural practice and there is never a medical or other reason for the procedure. Registered professionals who are police, medics, social workers or teachers *must* report disclosure of FGM to the police. Can take place at any point during a female's life, from infancy to just before pregnancy. Can take place in the UK or abroad.

Some signs might be:

- Having difficulty in walking, standing, or sitting, especially after a long holiday abroad
- Menstrual difficulties
- Bladder difficulties
- Being in the toilet an abnormally long time
- Plans for long holidays abroad, esp alongside concomitant risk factors, e.g. other females in the family having been victims; belonging to a culture that accepts FGM
- Girls having an unexplained, long absence from school
- Girls avoiding PE in school
- Avoiding medical examinations
- Avoiding ante-natal care

6. Neglect

The *ongoing and habitual pattern* of failing to meet the basic care needs of a child or vulnerable adult, or facilitating or not addressing self-neglect in a vulnerable adult.

May include:

- Lack of food or inadequate nutrition
- Inadequate clothing e.g. not dressed for cold weather, being over-dressed for warm weather
- Lack of basic hygiene
- Lack of medical care e.g. not seeking help for a medical condition or an accident
- Lack of supervision e.g. a child/vulnerable adult who persistently has accidents
- Not facilitating access to education e.g. keeping a child away from school

Some signs might be:

- Malnourishment/being underweight/being obese
- Under-development (children)
- Being smelly
- Dirty clothing
- Untreated medical conditions, or medication not being consistently administered
- Poor dental hygiene
- Injuries from a pattern of falls/trips/accidents
- Being inappropriately left alone or unattended
- Persistent school absences
- Persistent nappy rash (infants and toddlers), or sores from infrequent changing of continence pads (vulnerable adults)
- Not being potty trained (toddlers)
- Poor language/social skills

7. Child Sexual/Criminal Exploitation, can include trafficking

Exploiting a child by giving them drugs/money/affection/gang status in return for performing sexual and/or criminal acts, can morph into threats of violence or intimidation.

May include:

- Sexual activity
- Livestreaming sexual activity
- Sending explicit/intimate photos of themselves
- Carrying drugs around the country
- Other criminality, e.g. shoplifting

Some signs might be:

- Persistent/unexplained periods of absence/going missing
- Sudden possession of expensive goods/cash
- Pregnancy
- STIs
- Drug/alcohol misuse
- Secrecy/aggression
- Being arrested
- Gang involvement (crime, unusual or new vocabulary, tattoos)
- Travelling regularly out of the local area

8. Modern Slavery/Forced Labour/Trafficking

Can happen to children or adults (an adult not normally vulnerable will be considered vulnerable if they are enslaved), UK or abroad, involves being forced to leave their home (on a temporary/daily or permanent basis) and taken into labour against their will. The National Referral Mechanism is a UK nation-wide process, run by the Home Office, for monitoring and referring reports of suspecting trafficking/modern day slavery. Concerns or reports about Modern Slavery/Trafficking are fed into the National Referral Mechanism by designated First Responder organisations. The Chapel is *not* a First Responder.

May include:

- Sexual abuse/forced prostitution
- Forced manual labour
- Forced criminal activity
- Being used for Benefit fraud
- Forced marriage
- Domestic servitude

Some signs might be:

- Unkempt physical appearance e.g. dirty, smelly, unwashed, same clothes every day
- Malnourishment
- Child out of education
- Scared, unable to make eye contact

- Accompanied/watched
- No money, or having to ask someone else for money
- Begging
- Young person/child with an older person, no explanation for relationship
- Fear of authority, especially police
- Not knowing their own address or how to get there
- Limited English, but not presenting as a tourist/visitor and unwilling to give background
- No access to own documents, *especially passport*
- A regular visitor about whom there have been previous concerns, who suddenly disappears
- Pregnancy/STIs/multiple abortions
- Being collected from and dropped off at work
- Living in a multi-occupied household
- Not adhering to health and safety standards on a work site

9. Spiritual Abuse

Not currently specifically recognised in statute, but seen to be a form of coercive control that takes place in a spiritual context and misuses biblical and church teaching to achieve the goal of obedience to the abuser; often leads to or is used to justify other forms of abuse. May be marked by secrecy, control over decision-making, excessive prayer and oppressive biblical study/teaching. Examples might be persuading a child or vulnerable adult that they need to be physically chastised for their sin, persuading them that a sexual relationship with the abuser will bring them closer to the love of God, or telling them that they need deliverance ministry.

Appendix iii

The Seven Golden Rules for Information Sharing

Non-statutory Gov't guidance regarding Information Sharing July 2018

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix iv
Blank Safeguarding Report Form