



the light
college & collective

Safeguarding Policy & Statement

July 2025

Reviewed by: L Beamish, A Wearing

Next Review Due: 30 July 2026

Current Version: 13

Review Schedule: Annually

Contents:

Contents.....	2
Section 1: Details of the Light College & Collective.....	3
Section 2: Governance and Leadership.....	4
Our Commitment.....	4
Governance.....	4
Section 3: Prevention.....	6
Understanding Abuse and Neglect.....	6
Positions of Trust.....	7
Safer Recruitment.....	7
Safeguarding Training.....	7
Practice Guidelines.....	8
Management of Workers – Code of Conduct.....	8
Section 4: Partnership Working.....	9
Section 5: Responding to Allegations of Abuse.....	10
Detailed Procedures where there is a Concern about a Child.....	12
Detailed Procedures where there is a Concern about an Adult at Risk.....	13
Section 6: Wellbeing Support and Pastoral Care.....	15
Adoption of the Policy.....	16
Appendix 1: Safeguarding Statement.....	17
Appendix 2: Definitions of Abuse, Signs and Indicators.....	19
Appendix 3: Practice Guidelines.....	22
Appendix 4: Code of Conduct.....	23
Appendix 5: CID Report.....	25
Appendix 6: Response Flowcharts.....	28

Section 1: Details of the Light College & Collective

Name of Organisation: The Light College and Collective

Address: Foxhill House, Tarvin Road, Frodsham WA6 6XB

Tel No: 03333 446489

General Email address: office@lightcollege.ac.uk

Senior Leaders Name's: Rachel Oatridge & Jonathan Oatridge

Senior Leaders Contacts Telephone / Email: Rachel: 07940 805267 / rachel.oatridge@lightcollege.ac.uk

Jonathan: 07813 583312 / jonathan.oatridge@lightcollege.ac.uk

Safeguarding Lead Name: Lou Beamish

Safeguarding Lead Contact Telephone / Email: 07765 406796 / lou.beamish@lightcollege.ac.uk

Charity Number: (England and Wales) 1084941

Insurance Company: Ansvar insurance: Public Liability (exp 26/02/2026)

Introduction:

The Light College & Collective is an official partner of the University of Chester and offers courses which allow adults from a variety of backgrounds to train in evangelism and pioneer chaplaincy through online and residential teaching, along with student-organised placements in their own locations.

As an organisation our work is predominantly with adults, and it is recognised that the College operates in a number of settings where the safeguarding of adults with care and support needs is essential. The pastoral support of our students and their context for learning may open up situations in which their vulnerability may become apparent, and we seek through good policy and process to respond well to this.

Whilst we do not work directly with children and young people, such references remain part of this policy should ever the situation arise.

Section 2: Governance and Leadership

Our Commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The safeguarding statement can be found in Appendix 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

Governance

The Light College & Collective's board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all

- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Section 3: Prevention

Understanding Abuse and Neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy according to The Care Act 2014 as a person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

This policy is in line with the following legislation:

- The Children Act (1989 & 2004)
- Working Together to Safeguard Children (2023)
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these in Appendix 2.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales)) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every three years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

Where necessary, the Leadership will provide or facilitate specialist safeguarding training for the board of trustees which will be renewed every three years.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for activities we are involved in, and these are found in the Appendix 3. Activities may also be subjected to a formal Risk Assessment where required.

Management of Workers – Code of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in Appendix 4.

Section 4: Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

All students take part in placements during their training. Whilst ratified by the College, these are organised by the students themselves and usually take place in their current location. During these placements, all students are subject to and must also abide by the Safeguarding Policy and practices already in place at the placement. It is the responsibility of the student to familiarise themselves with policies available at the placement.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to Allegations of Abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: Lou Beamish (hereafter the "Safeguarding Lead")

Tel: 07765 406796

Email: lou.beamish@lightcollege.ac.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to either:

Name: Jonathan Oatridge (hereafter the "Deputy Safeguarding Lead")

Tel: 07813 583312

Email: jonathan.oatridge@lightcollege.ac.uk

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Amy Wearing (hereafter the "Safeguarding Trustee")

Tel: 01684 594991

Email: amywearingubc@gmail.com

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the CID Report Form (Concern/Incident/Discipline) and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the CID Report Form in Appendix 5.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then contact the relevant statutory services.

Children's Services: To find local relevant team - <https://www.gov.uk/find-local-council>

Adult Services: To find local relevant team - <https://www.gov.uk/find-local-council>

Police: 101 or 999 if person is at risk of harm

Local Authority Designated Officer (LADO): To find local relevant team - <https://www.gov.uk/find-local-council>

Charity Commission for England and Wales: 0300 066 9197

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident.
- Local Authority Designated Officer – LADO (England and Wales) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse:

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care or Thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
- For lower-level concerns, (e.g. poor parenting), encourage parent/carers to seek help, but not if this places the child at risk of harm.
- Where the parent/carers is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care for children and families, and police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care/police. Thirtyone:eight will confirm its advice in writing for future reference.

Allegations of financial abuse (Wales):

- In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- Contact Children's Social Care to report the concerns and the police.

Detailed procedures where there is a concern about an adult at risk:

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer – LADO (England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales), for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales) if they are involved.
- Share information about the concern with the police.

Allegations of abuse against a person who works with adults with care and support needs:

The safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales) following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate

situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer – LADO (England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

See Appendix 6 for Response Flowcharts.

Section 6: Wellbeing Support and Pastoral Care

Supporting those affected by abuse:

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Lou Beamish

Tel: 07765 406796

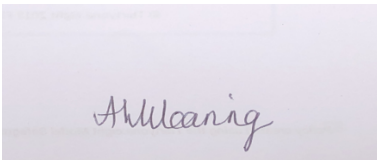
Email: lou.beamish@lightcollege.ac.uk

Working with those who may pose a risk:

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs, the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:  Position: Safeguarding Trustee
Amy Wearing

Signed by:  Position: Safeguarding Lead
Lou Beamish

Date: 29 July 2025

APPENDIX 1: Safeguarding Statement

Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULT'S POLICY STATEMENT

Name of organisation: The Light College & Collective

The following statement was agreed by the organisation on: 29 July 2025

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this organisation.

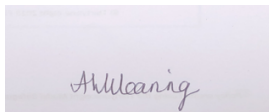
Lou Beamish _____ Safeguarding Lead

Amy Wearing _____ Safeguarding Trustee

A copy of this organisation's policy can be seen: www.lightcollege.ac.uk & Moodle (students)

Signed by organisation:

Signed



Amy Wearing, Safeguarding Trustee



Phil Jump, Chair of Trustees

Date 29 July 2025

APPENDIX 2: Definitions of Abuse, Signs & Indicators

Physical Abuse: The deliberate use of physical force by one person against another to cause harm.

Including: hitting; slapping; biting; pinching; rough handling; shaking; pushing; throwing; burning; scalding; drowning; suffocating; poisoning; misuse or denials of medication/treatment; intentional exposure to extreme temperatures; force-feeding; misuse or illegal restraint; inappropriate physical punishment; depriving someone of their liberty.

Possible signs and indicators: visible injuries; bruising; unexplained cuts, marks or scars; injuries that don't match explanation given; getting injured often; unexplained falls; subdued or changed behaviour; changes in weight, being excessively under/overweight or malnourished; failing to get medical treatment or changing Doctors often.

Emotional (or psychological) Abuse: Any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on someone's emotional development.

Including: consistently telling someone they are worthless, unloved or inadequate; using intimidation, coercion and harassment; having inappropriate expectations for a person's age or development; seeing or hearing another person being mistreated, such as in domestic abuse; not giving someone opportunity to express their views or to take part in normal social interaction; bullying, including online bullying; causing someone to frequently feel frightened or in danger.

Possible signs and indicators: Low self-esteem, attachment issues, depression, self-harm and eating disorders; signs of distress, tearfulness or anger; reluctance to be alone with a particular person.

Neglect (Acts of Omission): The failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

Including: Not providing adequate food, clothing or assistance with personal hygiene; not providing adequate shelter and heating; failing to protect someone from harm or danger; not ensuring appropriate supervision (including use of inadequate care-givers); failing to give prescribed medication or provide access to appropriate health care or treatment; failing to provide access to educational services; ignoring a person's basic emotional needs; failing to take action when a person is taking unnecessary risk (especially when the person lacks capacity to properly assess risk).

Possible signs and indicators: Poor appearance or hygiene; living in unsuitable home environment; inappropriate/inadequate clothing; signs of malnutrition or not being given enough food; having frequent and untreated medical issues or an accumulation of untaken medication; body issues such as sores, skin complaints, poor muscle tone or prominent joints; poor language or social skills; being left alone for a long time; being withdrawn, depressed or anxious; tiredness or finding it hard to concentrate or take part in activities; self-soothing behaviours such as drug or alcohol misuse or self-harm; poor school attendance or performance.

Sexual Abuse: Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

Including, for a child: Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not; including children at looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images; using sexual language towards a child or encouraging them to behave in sexually inappropriate ways; grooming a child in preparation for abuse, either in person or online.

Including, for an adult: Penetrative or non-penetrative sexual acts, whether they are aware of what is happening or not e.g. sexual assault, oral sex, rape, attempted rape, and date rape; indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo; being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities; stalking and grooming.

Possible signs and indicators: Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck; bleeding, pain or itching in the genital area or when walking or sitting; sexually transmitted diseases or infections; pregnancy in a woman who is unable to consent to sex; uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude; self-harming; poor concentration, withdrawal, sleep disturbance; self-harming; excessive fear/apprehension of, or withdrawal from relationships or being alone with a particular person.

Domestic Abuse: Any threatening behaviour, violence or abuse by one person against another where they are or have been intimate partners or family members.

Including: coercive control, emotional abuse; physical abuse; sexual abuse; financial abuse; forced marriage, Female Genital Mutilation and 'honour crimes'.

Possible signs and indicators: Low self-esteem, attachment issues, depression, self-harm and eating disorders; signs of distress, tearfulness or anger; reluctance to be alone with a particular person; visible injuries and bruising; injuries that don't match the explanation given; unexplained falls; subdued or changed behaviour; changes in weight, being excessively under/overweight or malnourished; signs of coercive control; feeling that the abuse is their fault when it is not; isolation – not seeing family and friends; limited access to money.

Financial Abuse: The attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by ways to which the person does not or cannot consent.

Including: Theft, burglary or fraud (including internet scamming); exploitation and embezzlement; coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions); misuse or misappropriation of property, possessions or benefits; withholding pension or other benefits.

Possible signs and indicators: Unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account; sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature; reluctance or anxiety by a person when discussing their finances; a substantial gift to a carer or other third party; a sudden interest by a relative or other third party in the welfare of the person; bills remaining unpaid; complaints that personal property is missing; signs of coercive control or neglect.

Self-Neglect: When an adult lives in a way that puts their own health, safety or well-being at risk.

Including: Neglecting to care for personal hygiene, health or surroundings to the extent that it threatens personal health and safety; inability to avoid self-harm; failure to seek help or access services to meet health and social care needs; inability or unwillingness to manage one's personal affairs; behaviours such as hoarding.

Possible signs and indicators: Very poor personal hygiene; unkempt appearance; lack of essential food, clothing or shelter; malnutrition and/or dehydration; living in squalid or unsanitary conditions; neglecting household maintenance; hoarding; collecting a large number of animals in inappropriate conditions; non-compliance with health or care services; inability or unwillingness to take medication or treat illness or injury.

Modern Slavery: The recruitment, movement and holding of a person by improper means such as force, threat or deception, for the purposes of exploitation or abuse.

Including: Forced labour; domestic servitude; sexual exploitation such as prostitution and pornography; bonded labour (forcing someone to pay a debt that can't be paid); criminal activity; private fostering; forced marriage.

Possible signs and indicators: Signs of physical or emotional abuse; signs of neglect; isolation from the community; seeming under control or influence of others; lack of personal effects or identification documents; avoidance of eye contact, appearing frightened or hesitant to talk to strangers; fear of law enforcers.

Discriminatory Abuse: When a person is treated unfairly, bullied or abused because of a particular characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation)

Including: Unequal treatment; verbal abuse, derogatory remarks or inappropriate use of language related to protected characteristics; physical and emotional abuse; denying access to communication aids, not allowing access to an interpreter, signer or lip-reader; harassment or deliberate exclusion on the grounds of a protected characteristic; denying basic rights to healthcare, education, employment and criminal justice relation to a protected characteristic; substandard service provision relating to a protected characteristic; hate crime.

Possible signs and indicators: Low self-esteem, attachment issues, depression, self-harm and eating disorders; signs of distress, tearfulness, anger or anxiety; the person appears withdrawn and isolated; the support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational (Institutional) Abuse: When a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.

Including: A run-down or overcrowded environment; insufficient staff or high staff turnover resulting in poor quality care; abusive and disrespectful attitudes towards people using the service; not offering choice or promoting independence.

Possible signs and indicators: Signs of neglect; inadequate staffing levels; poor standards of care; lack of adequate procedures; absence of visitors; few social, recreational and educational activities; unnecessary exposure during bathing or using the toilet; lack of management overview and support; signs of physical or emotional abuse.

<https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>

APPENDIX 3: Practice Guidelines

Prayer Ministry Guidelines

Ask – what are they seeking prayer for? Don't assume to know!

Touch – We see in the NT the laying on of hands. In today's world, the only appropriate place to touch is on the shoulder, WITH PERMISSION. If praying for healing, ask the person to lay a hand on the part of the body they wish to be healed. If in an appropriate place, you may hold a hand over theirs – WITH PERMISSION, or hover over.

Wait – ask the Holy Spirit to come. Wait to see if He gives you something to say, or particular knowledge. Only share what He gives and ask them to test it. Note, you may not be given an interpretation. Don't try to force one.

Ears & eyes – keep them open. See/hear what the Lord is doing – emotions, shaking, fluttering eyes. Be aware of what's happening. You may need to encourage people to shut their eyes as they receive.

Tissues – If someone has been encountering God, and has become tearful, don't distract by thrusting a tissue at them until they are ready.

Two is best – If possible, find someone else to pray alongside you. The recipient may have a preference that you are all the same gender, but as long as one of you is, that's okay as long as they're okay with it. However, in some situations, such as where you have a friendship, it is okay to pray one to one. But please make sure you are the same gender.

Gentleness – watch your own enthusiasm! No stroking or caressing.

Directives – Prophetic words directing people's lives around, work, relationships, money, children, are particularly difficult and should never be given lightly. They should never be framed as "God says....". Please only share exactly what you've been given from God; it is helpful to write it down for them. Leave the interpretation to the person receiving prayer. However, sometimes God may also reveal this to you for sharing. You could frame a word like this, "*I have a sense of God saying*", or, "*I feel like the Lord might want to do this*". Prophetic words are to encourage, strengthen and comfort. If you feel you have received a corrective word, seek advice before sharing.

Confidentiality – Needless to say, it is not appropriate to discuss with others what people have requested prayer for. However, safeguarding concerns will usurp such requirements (see below).

Things to be aware of...

Safeguarding: Whilst we seek to operate in a confidential way, do not promise to maintain this if there is a safeguarding concern. We have a duty of care to pass information on if people are at risk of harm. If there has been a disclosure of abuse (victim or perpetrator) – such as physical, emotional, financial, spiritual etc. seek advice from Lou Beamish, our Safeguarding Lead or Chris Duffett, Principal.

Deliverance Ministry: Never say to someone they need deliverance from the demonic or evil spirits. Seek advice from the leadership if you suspect something.

Conversion Therapy: Should anyone seek prayer about their sexuality, for example desiring to change, seek out a leader before addressing this. We do not condone 'conversion therapy' prayer for someone to change in this way.

If you are uncomfortable about anything, please always seek advice.

APPENDIX 4: Code of Conduct

Purpose

The heart of our vision as The Light College & Collective is to share the love of Jesus in everyway we can. We recognise that this needs to be expressed in actions as well as words, and that this includes our day to day working and operations. We want The Light College & Collective to be a positive and faith-affirming environment for all, and recognise the role that this plays in developing fruitful discipleship. In order to sustain and develop this environment we are committed to a shared Code of Conduct.

This behaviour code outlines the conduct expected of all workers (staff, tutors and volunteers).

The purpose of the code of conduct is to have in writing a document which details expected behaviour of all who engage with students and others who we come into contact with as part of our role within The Light College & Collective, to protect all and reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff, tutors and volunteers)

When working with students, young people and other people who you come into contact with as part of your job or responsibility you are acting in a position of trust for The Light College & Collective. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- We will always let others know if we are struggling with any aspect of our work. We will support each other in such circumstances, not criticise but help in whatever way we can. We see it as part of our Christian calling to "bear one another's burdens".
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience or authority within the college when necessary.
- Work in an open environment – avoid private or unobserved situations, as far as possible.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator.
- Do not make inappropriate promises particularly in relation to confidentiality.
- Do explain to the individual what you intend to do and do not delay taking action.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.
- Any behaviour that is or may be perceived as threatening or abusive in any way.
- Developing inappropriate relationships.
- Consuming alcohol whilst in a position of responsibility. In the case of volunteers, the person leading the event or session will clarify who this applies to.
- Favouritism/exclusion – all people should be equally supported and encouraged.

Breaching the Code of Conduct

We will always seek to resolve any breach of the code through informal mutual conversation. However, depending on the situation, you may be subject to disciplinary procedures. In the case of paid staff, the Staff Disciplinary Policy and Procedure will be adhered to. Should any breach of this code indicate any form of safeguarding concern, we recognise that our Safeguarding Policy will always take precedent and should be followed.

Depending on the seriousness of the situation, you may be asked to leave The Light College & Collective. The Light College & Collective has the right to make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS.

If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

APPENDIX 5: CID Report (Concern/Incident/Discipline)

This form is confidential and should be password protected and stored securely in line with data protection policy.

Completed by:

Date:

Name of person/people concerned	
Date of CID (this may be different to the date above)	
Nature of concern Include : Context? What happened? Where? Other people present?	
What response was given (if not covered above)?	

<p>Does this CID involve young people or adults at risk?</p> <p>Is there a need to contact the police, social services?</p>	
<p>Is anybody at risk of harm as a result of this CID?</p>	
<p>Associated Documents (letters, action plans)</p>	
<p>Actions to be taken after this?</p> <p>(To be completed by safeguarding responsible)</p>	
<p>Associated Risks:</p> <p>Mitigation:</p> <p>(To be completed by safeguarding responsible)</p>	

Subsequent Action

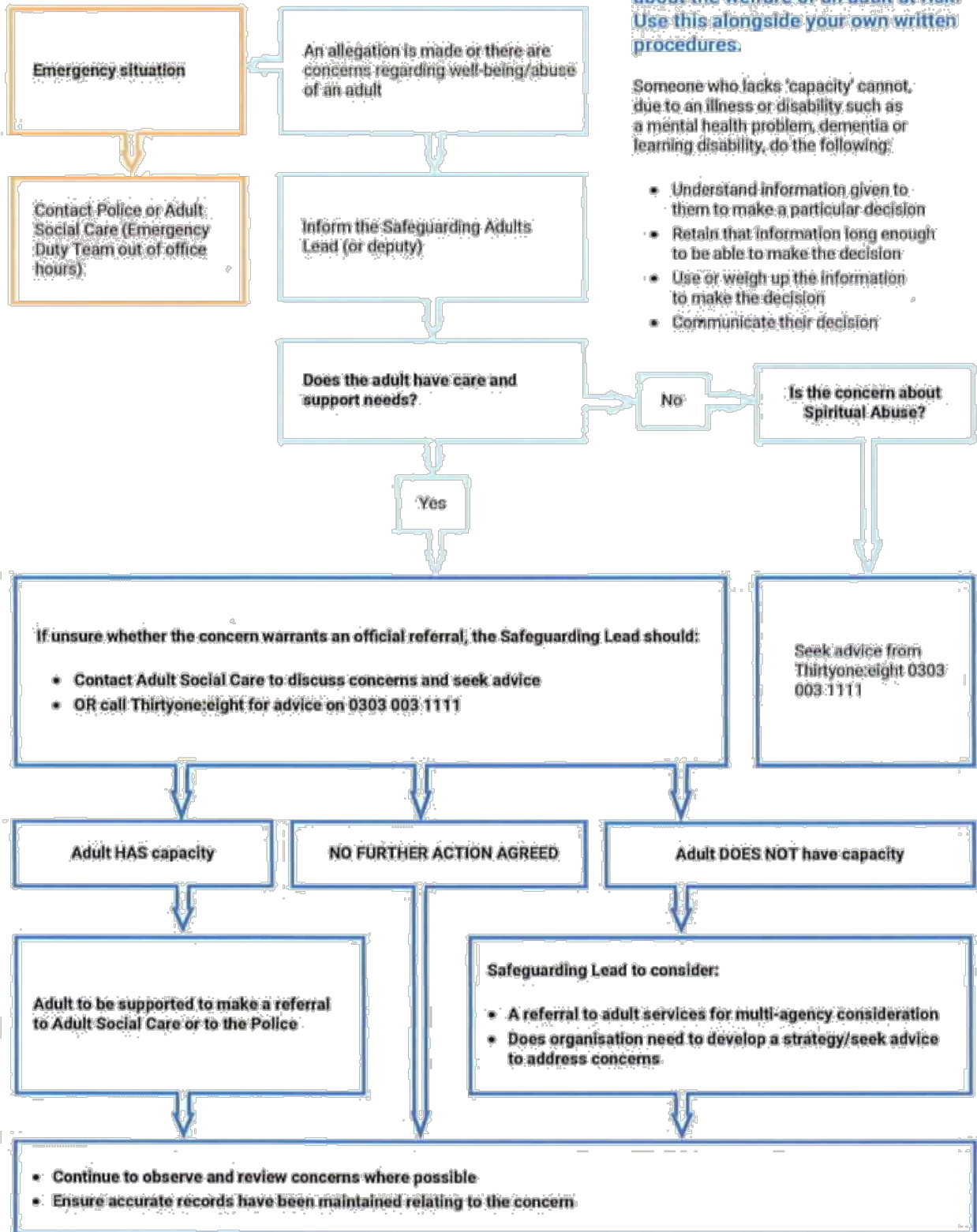
Completed by:

Date update:

Update	
Future actions to be taken	
<p>New associated Risks:</p> <p>Mitigation:</p> <p>(To be completed by safeguarding responsible)</p>	

APPENDIX 6: Response Flowcharts

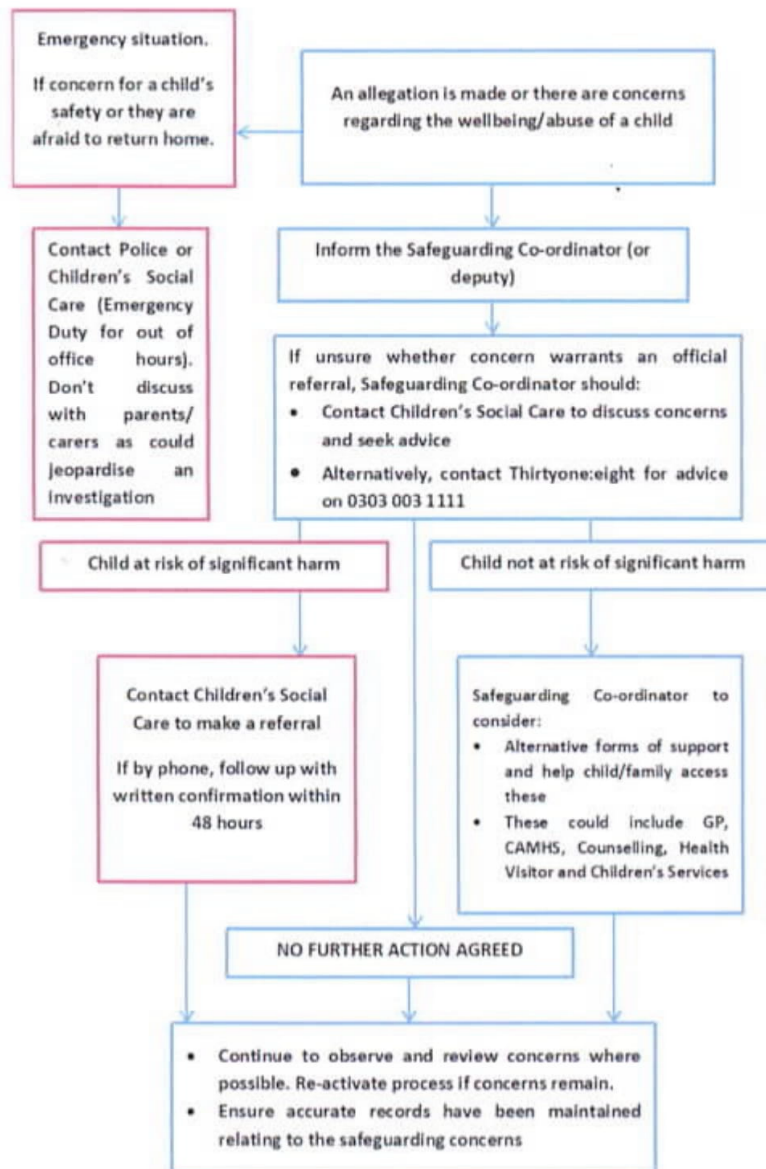
Action for Adults at risk flowchart



Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

© Thirtyone: eight 2018 Flowchart for Action Children & Young People