



# Wesley House

The Methodist College in Cambridge since 1921

*A reflective, cross-cultural community of prayer and study for students and scholars in the Wesleyan tradition*

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## Safeguarding Children, Young People and Vulnerable Adults Policy

29 May 2023

### 1. Safeguarding is everyone's business

Wesley House, Cambridge, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of humans in God's own image and likeness. Christians see this as fulfilled by God's re-creation 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.

Wesley House recognises that particular care needs to be exercised for all who are vulnerable whether by disabilities or by reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity.

Wesley House recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. Wesley House seeks to ensure that all people are safe in its care and that their dignity and right to be heard is maintained. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

Wesley House therefore commits itself to:

- **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed. Where appropriate, this response may take the form of **REFERRAL**.
- Ensure the **IMPLEMENTATION** of this Safeguarding Policy, relevant government legislation and other guidance and safe practice.
- The **PROVISION** of relevant and timely support, advice and training for staff and students.

### 2. Definitions

2.1 A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

2.2 Vulnerable adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.

2.3 Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

2.4 Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

2.5 Abuse and neglect may occur in a family, in a community or in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers, by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

## 3. Roles and Responsibilities

### 3.1. Wesley House Trustees

3.1.1 It is the responsibility of the Trustees to appoint a Designated Safeguarding Trustee and a Safeguarding Officer.

3.1.2 Wesley House appoints the Revd Rose Westwood as Designated Safeguarding Trustee and the Revd Dr Jane Leach as Safeguarding Officer.

### 3.2. Designated Safeguarding Trustee

3.2.1. Ensure Wesley House has appropriate and up-to-date safeguarding policies in place.

3.2.2. Ensure the Trustees appoint a Safeguarding Officer.

3.2.3. Ensure the Trustees review this policy annually.

3.2.4. Support the Safeguarding Officer in their work, providing access to resources to enable them to fulfil their functions.

3.2.5. Support the Safeguarding Officer in exercising responsibility for the implementation of safeguarding policy and practice.

### 3.3. Safeguarding Officer

3.3.1 Ensure appropriate safeguarding training opportunities are in place for staff and students of Wesley House.

3.3.2 Keep themselves informed of safeguarding issues, keeping up to date with current policies and practice in statutory services and within the wider Methodist Church.

3.3.3 With the support of the Designated Safeguarding Trustee, make sure that any incidents and allegations are followed up or referred as necessary.

3.3.4 Make sure a record of all safeguarding issues is kept (records will be kept in line with *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church - 2015*).

3.3.5 Make sure that safeguarding is placed on the Tutors' meeting agenda as a 'standing' item and present a verbal report to each meeting about safeguarding events (noting the need for relevant confidentiality regarding specific cases).

3.3.6 Maintain a record of safeguarding training undertaken by staff.

3.3.7 Keep a directory of useful names and contact details.

3.3.8 Review the safeguarding policy at least annually and send an updated copy to the Designated Safeguarding Trustee.

## 4. Safeguarding Contexts

### 4.1 Wesley House events involving children, young people or vulnerable adults

Events that may involve children or vulnerable adults are notified to the Safeguarding Officer prior to these being agreed to ensure that all permissions, risk assessments and good practice guidelines are in place.

### 4.2 Student Placements

Wesley House students who are undertaking formal placements within a local church or other context must abide by the Safeguarding Policy of the placement organization. It is the responsibility of the placement host to ensure that students are made aware of the applicable Safeguarding Policy. If a DBS check is required by the context, it is the responsibility of the placement host to arrange this.

### 4.3 Preaching Appointments

Where students and staff undertake preaching appointments in local churches, this is done under the relevant church's Safeguarding Policy. It is the responsibility of the hosting church to ensure that all necessary arrangements are made.

## 5. Disclosure and Barring Service (DBS) Checks

### 5.1 Staff

5.1.1 Staff of Wesley House, Cambridge, do not require DBS checks in order to fulfil their duties as staff members.

5.1.2 Ordained members of staff will need to abide by any requirements of their Church regarding DBS checks and compulsory training. For ministers in full connexion with the British Methodist Church, this will be administered by the East Anglia Methodist District.

### 5.2 Students

Students will only need to apply for a DBS check if required to do so by their placement host. In these cases, it is the responsibility of the placement host to arrange and administer this check.

## Appendix A: Important Contact Details

1. The Wesley House Safeguarding Officer is:  
Revd Dr Jane Leach  
Telephone: 01223 765830      Email: [jl332@cam.ac.uk](mailto:jl332@cam.ac.uk)
  
2. The Wesley House Designated Trustee for Safeguarding is:  
The Revd Rose Westwood
  
3. The East Anglia District Safeguarding Team can be contacted at:  
[eastanglia@dso.methodist.org.uk](mailto:eastanglia@dso.methodist.org.uk)
  
4. The contact details for the local Social Care services:  
Name of Authority:      Cambridgeshire County Council  
Children's Services:      Telephone (office hours): 0345 045 5203  
   Telephone (emergencies out of office hours): 01733 234724  
Adult Services:      Telephone (office hours): 0345 045 5202  
   Telephone (emergencies out of office hours): 01733 234724
  
5. Police:      Emergencies: 999  
   Non emergencies: 101
  
6. The Wesley House Prevent Officer is:  
Revd Dr Jane Leach  
Telephone: 01223 765830      Email: [jl332@cam.ac.uk](mailto:jl332@cam.ac.uk)

## Appendix B: Guidance for Creating Safe Space

### At all times:

- Treat everyone with respect, valuing them as bearing the image of God.
- Respect personal space and privacy.
- Set a positive example for others, and do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- Challenge unacceptable behaviour.
- Do not keep allegations or suspected abuse secret, but tell those who need to know.

### What to do if you have concerns about possible abuse:

1. If someone is in immediate danger, contact the Police.
2. Where there is no immediate danger, but you have concerns, make a written record of your concerns.
3. Inform the Safeguarding Officer (or Designated Trustee for Safeguarding), who will advise on any subsequent response or referral.
4. Only tell others who need to know.

### What to do if someone discloses to you that they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them you will need to share this.
3. Make careful notes of what was said to you, recording dates, times, events and when you were told. Make records as verbatim as possible.
4. Inform the Safeguarding Officer (or Designated Trustee for Safeguarding), who will advise on any subsequent response or referral.
5. Only tell those who need to know.

### What to do if you have a concern that someone is becoming involved in extremist activity:

1. Inform the Prevent Officer or Safeguarding Officer.
2. Only tell those who need to know.