

# Safeguarding Policy

## of the Community of the Holy Name (CHN)

### Aim and Scope of the policy

This document outlines the policy of the Community of the Holy Name (CHN) on safeguarding both its members (hereafter “members”) and those who come into contact with the Community (hereafter “service users”) from possible abuse. It applies to all members, employees and volunteers of CHN and all who share in its work.

### Policy statement

CHN recognises that members and service users must be safeguarded from all forms of abuse wherever and however it might occur, from within the Community or others or from abusive behaviour on the part of CHN’s staff and volunteers. It takes every possible action to prevent abuse and to deal with it promptly and effectively if it occurs, or is reported as occurring.

### Legislation

**Safeguarding in Religious Communities** (2020) and its attendant documents is the House of Bishops safeguarding guidance. As a recognised community CHN adopts **Safeguarding in Religious Communities** as its primary safeguarding policy, undertakes to comply with its requirements and guidance and to embed it in its practices. This document sets out CHN’s local arrangements for the delivery of **Safeguarding in Religious Communities**.

CHN recognises that members and service users who might lack mental capacity are particularly vulnerable to abuse and exploitations. It is accordingly mindful of the need to follow the principles and practice guidance that has accompanied the **Mental Capacity Act 2005**.

CHN makes all staff and volunteers aware of the policy and instructs them in the specific procedures for preventing, observing and reporting suspicions or signs of abuse. In reporting possible abuse, employees are made fully aware of CHN’s **Whistleblowing policy**, which recognises that the safety of members and service users is always their paramount concern. All members, service users and stakeholders are made aware of CHN’s determination to take action where it comes across abuse.

### Principles

The policy is based on CHN’s conviction that:

1. children and vulnerable adults are at risk of abuse in varied forms;

2. children and vulnerable adults are in a position to be abused by different people, including members of the Community, friends, strangers, service providers and staff.
3. it has a duty of care to do everything possible to prevent, report and tackle abuse wherever it is encountered.

**Note:** Whilst applying to children and vulnerable adults this policy mostly relates to vulnerable adults. Children visiting CHN should normally be accompanied by and be under the supervision of appropriate adults and not members of CHN or its staff.

## **Personnel**

Key personnel regarding CHN's delivery of this policy are the Diocesan Safeguarding Advisor (DSA), the Leader of the Community, the Designated Safeguarding Person (DSP) and the Episcopal Visitor. Currently these are:

Diocesan Safeguarding Adviser :	Hannah Hogg hannah.hogg@derby.anglican.org 01332 388682 / 07540 719447
Provincial Superior (Leader of the Community):	Sr Edith Margaret CHN chnprovincialuk@yahoo.co.uk 01332 671716
Designated Safeguarding Person:	Michael Futers convent_mf@outlook.com 01332 671716 / 07500 802768
Episcopal Visitor:	The Right Reverend Humphrey Southern

At all times the DSP should liaise with and comply with guidance from the DSA.

## **Recognising abuse**

CHN expects its members and employees to be vigilant regarding the welfare of members and service users.

It provides training for members and employees so that they can recognise the risks and signs of abuse.

It acknowledges that abuse may take any of the following forms and more than one might be present in an abusive situation:

- verbal abuse
- physical abuse
- neglect
- psychological abuse
- financial or material abuse
- sexual abuse
- racial, discriminatory, religious or cultural abuse
- failure to prevent self-harm
- inhuman or degrading treatment.

## **Reporting abuse**

Any member or employee who knows or believes that abuse is occurring has an obligation to report it as quickly as possible to the Designated Safeguarding Person (DSP) or the Diocesan Safeguarding Adviser (DSA). If the victim requests that the matter should not be reported, the member or employee should inform them that they have a duty to report the matter. They should then reassure the service user that the matter will not be taken further than the DSP or DSA without their consent unless there are exceptional circumstances. CHN will take vigorous action against anyone trying to suppress a possible report of abuse.

## **Action in emergency situations**

If the situation is an emergency, with a member or service user in immediate danger, members and employees are instructed to call for assistance immediately. They should give any necessary first aid and contact appropriate emergency services if necessary. If the abuser remains present and poses a threat to any member or employee present as well as the victim, they are not expected to put themselves at risk of violence or other harm.

## **Immediate action to be taken by DSP or DSA**

When the DSP or DSA receives a report of suspected, imminent or actual abuse, an investigation must be opened as soon as possible. The person investigating the abuse takes steps to arrange for the service user to be interviewed and, if possible, to give their consent to further investigation and action. If the service user refuses consent, their wishes must be respected unless the DSP or DSA judges that they or others are in serious danger or if they are clearly incapable of making an informed decision.

In cases of proven or suspected incapacity, the DSP or DSA acts in accordance with the “best interests” principle laid down in the **Mental Capacity Act 2005** and pursues the matter by obtaining the services of an independent advocate or another independent representative to elicit the service user’s views and wishes.

If the suspected abuser is an employee of CHN the Administrator should take appropriate steps under the disciplinary procedure. CHN expects its employees to take all possible steps to co-operate with further investigations by the DSA, the local authority safeguarding unit and the police if involved.

## **Referral to external agencies**

Where the vulnerable person is thought to be at risk of further abuse, the situation should be reported as soon as possible to the manager of the local authority safeguarding unit who will take a decision on whether further investigation is needed under the local authority’s safeguarding procedures.

## **Reporting to the Police**

If it is suspected that a criminal act might have been committed, the situation will be reported to the police. Every effort should be made not to interfere with possible evidence.

## **Contact details**

The contact details of relevant organisations are as follows:

### **Derby Safeguarding Adults Board**

Derby City Council  
The Council House  
Corporation Street  
Derby  
DE1 2FS  
Tel. 01332 640777

### **Derbyshire Police**

St Mary's Wharf Enquiry Office  
Prime Parkway  
Derby  
DE1 3AB  
Tel. Emergency 999  
Tel. Non-emergency 101

## **Action to be taken in the absence of consent**

Where there has been an allegation of abuse against an employee of CHN the DSP shall liaise with the DSA to initiate an investigation within its disciplinary policy. This will include informing the local authority safeguarding unit and possibly the police. CHN will take any necessary steps to safeguard the member or service user by keeping the situation under review in case it becomes possible or necessary to take further action.

## **Keeping Records**

CHN ensures that all details associated with allegations of abuse are recorded clearly and accurately. The records are kept securely and CHN's rules on confidentiality carefully followed. Reports are made as required to the DSA and other safeguarding agencies involved.

CHN complies with its legal requirement to refer care workers to the Protection of Vulnerable Adults (POVA) list where it has evidence that an employee has been guilty of misconduct by harming or putting at risk a vulnerable adult, during the course of their work, even if they have left the employment of CHN.

## Training


Employees are made aware of this policy at induction and are asked about previous safeguarding training. Those who require it are provided with training in recognising abuse and carrying out their responsibilities under this policy. This will be refreshed on a regular basis.

## Recruitment of care staff

CHN undertakes to comply with **The Safer Recruitment and People Management policy** in the recruitment of care staff, carries out all possible checks on recruits to ensure that they are of a high standard, and co-operates in all Government initiatives regarding the sharing of information on care workers who are found to be unsuitable to work with vulnerable people.

## Audit and Review of Safeguarding

CHN will conduct a self-audit of its delivery of its safeguarding policy annually. This shall be made available to the DSA and the Episcopal Visitor upon request.

Signed 

PROVINCIAL SUPERIOR

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