Universities Chaplaincy In Leeds Trust

Safeguarding Children and Adults At Risk Policy

1. INTRODUCTION

Universities Chaplaincy in Leeds Trust offers pastoral and spiritual support for students and staff at the universities of Leeds: Leeds Arts University, the University of Law (Leeds), and the University of Leeds. Our team can meet students, staff and wider community members aged under 18 and/or with mental or physical health needs who may be at increased risk of maltreatment and abuse. Universities Chaplaincy in Leeds Trust is committed to safeguarding in line with national legislation and relevant national and local guidelines. We will safeguard individuals by ensuring our activities are delivered in a way which keeps everyone safe.

2. SCOPE

This safeguarding policy and associated procedures apply to :

- all individuals involved in Universities Chaplaincy in Leeds Trust including trustees, directly-employed staff, team members employed by other organisations and volunteers, and
- to all concerns about the safety of children and adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including churches and denominations and others using our resources and facilities, to demonstrate their commitment to the principles and practice as set out in this Safeguarding Policy and associated procedures.

3. DEFINITION OF CHILDREN AND ADULTS AT RISK

- A child is anyone under the age of 18 (as defined by the Children Act 1989)
- The Care Act 2014 defines an adult at risk as a person aged 18 or over who:
  - Has needs for care and or support **AND**
  - Is experiencing or at risk of abuse or neglect, **AND**
  - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

We recognise that adults may be considered at risk for short term conditions and circumstances as well as long term conditions and circumstances and that anyone can become an adult at risk.

4. SAFEGUARDING PRINCIPLES

- Anyone who engages with Universities Chaplaincy in Leeds - whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity - has the right to protection from maltreatment, harm or abuse.
- Universities Chaplaincy in Leeds Trust recognises that there is a legal framework within which we need to work to safeguard children and adults who have needs

for care and support and for protecting those who are unable to take action to protect themselves and we will act in accordance with the relevant safeguarding legislation and with local statutory safeguarding procedures.

- Responsibility for safeguarding is that of all trustees, directly employed staff, team members employed by other organisations, volunteers or anyone else working with Universities Chaplaincy in Leeds.
- Universities Chaplaincy in Leeds Trust, in partnership with denominations, will ensure that all team members regularly working with children and adults at risk receive appropriate training and have an appropriate Disclosure and Barring Service (DBS) check, which is routinely updated at least every five years as per Trust requirements.
- Universities Chaplaincy in Leeds will ensure that all team members understand their responsibility to work to the standards that are detailed in Universities Chaplaincy in Leeds' safeguarding procedures, and always work towards maintaining high standards of practice.
- Where team members are not directly employed by the Trust they are expected to speak to their denominational safeguarding advisors (see Appendix E).
- Where safeguarding concerns relate to university students or staff, team members should also speak to the relevant university's safeguarding contacts (see Appendix E).
- Universities Chaplaincy in Leeds Trust uses safe recruitment processes and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the wider community (see Appendix F).
- Where safeguarding concerns relate to team members including volunteers, the Trust will raise these concerns with employers if not the Trust (i.e. denominations) and their places of work (i.e. relevant universities) (see Appendix C, Appendix E, Disciplinary policy).
- Safeguarding will be a standing agenda item at team, executive and trust meetings.
- Actions taken under this policy are reviewed by the Board of Trustees and Executive management team on an annual basis.
- Related policies and procedures are reviewed no less than on a two-yearly basis **and** whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board or because of any other significant change or event.

5. GDPR, DATA PROTECTION AND CONFIDENTIALITY

The children, young people and adults we work with have a right to confidentiality unless it is assessed that there could be a significant risk of maltreatment, harm or abuse.

Any information gathered and kept on file in relation to safeguarding concerns, disclosures and outcomes is to be treated as sensitive personal information and as such is to be kept in a secure place by Universities Chaplaincy in Leeds' Lead Safeguarding Officer (SO) locked away or protected digitally with a password.

Information regarding a child or adult at risk that is considered an immediate and significant risk of harm to themselves or others, should be communicated with relevant staff on a need-to-know basis. Relevant staff may include denominational safeguarding leads, university safeguarding contacts and emergency services.

An exception may be made in the instance of disclosures made during Confession, where chaplains will follow the agreed practice within their denomination.

Where necessary, the SO will report concerns to Leeds City Council's Duty and Advice Team or Children's or Adult's Social Work Services.

Where possible this should be done with the child or adult at risk's consent.

All people that Universities Chaplaincy in Leeds work with should be made aware of the limits of confidentiality. If a young person / adult reports that they have something disclose that must be kept a secret, or that no one else can be told, it is vital that they are reminded that information that indicates an immediate and significant risk of harm to themselves or others will be shared.

If they do not wish to proceed at this point then this must be respected, but the situation must be closely monitored. They may not be ready to disclose at that time, but they may wish to do so in the future.

6. BECOMING AWARE OF A SAFEGUARDING ISSUE

(See Appendix A for signs of maltreatment and abuse in children and young people and Appendix B for signs of maltreatment and abuse in adults at risk)

Staff are not expected to deal with situations of abuse or have the specialised knowledge to decide if abuse has occurred. However, staff do have a responsibility to report any concerns, suspicions or allegations. This applies equally to Trustees, directly-employed staff, team members employed by other organisations and volunteers.

Safeguarding is the full responsibility of anybody working with Universities Chaplaincy in Leeds.

Staff may become aware of a safeguarding issue by different routes, including:

- a child, young person or adult at risk's appearance, behaviour or statements cause suspicion of abuse and/or neglect,
- a child, young person or adult at risk reporting an incident(s) of alleged abuse, which may have occurred some time ago,
- receiving a third party or anonymous allegation,
- receiving a written report regarding the serious misconduct of a worker towards a child, young person or adult at risk,
- becoming aware that the conduct of a worker towards a child, young person or adult at risk is inappropriate in relation to Universities Chaplaincy in Leeds Trust's safe-guarding policy and has the potential to impact the well-being of those involved,
- any situation which could present a danger to someone with a sensory impairment,
- concerning behaviour or poor supervision by organisers of a group visit.

7. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD, YOUNG PERSON OR ADULT AT RISK?

(See Appendix C for flowchart and Appendix D for form to capture concerns)

If you see anything you're concerned about, or a disclosure is made to you please note you're not expected to deal with situations of abuse or decide if abuse has

occurred. However, you do have a responsibility to report any concerns, suspicions or allegations – see flowchart in Appendix C. This applies equally to Trustees, directly employed staff, team members employed by other organisations and volunteers.

• Keep calm, don't panic
• If a child / adult at risk discloses anything to you listen and reassure them that they are not to blame. Keep questions to a minimum but ensure you understand what they have said. For example, you could say: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions. Listen carefully to what the child/young person/ adult has to say and take it seriously. Always act as if you believe what they are saying. Don't promise to keep secrets and let them know that you'll need to tell someone else.
• Report concerns to the SO immediately who will provide you with a form to capture your concerns
• The staff member who is reporting concern is to complete Section A of form (Appendix D) to capture information regarding concern. Staff are to ensure completed forms are returned to the SO taking care that the forms are handled with appropriate sensitivity and not openly discussed with staff other than the designated personnel.
• SO to assess the concern and report immediately to the Duty and Advice Team if there is a suspicion that a child/young person/adult is at risk of significant or harm or immediate danger. If a referral is made direct to the Duty and Advice Team this should be followed up in writing within 24 hrs. SO to complete Section C of form at Appendix D, securely filing and follow up as necessary with the Duty and Advice Team. Useful numbers detailed in Appendix E. Please note parents/carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.
• In an emergency if general staff can't reach the SO and you believe a child or young person is in immediate danger, please report your concerns to the Children's Social Work Service directly or ring the police on 999 who will advise. Useful numbers detailed in Appendix E.

8. ACKNOWLEDGEMENTS, POLICY AGREEMENT AND REVIEW AND RELATED DOCUMENTS

We are grateful to the Leeds Safeguarding Children Partnership, Leeds City Council, Ann Craft Trust, NCVO and our partners in denominations and universities for guidance in the creation of this policy.

Date of agreement by the Board of Universities Chaplaincy in Leeds Trust	26/03/2026
Signed :	*Rosalind Selby*
Role:	URC Trustee
Latest date of next review :	26/03/2027

APPENDIX A - RECOGNISING THE SIGNS AND SYMPTOMS OF MALTREATMENT AND ABUSE: CHILDREN AND YOUNG PEOPLE

A child is defined as anyone under the age of 18. Recognising child maltreatment and abuse is not always easy. However, it is important that all trustees, team members and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse. It is generally accepted that there are four main types of abuse which can cause long term damage to a child or young person. These are defined below:

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child or young persons' emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

This may include acts of spiritual abuse. Spiritual abuse is any attempt to exert power and control over someone using religion, faith, or beliefs. It can happen within a religious organisation or a personal relationship. Spiritual abuse is defined as the use of psychological and emotional manipulation, characterized by a systematic pattern of using coercive and controlling behaviour within the teachings of religion. Spiritual abuse is not limited to one religion, denomination, or group of people. It can involve someone forcing children to participate in spiritual or religious practices when they don't want to.

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 they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely

perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

Sexual abuse is also defined as the inappropriate use of sexualised language such as: jokes, innuendo or allusions to a person's attractiveness to another.

NEGLECT: Is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.

- Someone else (child or adult) expresses concern about the welfare of another child or young person.

- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.

- Inappropriate sexual awareness or sexually explicit behaviour.

- Distrust of adults, particularly those with whom a close relationship would normally be expected.

- Difficulty in making friends.

- Eating disorders, depression, self-harm or suicide attempts.

Other forms of abuse sometimes take place without there being obvious signs such as the cases where adults download inappropriate images of children or young people.

APPENDIX B - RECOGNISING THE SIGNS AND SYMPTOMS OF MALTREATMENT AND ABUSE: ADULTS AT RISK

Signs and symptoms of physical abuse are not necessarily solely prevalent in relation to children and young people. Adults at risk are people aged 18 or over who have needs for care and or support, are experiencing or at risk of abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. We recognise that any adult can become an adult at risk. Abuse of adults can take many different forms, including:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, illegal restraint, or inappropriate physical sanctions;

Domestic Violence – including psychological, physical, sexual, financial, emotional abuse; as well as 'honour' based violence, forced marriage and female mutilation;

Sexual abuse - including rape and sexual assault or sexual acts to which the Adult at Risk has not consented to or could not consent to or was pressured into consenting to. Sexual acts would include being made to watch sexual activity;

Emotional/psychological abuse - including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks; acts of spiritual abuse;

Financial and material abuse - including theft, internet scamming, coercion in relation to an adult's financial affairs or arrangements, such as wills, property, possessions or benefits; the misuse of an enduring power of attorney or a lasting power of attorney;

Modern Slavery – including human trafficking, forced labour and domestic servitude.

Discriminatory abuse - including abuse based on a person's race, gender, gender identity, age, disability, sexual orientation or religion or other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

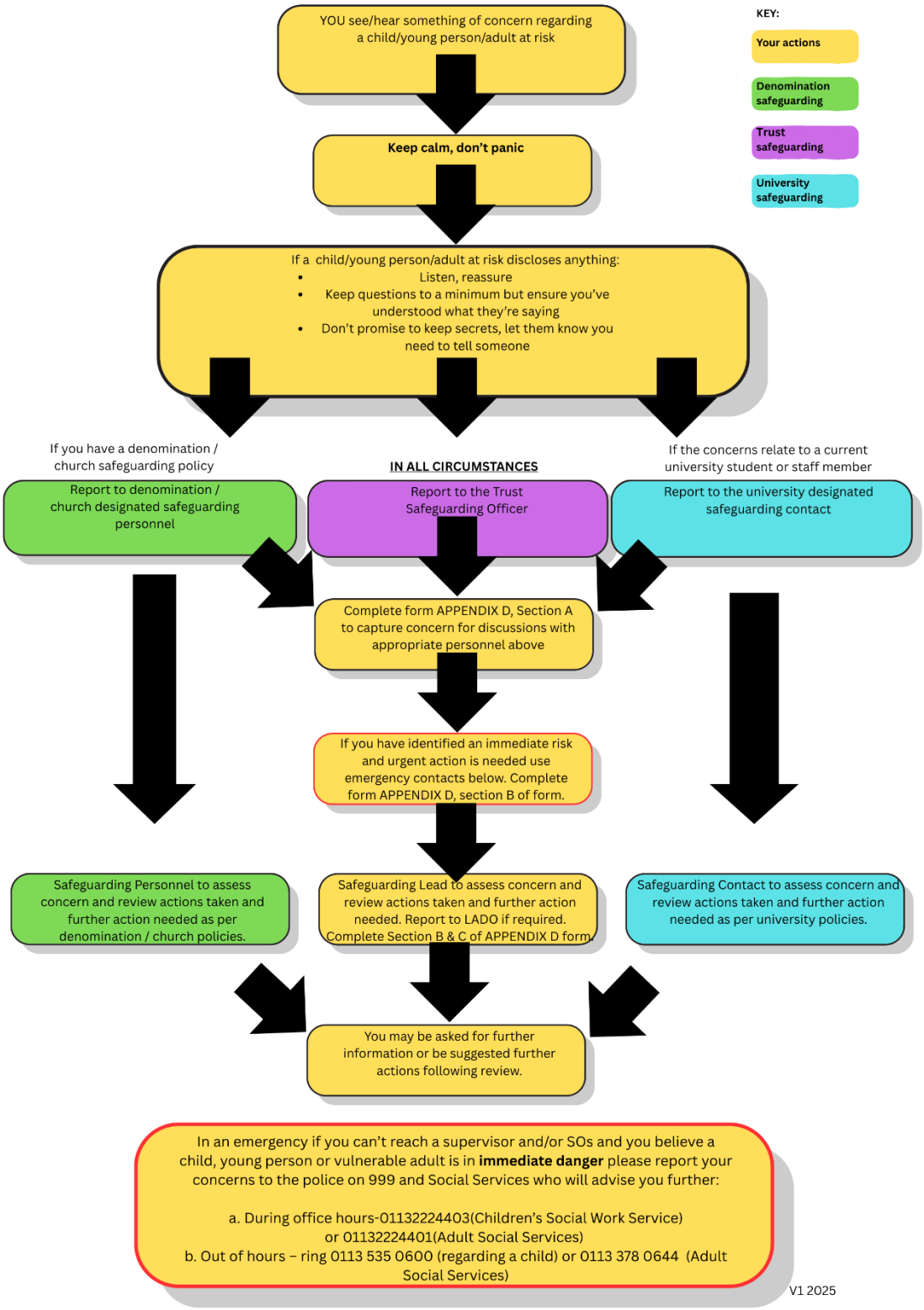
Organisational abuse – including neglect and poor practice within an institution or specific care setting such as a hospital or in relation to care provided within one's own home. This may range from one off incidents to ongoing ill treatment. It can arise through neglect or poor professional practice due to the structure, policies and practices within an organisation.

Self-neglect – including a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

APPENDIX C

Step by Step Safeguarding Guide for Universities in Leeds Christian Chaplaincy Team members



APPENDIX D - Capturing information regarding a Safeguarding concern or disclosure

Please complete this form to ensure any allegations or disclosures are fully documented and return it to the Lead Safeguarding Officer who will then make a referral to Local Authority Designated Officer (LADO) and Advice Team if appropriate.

If a child/young person or vulnerable adult is in immediate harm and you can't reach a Safeguarding Officer:
- For a child during office hours ring 0113 222 4403 (Children's Social Work Service) or Out of Hours ring 0113 535 0600.
- For an adult during office hours ring 0113 222 4401 (Adult Social Services) or Out of Hours ring 0113 378 0644.

For the police, fire service or medical emergencies, call 999.

For non-emergencies contact for medical advice on 111 and the police on 101.

Please then update the Lead Safeguarding Officer as to your actions at the earliest possible opportunity.

If an allegation has been made about the Lead Safeguarding Officer, please report to the Board of Trustees.

SECTION A to be completed by the member of team who is raising a concern or the member of team who receives a disclosure

Your name:	Position:
Date:	Time:
Name of child/young person or adult at risk:	Contact details / address (if known):
Event/ Location (if applicable):	Other relevant information:
Can you describe what you are concerned about? (e.g. has there been a change in their behaviour? What have you observed?) Please attach additional pages should you need to.	
If a disclosure has been made, please record exactly what you were told in the person's own words and what questions you asked e.g. when, where, what:	

What action you have taken: (please tick any that apply) ☐ Discussed concern / allegation with Denomination / Church Safeguarding contact *Please provide the date/time and who you reported the concern to:* ☐ Discussed concern / allegation with University Safeguarding contact *Please provide the date/time and who you reported the concern to:* ☐ Discussed concern / allegation with Trust Safeguarding contact *Please provide the date/time and who you reported the concern to:* ☐ Referral made to urgent / emergency service *Please provide details of the service, date/time of referral and who made the referral:* ☐ Referral made to routine service *Please provide the date/time and who you reported the concern to:* ☐ Other actions taken *Please list:*	
Signed:	Date:

SECTION B to be completed by designated personnel who made a referral to LADO Duty and Advice Team or the Emergency Children's/Adult's Social Work Service

Your name:	Position:
Date referral made:	Time referral made:
Details of discussion:	
Signed:	Date:

SECTION C to be completed by Lead Safeguarding Officer

Action taken or follow up required:	
Signed:	Date:

APPENDIX E - NAMED PERSONS FOR SAFEGUARDING AND USEFUL NUMBERS

Named Persons for Safeguarding

Universities Chaplaincy In Leeds Lead Safeguarding Officer (SO) is Geraldine Montgomerie. Contact: email g.montgomerie@leeds.ac.uk, telephone: 0113 3435071 between 9am and 5pm Monday, Tuesday, Wednesday and Friday.

If the SO is unavailable, you can contact the following: Universities Chaplaincy In Leeds Deputy Safeguarding Officer (DSO) is Nikki Barber. Contact: email N.J.Barber@leeds.ac.uk, telephone: 0113 3435071 between 9am and 5pm Thursday.

Universities Chaplaincy In Leeds Trust nominated Trustee with responsibility for safeguarding is Darron Dixon Hardy. Contact by email at chaplaincy@leeds.ac.uk and request a response regarding a confidential safeguarding issue. If unavailable, please contact the acting Trust Chair, via the same contact details

Additional Useful Numbers
For the police, fire service or medical emergencies, call 999.
For non-emergencies contact for medical advice on 111 and the police on 101.
Leeds City Council - Local Authority Designated Officer (LADO) – Children

Concern about a professional or volunteer who works with children:
The Local Authority Designated Officer (LADO) is the person who should be notified when it has been alleged that a professional or volunteer who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child,
- possibly committed a criminal offence against or related to a child,
- behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children,
- behaved or may have behaved in a way that indicated they may not be suitable to work with children.
- Contact: LADO 0113 3789687.

If anyone suspects that a child is either experiencing or at risk of harm:

- Members of the public should contact Children's Social Work Service on Tel: 0113 222 4403 between 8.30am and 5pm.
- Practitioners involved with the child or family should contact the Duty and Advice team on 0113 376 0336 between 8.30am and 5pm. Outside of these office hours, contact the Children's Emergency Duty team on 0113 535 0600.

Leeds City Council - Contact for adults at risk

- 0113 222 4401 (Monday to Friday 9am – 5pm, except Wednesday when we are open from 10am). Email leedsadults@leeds.gov.uk,
- 0113 378 0644 (for urgent issues during nights, weekends and bank holidays) Email: edt.ss@leeds.gov.uk.

DENOMINATIONAL CONTACTS:
See https://unichaplaincy.org.uk/safeguarding/denominations/

UNIVERSITY CONTACTS: See https://unichaplaincy.org.uk/safeguarding/universities/

APPENDIX F - Safer Recruitment Process

1. Introduction

Everyone who works or volunteers within our organisation must be committed to ensuring everyone feels welcome and safe. Safeguarding, equality and diversity are at the forefront of our work and our culture and we work hard in promoting the welfare of the vulnerable individuals.

We use safe recruitment practices and continually assess the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals from applying for work with vulnerable groups within our organisation and within the wider community.

Universities Chaplaincy in Leeds Trust shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

Safer Recruitment processes are embedded throughpout the entire recruitment journey from advertising jobs and receiving expressions of interest to shortlisting candidates through to interviewing and hiring. Safer Recruitment also applies to volunteers in our organisation.

2. Prior to Advertising Roles and/or Interviewing Candidates

We ensure that our Safeguarding Policy and other relevant policies are up to date and reflect good practice ahead of recruitment.

We carefully plan our recruitment process timeline to ensure that we have enough time to thoroughly consider each candidate.

We review the level of DBS check required for the role ahead of advertising using current government guidance. We ensure that advertisements, website pages, job descriptions and person specifications, etc. created by our organisations and partners such as churches and denominations highlight the importance of safeguarding in our organisation.

We direct candidates to our Safeguarding Policy and other relevant policies as part of advertising new roles, opportunities and vacancies.

We ensure that at least one member of every interview panel complete appropriate Safer Recruitment Training in the last 3 years and that our Training Register is up to date.

3. At Interview

We inform candidates of our commitment to safeguarding those in our care.

We ask questions about safeguarding at interview.

We asked about any gaps in employment identified from interview or on application form.

We ensure we have appropriate references including most recent employer or equivalent.

4. Before Confirming Offer of Position

We follow up references, check proof of identity using photograph ID and suitable proof of address as well as confirming a person's right to work in the UK and record this in induction process.

We review existing DBS checks and where a new check is required we request these through our partners at the University of Leeds or other umbrella organisations as appropriate. If no concerns are identified we record this as part of induction process.

Where relevant we inform denominations and Trust chair / HR Group of planned appointments.

If concerns emerge we refer these to sending denominations, **and the HR Group and Chair of the Trust** for consideration.

5. Ongoing

Team members complete full induction, mandatory training, supervision as agreed and regular DBS checks as part of requirements of role.

Team members are provided with a copy of our safeguarding policy and required to read and agree to follow the policy in their role.

Team members made aware of legislation and agree to abide by policies and agree to Code of Conduct.

If concerns emerge from DBS check or other information such as supervisory process or complaints we refer these to sending denominations, **and the HR Group and Chair of the Trust** for consideration.

New members of staff are encouraged to have a mentor within the team to support them.