



THE COMMUNITY OF THE  
**TREE OF LIFE**



Diocese of  
**Leicester**

# Policy and Procedures for the Safeguarding of Children, Young People and Adults from Harm

## The Community of the Tree of Life Policy and Procedures

Approved by Community Council (2019)

Issue: 1.0p

The Revd Alan Humphrey  
Safeguarding Co-ordinator



## Revision History

<b>Issue</b>	<b>Date</b>	<b>Description</b>
First Draft	13/10/2018	First Draft
2 <sup>nd</sup> Draft	03/12/2018	Second Draft
3 <sup>rd</sup> Draft	23/01/2019	Third Draft (Pre-issue) – approved by CToL Staff
Issue 1.0	02/04/2019	Issue 1.0 – reviewed by Diocesan Policy Group
Issue 1.0p	26/06/2019	Approved and signed at Community Council and Published



## 1. Definitions

**“The Community of the Tree of Life”, “The Community” or “CToL”** refers to The Community of the Tree of Life, being part of the Diocesan Board of Finance.

**“Community Council” or “Council”** refers to the members of the Community Council as the Governing Body of The Community of the Tree of Life.

**“Community Member”** refers to a person who is under (or immediately about to take) religious promises in accordance with the Community’s Membership Policy.

**“Staff”** refers to any person holding an office or function comparable to a full or part-time employed position with daily or frequent interactions with the Community’s beneficiaries, whether or not that person receives a salary or stipend for such services. At the time of writing, and under this definition, the following Staff positions exist:

- Prior
- Novice Guardian
- Warden
- House Manager
- Chaplain

**“Council Member”** refers to a member of the Community Council as the Governing Body of The Community of the Tree of Life.

**“Diocesan Board of Finance” or “DBF”** refers to the Leicester Diocesan Board of Finance.

**“Rule of Life”** refers to the Rule of Life of the Community of the Tree of Life to which Staff and Community Members annually make promises. A copy of the Rule of Life is appended to this document.

**“Customary”** refers to the practices that a person associated with the Community promises to demonstrate and uphold as their commitment to conforming to the Rule of Life.



## 2. Safeguarding Policy Statement

The policy was adopted at the meeting of the Community Council of the Community of the Tree of Life held on .....26<sup>th</sup> June 2019.....(date)

The Council adopts the Safeguarding policy statement for children, young people and adults 'Promoting a Safer Church' and commits to the implementation of this policy. This being the case, the Council will:

- Appoint a Safeguarding Coordinator to work with the Prior and the Council to implement policy and procedures. The Coordinator will ensure that any concerns about a person or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. The Coordinator will have the right to attend its meetings and will report to it at least annually on the implementation of this policy using the Diocese of Leicester annual report template.
- Ensure that a person is nominated to act as somebody to whom another person may talk to about any problems (to be known as the Independent Person), in the event that this cannot be done by the Coordinator or through other arrangements.
- The Safeguarding Coordinator is the Designated Safeguarding Person as defined in "Practice Guidance: Safeguarding in Religious Communities" published by the Church of England.
- Display in the Community House where activities take place a copy of this statement of policy.
- Ensure that all those who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include ensuring they have access to all relevant policies and Practice Guidance produced by the Church of England or the Diocese of Leicester.
- Ensure that there is appropriate insurance cover for all activities undertaken in the name of the Community.
- Review the implementation of this safeguarding policy, procedures and practices at least annually.
- Work to create a culture of informed vigilance that takes all people seriously.
- Pay particular attention to all persons with special needs and those from ethnic minorities to ensure their full integration and protection within the Community.



- Ensure that those who may pose a threat to other persons are effectively managed and monitored.
- Ensure that a health and safety policy and the appropriate procedures and risk assessments in respect of premises and activities are in place and that these are reviewed periodically.
- Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- Respond without delay to any complaints received regarding other persons
- Ensure that each cohort of Community Members will receive Safeguarding training to this policy and the Diocese of Leicester Safeguarding Handbook within one month of their arrival into the Community, and have access to these policies so that they are aware of their responsibilities.
- Cooperate fully with investigations by statutory agencies and not conduct its own investigations except with the prior approval of statutory agencies.
- Seek to offer informed pastoral care to any person who has suffered abuse.
- Care for and supervise any member of the Community known to have offended against any person while maintaining appropriate confidentiality.

Our Independent Person whom other persons may talk to if they wish about any concerns is:  
**Mrs Anne Rattigan**

They may be contacted at:  
**The Chancellor's House, 23 St Martin's, Leicester, LE1 5DE**

This policy statement will be renewed annually and progress in carrying it out will be monitored by the Safeguarding Coordinator who is:

**The Revd Alan Humphrey**

They may be contacted at:  
**The Community of the Tree of Life, 8 St Martin's, Leicester, LE1 5DB**



This statement was agreed by Community Council.

Date: ..... 26<sup>th</sup> June 2019 .....

Name: ..... The Right Revd Martyn Snow, Bishop of Leicester ..... (Chair of the Community Council)

Signed: ..... (original copy signed and held on file)

Name: ..... The Revd Rachel Bennetts ..... (Prior of the Community of the Tree of Life)

Signed: ..... (original copy signed and held on file)



### 3. Procedures for Implementing The Safeguarding Policy of The Community of the Tree of Life

A copy of these procedures will be made available to all staff (whether employed directly by the DBF or another body), volunteers and lay workers who have the responsibility for other persons. They should sign a declaration afterwards saying that they have read and understood them.

#### 3.1 Statement of Safeguarding Principle

Every person has a value and dignity, which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's recreation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

In drawing up this Policy the Community has sought to establish a culture of care and to embed safeguarding in its identity and everything it does.

#### 3.2 Contacts

Our Safeguarding Coordinator is: The Revd Alan Humphrey

Address: 6 St Martin's, Leicester, LE1 5DB

Tel: 0116 261 5200

Mob: 07768 374200

Email: alan.humphrey@leccofe.org

Our Independent Person to whom any person can talk to about worries and concerns about possible abuse is: Mrs Anne Rattigan

She will be in attendance at the Community House on a regular and frequent basis and will post details of her intended attendance on the Community Notice Board. She can be contacted at other times as follows:

Address: The Chancellor's House, 23 St Martin's, Leicester, LE1 5DE

Mob: 07988 803446

Email: annerattigan1@gmail.com



### 3.3 Safer Recruitment

When appointing/recruiting leaders and helpers for work within the Community, the Council will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

The Safer Recruitment Practice Guidance can be downloaded from:

<https://www.leicester.anglican.org/about/safeguarding/> (See the document lists at foot of page.)

When recruiting Novices into the Community the Prior and Novice Guardian will follow guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

### 3.4 Spiritual Abuse

When the term 'abuse' is used within this Policy, it includes any form of spiritual abuse. While the term 'spiritual abuse' does not appear to have any universally agreed definition, this Policy qualifies its understanding by using the following definition put forward by CCPAS in its paper 'Spiritual Abuse: A Position Paper', February 2018.

"Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour."

The CCPAS paper can be downloaded from:

<https://thirtyoneeight.org/media/2191/spiritual-abuse-position-statement.pdf>

The Community exists within Leicester, a multi-cultural and multi-faith city. This Policy extends across peoples of all faiths and cultures and none.



### 3.5 Code of Behaviour

The Council commits to the Code of Behaviour below which all who make promises to uphold the Rule of Life of the Community are expected to follow:

*You should:*

- Treat all persons with respect and dignity.
- Provide a Christian example you wish others to follow.
- Provide an example of good conduct that you wish others to follow.
- Respect personal privacy.
- Be aware that physical contact with any person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspensions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with other persons.
- Operate within the organisation's Rule of Life.
- Only use social media and email in accordance with your Customary and in accordance with paragraph 3.11 below.

*You should not:*

- Physically harm another person.
- Touch another person inappropriately.
- Show favouritism to any person or group.



### 3.6 Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse to any person or by another person who is disclosing or alleging historic abuse:

- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- Assure them they are not to blame.

Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.

- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- If there is immediate danger to any person, contact the Social Services or the Police.
- Report the incident to the Safeguarding Coordinator or Prior immediately.
- Do not contact the Coordinator or Prior if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- Do not discuss the incident with anybody else.
- The Safeguarding Coordinator or Prior must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Team will handle any media statements.

If another person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.



### **3.7 Procedure to be followed where there are concerns that someone may be committing abuse**

If you are concerned, or it comes to your notice that someone may be committing abuse:

- Make notes of your concerns and discuss them with your Safeguarding Coordinator or Prior.
- The Safeguarding Coordinator or Prior must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- Do not contact the Safeguarding Coordinator or Prior if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Dates and times should be recorded of any observations which have been made and of the referral to the DSA.
- The DSA will act in line with Practice Guidance and will decide whether to
  - Report the concerns to Social Services and/or the Police, who will then investigate while the DSA liaises with the parish; or
  - Continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the Safeguarding Coordinator/Prior, the DSA and the appropriate Archdeacon until the situation is resolved.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.

### **3.8 Procedure to be followed where people with convictions for offences against other persons under investigation are attending the Community**

Where someone attending the Community has been convicted of offences other persons (or they have received a formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of other persons within the Community. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (e.g. he/she is subject to investigation for alleged abuse).

- The Prior or, in the absence of the Prior, the Safeguarding Coordinator, must inform the DSA of the situation.
- The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- The DSA will be responsible for producing any risk assessment and/or agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.



Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

The Prior has the power to decide whether it is appropriate for the person concerned to be permitted to become or to continue as a Community Member.

### **3.9 Allegations or concerns about clergy or staff**

- If an allegation involves a member of Staff, it should be reported to the Diocesan Safeguarding Adviser
- If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser
- If an allegation involves an Archdeacon or Dean, it should be reported to the Bishop of Leicester.
- If an allegation involves a Bishop, it should be reported to the Archbishop of Canterbury.

### **3.10 Activities away from the Community premises**

Appropriate arrangements will be made for activities that take place away from the Community premises as follows:

- A risk assessment will be undertaken and confirmation obtained that the event is covered by Diocesan procedures.
- A detailed programme and list of contacts should be left with a member of staff in the Community.
- In the case of events being lead by Community Staff, a leader will be designated to take responsibility for First Aid.
- In the case of Novice placement with a church or churches, those members of the Community who are participating shall be subject to the policies and practices of the receiving church(es).
- In the case of Novice placement with another organisation outside the jurisdiction of the Diocese, those members of the Community who are participating shall be subject to the policies, rules and practices of that organisation.
- In the case of all Novice placements those members of the Community who are participating shall be responsible to the person nominated by the placement organisation.
- Any matter arising during a Novice placement and relating to staff or a Novice may be reported by the placement supervisor to the Safeguarding Coordinator



### 3.11 Support, supervision and training

In the case of a Novice Placement either with a church or other organisation, any involvement of working with children or young people will be subject to that organisation's own Safeguarding policies

If such a situation arises, all those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Safeguarding Coordinator or Prior) of the situation, if at all possible at the time it arises, and a note will be kept by the Safeguarding Coordinator.

Within the Community, every person who has an occasion to work with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Safeguarding Handbook and other national Church of England Practice Guidance. Paper copies of these documents will be provided to those workers who request them.

### 3.12 Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the Community Council or other appropriate church organisation. Health and Safety issues observed should be reported to the Safeguarding Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary.

If there is an emergency involving injury to a person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Call an ambulance if needed
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Coordinator.



### **3.13 Use of Social Media, email and texting**

All persons will exercise care in the use of social media and respect the principles set out below. The key point is that communication should be in a context of transparency and accountability and used in a manner that is consistent with following the practices of the Rule of Life of the Community. In particular:

- Care should always be exercised in posting to Facebook, Twitter, etc. as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Resident members of the Community will respect specified periods of digital silence within the House.
- Social Media communication attributable to the Community shall be restricted to Community accounts to which authorised resident members of the Community will have access.
- The source of all Social Media communication shall be identifiable and attributed to that source. No member of the Community shall make anonymous entries on Social Media.
- All personal Social Media account entries shall reflect the ethos of the Community and respect the Rule of Life of all its members.

### **3.14 Identity Checking for DBS (criminal record) checks**

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

### **3.15 Implementation of the Policy**

The Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the Council members, who have the ultimate responsibility for safeguarding.



### **3.16 Procedure for regular reporting to the Community Council**

The Safeguarding Coordinator will report annually to the Council on safeguarding matters taking care to preserve confidentiality as necessary. The Council will be kept informed on at least an annual basis of all regular and one-off activities as this is necessary for them to fulfil their oversight duties and also for insurance purposes.

The subject of Safeguarding within the Community shall be a standing agenda item for the monthly meetings of the Prior and the Abbot.



The procedures and guidelines were last reviewed and agreed by the Council on

.....26<sup>th</sup> June 2019..... (date)

Signed by the Chair of the Community Council:

(original signed and stored on file. Signed by The Right Revd Martyn Snow, Bishop of Leicester)

Signed by the Prior:

(original signed and stored on file. Signed by The Revd Rachel Bennetts)

### **Date for policy review**

The next review of this policy is due by

Date: ..... 31<sup>st</sup> August 2020 .....

Please keep a copy for your records, give a copy to everybody involved in the work of the Community and send one to:

Safeguarding Administrator  
St Martins House  
7 Peacock Lane  
Leicester  
LE1 5PZ.  
[julie.safeguarding@leccofe.org](mailto:julie.safeguarding@leccofe.org)