

**UNIVERSITY OF CUMBRIA**

**Chaplaincy Safeguarding Policy**

***NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.***

<b>POLICY SCHEDULE</b>	
Policy title	Chaplaincy Safeguarding Policy
Policy owner	Coordinating Chaplain
Policy lead contact	Rev Alexandra Logan
Approving body	Safeguarding Steering Group
Date of approval	
Date of implementation	Jan 2015
Version no.	2
Summary of changes since the previous version	Addition of prevent policy April 2016
Related Guidelines, Procedures, Codes of Practice etc.	University of Cumbria Safeguarding Vulnerable Groups and Church of England 'Promoting a safe church'
Related stakeholder's responsible eg are there external stakeholders who have related responsibility and if so, for which area of the Policy?	The Diocese of Blackburn
Review interval	In line with university policy

## **Cumbria University Chaplaincy SAFEGUARDING Children and Vulnerable groups POLICY 2015**

The Cumbria University Chaplaincy Vulnerable Adults policy has been designed to sit within the University's SG Policy and Procedure and with reference to 'Promoting a Safe Church' booklet which is available from Church House Publishing, Great Smith Street, London, SW1P 3AZ, telephone 020 7898 1449, web site: [www.chpublishing.co.uk](http://www.chpublishing.co.uk). Alternatively it can be downloaded from [www.cofe.anglican.org/info/papers/promotingasafechurch.pdf](http://www.cofe.anglican.org/info/papers/promotingasafechurch.pdf)

It is acknowledged that this is a 'live' document and will therefore be subject to amendment as and when necessary. The most recent version will be that available on the website at [www.cumbria.ac.uk/AboutUs/Services/Chaplaincy/Home](http://www.cumbria.ac.uk/AboutUs/Services/Chaplaincy/Home)

**The University of Cumbria Chaplaincy comes under the University of Cumbria's own Safeguarding policy and policy and procedure which can be accessed via the following page.**

<https://my.cumbria.ac.uk/Student-Life/Support/Health--Wellbeing/Safeguarding/>

## **Chaplaincy Safeguarding Policy**

### **2. Introduction**

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others. Everyone within the Chaplaincy community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable. A policy about the safeguarding of vulnerable people should be the concern of the whole Chaplaincy. It forms part of the wider University and Church response to safeguarding. This is an opportunity for the Chaplaincy to remember their commitment to one another.

All those involved with the delivery of Chaplaincy activity will be provided with a copy of this policy and will be asked to sign to say they understand their responsibilities and remit.

### **3. Aims and Objectives**

The chaplaincy is committed to implementing the university's safeguarding policy in the following ways:

- We are committed to respectful pastoral ministry to all adults within our Chaplaincy community and any under 18 students.
- We are committed, within our Chaplaincy community, to the safeguarding and protection of vulnerable people.
- We will carefully select and train all those with any pastoral responsibility within the Chaplaincy, including the use of DBS disclosures where legal or appropriate.
- We will respond without delay to any complaint made that an adult or child for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- We will challenge any abuse of power by anyone in a position of trust.
- We will care for and supervise any member of our Chaplaincy Community known to have offended against a vulnerable person, taking into account any conditions of suspension by the University which that person is made subject too.

### **4. Scope**

As part of the University of Cumbria's broader Safeguarding policy this documents applies to staff and students of The University of Cumbria and any individuals working with the chaplaincy on university business.

## **5. The Policy Principles**

### **Recruitment and Selection – Appointment of Volunteers**

The Chaplaincy has a responsibility and a legal liability for everything undertaken in their name. Whether a person is a volunteer or an employee makes no difference, the only real difference is that employees have statutory rights where volunteers, in the main, do not.

Prospective appointees should:

- Be treated as job applicants and have a clearly defined role and job description,
- Complete a short statement to demonstrate why they wish to volunteer, what they seek to gain from it and the skills they can bring.
- They should also have an opportunity to discuss the requirements of the role, including safeguarding questions
- Complete a confidential declaration form,
- People seeking to work with vulnerable people should be given an early opportunity to declare any relevant matters; the confidential declaration form is for this purpose

Name two referees - Prospective candidates must give the name of two referees in order to help assess their suitability for the role. Written references must be obtained and then checked for validity.

If a decision is made to appoint the appointee should obtain a DBS Disclosure, however no appointment should be made until the DBS has been issued.

### **Those appointing volunteers or workers to the Chaplaincy should:**

- Decide on the candidate's suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
- Be prepared to say "No" if the candidate is unsuitable.
- Give the volunteer an agreement to ensure mutual understanding of the role, with clear boundaries and expectations and training to support the volunteer
- Ensure that the volunteer receives the correct training for the role undertaken and also ensure that training is kept up to date.
- Confirm the successful applicant in post after a probationary period
- Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They should be stored in a safe and secure place within the Chaplaincy Office and the timescale is in perpetuity.

### **Issues of Spirituality**

Within faith communities harm may be caused to the vulnerable by the inappropriate use of religious belief or practice.

This can include:

- The misuse of the authority of leadership or penitential discipline
- Oppressive teaching
- Obtrusive healing and deliverance ministries
- The denial of the rights to faith and religious practice

Spiritual growth and well-being among the vulnerable can be enhanced by:

- Inclusive acts of worship
- Providing for dietary, dress and other requirements of faith
- Enabling adequate and reasonable access to them by representatives of their faith community
- Accepting the integrity of the person's religious belief and spirituality.

### **Survivors of abuse and the Chaplaincy**

**Many survivors have problems with attending acts of worship and it can be that some of those on the fringes of the Chaplaincy communities include survivors.**

Those who have been ritually or spiritually abused face particular difficulties. Triggers may include ritual symbols and equipment. People abused by those in ministry may have been told it was ordained by God, a special service to those who serve the Lord, a blessing from God, Spirit-led, etc.

Sensitivity, care and ideally informed input are needed to help people work through these issues.

The sense of pollution is frequently internalised. Some survivors even feel that if they go to worship they will 'pollute' the service of others; such is their feeling of guilt and shame.

It is important to recognise the vulnerability and possible 'childlike' state of survivors, especially when they are in crisis or the early stages of healing. They can be over-compliant and easily manipulated. Power abuse within pastoral care is a real danger.

## University of Cumbria Chaplaincy and 'Prevent'

"HE chaplains have a wealth of experience in providing pastoral care to those undergoing a shift in their religious perspective and weighing up new beliefs and ideas. They are adept in offering non-judgemental guidance while discerning where religious beliefs intersect with cultural and political ideas or mental health concerns, and in particular assessing when a belief has the potential to cause harm to the individual or others, This means that chaplains are well-placed to offer guidance to those responsible for drawing up policies relating to vulnerable people, and ensuring these are implemented in a sensitive and nuanced manner. "

### - **The Counter –Terrorism and Security Act (2015), Prevent and HE Chaplains: Some Questions for Discussion**

**The chaplaincy seeks to respond to the governments 'Prevent Strategy 'in a number of ways:**

#### **Through active pastoral care of students as they negotiate the difficult territory of religion, culture and spirituality.**

Pastoral care is delivered to students via the presence of paid and honorary chaplains across all of our campuses.

Our literature makes clear that chaplains are available to people of all faiths and none and our chaplaincy team is made up of those of different faiths and denominations.

All of our chaplains make themselves available for conversation and ongoing support and we work closely with other services which offer support to students and staff including HR and student services.

As chaplains we seek to create and maintain relationships with faith and community groups in the local areas around our campuses so that we can assist our students and staff in finding a broad base of care and support.

#### **By active concern and vigilance towards those who may be vulnerable to exploitation as a result of their particular circumstance i.e. mental health difficulties, cultural dissonance**

We work closely with the counselling team as a source of advice and to support students whose mental health difficulties have a religious or faith component.

We run sessions in the chaplaincy about culture shock and offer social events and ongoing support to international students.

We seek to make chaplaincy events as inclusive as possible to enable students of different faiths and none to make lasting connections with one another, as a way of combating isolation and loneliness.

#### **By encouraging open and engaging dialogue between members of different faith communities**

The chaplaincy is committed to interfaith dialogue and models this by making use of the relationship between our Muslim and Christian chaplains. We regularly attend R.E lectures together to talk about the relationships between our different faiths

We hold a faith fair during fresher's week to enable students to access their own faith community and to explore the faiths of others. This is advertised through the Student Union.

We run events which bring together students from different cultural and faith groups for whom English is a second language, to enable them to practice their English and to encourage dialogue.

**By remaining a 'critical friend' to the university, maintaining an independent stance on religious and cultural issues**

Members of the chaplaincy team regularly attend Equality, Diversity and Wellbeing committee, Safeguarding, Prevent and Induction meetings and liaise with the international office. We offer advice and support to the wider university community on issues of faith and spirituality.

**By our clear management of the university prayer spaces**

Our university prayer spaces (with the exception of the main chapels at Lancaster and Fusehill Street) are not 'bookable' by groups.

All our prayer spaces are available with an open access during office hours. Outside of office hours students and staff are advised that they must collect a key from reception or security (which they must sign for and provide university ID) to access the prayer rooms.

The chapels at Lancaster and Fusehill street can only be booked through the conference office or the chaplaincy and the respective chaplains manage the diary, together with conference office staff, to avoid double bookings and to monitor use of the space.

**By building and maintaining links with student societies and by making ourselves available to advise on sensitive issues involving speakers on campus and the needs of faith groups.**

The chaplaincy regularly acts as a source of advice to the Student Union. This occurs on an 'as and when' basis as issues occur.

In order to facilitate this we make sure that we have regular meetings with S.U staff and sabbatical officers including taking part in their induction programme at the beginning of the year.

**6. Equality, Diversity and Inclusion (with particular reference to disability reasonable adjustments) and Equality Assessment Statements**

The University values equality and diversity and is committed to maintaining an environment where its employees, students and visitors are treated fairly and with respect at all times. It aims to ensure that its actions and working practices comply with both the spirit and intention of the Human Rights Act (1998) and the Equality Act (2010) which relates to the protected characteristics of age, disability, gender reassignment, marriage & civil partnerships, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

**7. Records Management Statement**

The records associated with this policy are controlled by Library and Student Services, via the Chaplaincy team and will be created, stored and disposed of in line with the University's Records Management guidelines and procedures.

- The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

- The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

## **8. Risk Management Statement**

- Failure to comply with this policy could lead to Failure to comply with this policy could lead to non-compliance with UK H&S legislation

## **9. Roles and Responsibilities**

*It is the responsibility of:*

The Chaplaincy Coordinator to ensure this policy is monitored and reviewed and to implement its principles.

The Safeguarding Steering Group to have oversight and advise on policy changes.

All staff and students to support the safeguarding principles, and those working with the Chaplaincy team in particular:

### **Guidelines for those working in chaplaincy with vulnerable adults and children**

All volunteers who are official Chaplaincy volunteers with a pastoral role are to carry identification for their role. ID badges will be provided. They will be issued with honorary contracts by the University's Human Resources department and DBS checks will be carried out as appropriate and/or risk assessments will be carried out.

They will be expected to complete the University's online Safeguarding Training module prior to commencing their volunteering/work.

### **Chaplaincy staff and associate staff have a clear duty when abuse is suspected or discovered.**

Their duty is:

- To contact the emergency services first, e.g. police, ambulance, if in a life threatening situation
- To then report to the Chaplain or contact a University Safeguarding Officer. Put link to up-to-date list here
  - To report suspected acts of abuse
  - To be alert to what abuse means and take seriously what they are told
  - To think about what they see and ask if it is acceptable practice
  - To work strictly in accordance with The University of Cumbria's policies on equality and diversity

<https://www.cumbria.ac.uk/about/equality-diversity-and-inclusion/>

- To ensure the safety of the person suspected of being mistreated as well as their own safety
  - To be alert to hints, signals and non-verbal communication that could indicate abuse, which is being denied or deliberately hidden.



## 11. Contact Details

*This section should direct policy users to the appropriate source of further information regarding the policy and accessible format information (if available), and the availability of any accompanying guidance notes, procedural guideline documents etc.*

*Eg., For further information regarding any of the issues covered by this policy please contact:*

*Post*

*Deanery / Academic Department/Service*

*Address*

*Tel:*

*E-mail:*

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## Chaplaincy Procedures

### What to do if someone discloses abuse to you:

- Stay calm and try not to show shock
- Listen carefully rather than question directly
  - Be sympathetic
- Be aware of the possibility that medical evidence might be needed

### Tell the person that:

- They did the right thing by telling you
- You are treating this information seriously
  - It was not their fault

### DO NOT:

- Press the person for more details
- Stop someone who is freely recalling significant events as they may not tell you again
- Promise to keep secrets: explain that the information will be kept confidential, i.e. information will only be passed to those people who have "a need to know"
- Make promises that you cannot keep (such as "This will not happen to you again")
  - Contact the alleged abuser
- Be judgemental (e.g. "Why didn't you run away?")
- Pass on information to anyone who doesn't have a "need to know" i.e. do not gossip

### Recording

At the first opportunity make a note of the disclosure and date and time and sign your record.

You should aim to:

- Note what the people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
  - Record only factual information,

**DO NOT** write your opinions.

- Use a pen or biro with black ink, so that the report can be photocopied.
- Be aware that your report will may be required later as part of a legal action or disciplinary procedure.

### **General Helplines**

National Domestic Violence Helpline 0808 200 0247

[www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk)

Parentline Plus 0808 800 2222 [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) • Helpline for parents

Samaritans 0845 790 9090 [www.samaritans.org.uk](http://www.samaritans.org.uk) Stop It Now 0808

1000 900

[www.stopitnow.org.uk](http://www.stopitnow.org.uk) Helpline for abusers, potential abusers and others concerned with sexual abuse Women's Aid 0808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

Voluntary organisations for people who may be vulnerable

Action on Elder Abuse 080 8808

8141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk) Age Concern England [www.ageconcern.org.uk](http://www.ageconcern.org.uk)

Alzheimer's Society 0845 300 0336

[www.alzheimers.org.uk](http://www.alzheimers.org.uk)

Help the Aged 020 7278 1114 [www.helptheaged.org.uk](http://www.helptheaged.org.uk) Livability 0207 452

2000 [www.livability.org.uk](http://www.livability.org.uk)

- Working with disabled people for social inclusion, empowerment and justice

MENCAP 0207 454 0454

[www.mencap.org.uk](http://www.mencap.org.uk)

MIND — The National Association for Mental Health 0845 766 0163

[www.mind.org.uk](http://www.mind.org.uk)

RNIB — The Royal National Institute for the Blind 0845 766 9999 [www.rnib.org.uk](http://www.rnib.org.uk)

RNID — The Royal National Institute Deaf People 0808 808 0123 [www.rnid.org.uk](http://www.rnid.org.uk)

Scope 0808 800 3333

[www.scope.org.uk](http://www.scope.org.uk)

- The main national organisation for those with cerebral palsy

Through the Roof / Churches For All 01372 749955

[www.throughtheroof.org](http://www.throughtheroof.org)

- Christian body who help to improve access of disabled people to the Church

### **Resources for adult survivors of abuse**

Christian Survivors of Sexual Abuse Address only: 38 Sydenham Villas Road, Cheltenham, Gloucs.

- Support and self-help for survivors MACSAS 0808 801 0340

[www.macsas.org.uk](http://www.macsas.org.uk)

- Support and networking for survivors of sexual abuse by those in ministry

NAPAC 0800 085 3330

[www.napac.org.uk](http://www.napac.org.uk)

- National Association for People Abused in Childhood

RESPOND 0808 808 0700

[www.respond.org.uk](http://www.respond.org.uk)

- For survivors or abusers with learning difficulties

Survivors UK 0845 122 1201

[www.survivorsuk.org](http://www.survivorsuk.org)

- Support for male survivors S:Vox

[www.svox.org.uk](http://www.svox.org.uk)

- Support and self-help for survivors

**Pastoral care**

Holyrood House: Centre for Health and Pastoral Care 01845 522850

[www.holyroodhouse.freeuk.com](http://www.holyroodhouse.freeuk.com)

- Offering counselling and psychotherapies

**• Useful websites**

- Dept. for Education and Skills

• [www.dfes.gov.uk](http://www.dfes.gov.uk)

- Dept. of Health [www.dh.gov.uk](http://www.dh.gov.uk) Home Office [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) Independent Safeguarding Board [www.isa-gov.org.uk](http://www.isa-gov.org.uk)

- Criminal Records Bureau

• [www.crb.gov.uk](http://www.crb.gov.uk) Church of England [www.cofe.anglican.org](http://www.cofe.anglican.org)

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**• Resources and information - Relevant publications**

- No Secrets, Department of Health, 2000. Available from Department of Health, PO Box, London SE1 6XH, or from:

• [www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4008486](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486)

- Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

**UNIVERSITY OF CUMBRIA  
POLICY DOCUMENT CONTROL SCHEDULE**

*All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover), Review Schedule and Drafting Schedule (see below) which should be completed as appropriate.*

<b>REVIEW SCHEDULE</b>				
Review no.	Due date	Reviewed by	Approved by	Completion date

<b>DRAFTING SCHEDULE</b>	
Draft no.	Date
<i>Eg. 0.1</i>	
<i>0.2</i>	
<i>0.3</i>	
Final Version	
<i>1.0</i>	