

## Policy Statement

This Policy Statement is reviewed annually, by the Trustees of the Northumbria Community Trust (“the Trust”) and is applicable to all the activities of the Trust.

As a worldwide community we recognise the varied safeguarding requirements of different countries and it is essential that the Community in its various forms across the world comply with the law and best practice guidance of their own country. However, the expectation is that although this Policy and Practice Guidance is written in the context of UK law, it will generally be followed unless the law of the country concerned requires otherwise.

This is a policy covering both children and adults. Following UK law, a child is someone up to 18 years of age, including an unborn child, and therefore an adult is anyone 18 years of age and over. In Scotland, an adult is anyone over the age of 16.

As Companions and Friends of Northumbria Community, we commit ourselves to care for one another safely. We recognise that chosen vulnerability is part of the example of Christ to us, and we embrace this through our commitment to our Rule of Life. However, we also recognise that everyone has different levels of vulnerability and that each of us may be at risk at some time in our lives, through a vulnerability that we have not chosen.

We therefore commit ourselves to:

- Safeguarding people who may be at risk, ensuring their well-being in the life of this community.
- Promoting safe practice by all those in positions of trust and specifically, people undertaking leadership tasks on behalf of the Northumbria Community.
- Ensuring inclusion and empowerment of all people who may be at risk.
- Recruiting safely and transparently through adhering to policy and procedure
- Providing those accountable for leadership roles across the Community with opportunities for regular review through mentorship and support, appropriate resourcing, training, and opportunities for update.
- Prioritising protection and safety of adults and children over the reputation of the Community.
- Actively planning to anticipate and prevent any abuse.
- Reporting any abuse that we discover or suspect in the appropriate way.

In addition to the above, as a community that welcomes all, we commit ourselves to supporting those who are known to be a risk. Our aim is to allow everyone to engage safely in the life of the Community as fully as possible, and to support each individual in their spiritual journey.

The Trust will work closely with the Christian denominations and will update our policy and guidance in line with their best practice.

## **The Safeguarding Team:**

- **Designated Safeguarding Trustee**
- **Community Safeguarding Lead**
- **Mother House Safeguarding Lead**
- **Dispersed Community Safeguarding Lead**
- **Community Group**
- **Community Activity**

## **Responsible person**

Robert Packham  
Catherine Askew  
Catherine Askew  
Sarah Pillar  
Community Group Leader  
Appointed for each Community.  
Team or Gathering

*(See Appendix 5 for descriptions of each role)*

# Practice Guidance

## Safeguarding in Recruitment

Thirtyone:eight (previously the **Churches' Child Protection Advisory Service**) has advised the Community's activities are not classed as 'regulated'. This means any associated personnel roles are ineligible for an "enhanced" **Disclosure and Barring Service** (DBS) check. However, to minimise the risk of appointing someone who might present a risk to children or vulnerable adults, anyone employed by the Community in a paid or engaged in an unpaid capacity must complete a **Confidential Safeguarding Declaration** (CSD) (see Appendix 1).

### Roles requiring completion of a CSD

- Trustees,
- Overseers
- Leadership Team,
- All who work at Nether Springs,
- Community Group Leaders
- Community Activity Leaders
- Anyone holding a Community leadership position not listed above.

### Recruiting house team volunteers under 18 years of age.

The Community recognises there may be occasions when volunteers under 18 years old are approved for recruitment to the house team. In these circumstances and before a young volunteer is welcomed onto the team, the person recruiting must ensure

- Volunteers are aged 16 or over.
- Written parental consent has been obtained (See Appendix 2; Parental Consent Form)

The Consent Form **must** be completed. It seeks to promote transparency about the Community's capacity and any limitations in respect of its duties to safeguard young volunteers for young volunteers, parents, or guardians.

### Safeguarding Training

Applies to Trustees, Overseers, the wider Leadership Team, employees, and volunteers who work at Nether Springs, Community Group Leaders, Community Activity Leaders, and anyone else acting in a leadership position on behalf of the Northumbria Community.

Trustees, Leadership Team and long-term house team members will undertake training specifically provided for the Community, whether in-house, or through a third-party provider acting for the Community.

Short term volunteers, Community Group Leaders and other Companions and Friends who take part in delivering Community activities will be required to undertake a basic e-learning training course, unless documentation can be provided to the Community Safeguarding Team, that a person has attended organisationally approved safeguarding training in another appropriate context, for example, a local church or other organisation.

Everyone is required to refresh their training every three years, through e-learning or face to face.

## **Disclosures and Reporting**

When an allegation or suspicion of abuse emerges, or in the event other concerns relating to the welfare of a child or vulnerable adult arise in the course of Community activities, it is essential that appropriate action is taken as soon as possible.

### **Immediate risk of harm and disclosures of abuse**

*The Responsible Person should*

- *Ensure the person concerned is safe and any immediate needs are met (medical care, practical arrangements etc.),*
- *Make an immediate referral to the **local** Social Care or Police Service,*
- *Make a careful record of the disclosure or concern,*
- *Inform the Community Safeguarding Lead.*

### **FACTORS TO CONSIDER**

***If concern relates to an ADULT, then unless it would put that person or other people at risk of harm, their agreement for a referral should be sought.***

***If concern relates to a CHILD, then unless it would put the child at further risk, interfere with possible criminal enquiries or put staff at risk, the parents of the child should be informed that a referral is being made.***

### **DO NOT INVESTIGATE**

***It is essential that the responsible person does not 'investigate' the allegation or concern, but purely makes an accurate record of what has been disclosed or observed and passes this on. No one other than the statutory agencies should investigate an allegation or suspicion of abuse.***

***If in any doubt, or in other situations, the Responsible Person should consult the Community Safeguarding Lead who will discuss the concern, advise on appropriate action, or refer to the Community's Safeguarding Advisory Agency.***

***If the concern is not significant enough to refer to the appropriate statutory agency, advice will be sought and given about what alternative action should be taken.***

***To ensure transparency and accountability in decision making, the Community Safeguarding Lead will discuss the concern with the Designated Safeguarding Trustee.***

### **KEEP AN ACCURATE RECORD**

***In every situation a careful and accurate record should be made about information gathered and action taken using the Report of Concern Form in Appendix 4 of this Practice Guidance.***

***Where required, the Community Safeguarding Lead will take advice from the Newcastle Diocese or Community's Safeguarding Advisory Agency.***

### **MANAGE CONFIDENTIALITY**

***It is important that all members of the Community understand that confidentiality cannot be promised to someone disclosing a concern about the welfare of a child or adult at risk. This should therefore never be promised to someone; however, any disclosure will always be restricted to people within the Community who 'need to know'.***

***In the absence of the Community Safeguarding Lead, (or the involvement of the Community Safeguarding Lead in any allegation or suspicion of abuse) the concern should be reported to the Designated Safeguarding Trustee.***

***Completed written report forms will be kept secure and confidential in the Community safe;***

*copies to be made available by the Community Safeguarding Lead (or his/her proxy) to the statutory agencies as required.*

## **Disclosures of past abuse**

*The Responsible Person should...*

Recognise that, in the context of informal or more formal guided retreats, through developing relationships and in discussions, adults may disclose abuse they suffered as a child. When this occurs, the person will be offered prayer and a referral to an appropriate counselling service.

Ensure any accusations of child abuse against a named person are reported to the police, preferably but not essentially with the agreement of the victim, as other children could be at risk. Advice should be sought from the Community Safeguarding Lead who will contact the Community's Safeguarding Advisory Agency.

## **Involvement of known perpetrators in the life of the Community**

When someone who is, or who has been, a known risk to children or vulnerable adults is taking part in the life of the Community, as well as supporting them in their journey of faith, any potential risk they may present to others must be appropriately managed. This will be the responsibility of the Community Safeguarding Lead and the Designated Leadership Team Member.

This will involve.

- Achieving clarity about the suitability of their involvement,
- Defining **who** needs to know **what** and **when** they should be informed,
- Development of agreement with the person about scope of involvement
- Defining appropriate and inappropriate behaviour
- Establishing a line of accountability, frequency of monitoring and review.

## **Creating a safe and healthy environment**

Creating a safe environment involves effectively identifying and managing risks to children and adults at risk, wherever the Community gathers.

## **Clear and transparent communications**

The website, publicity materials, booking systems, welcome materials and programmes must:

- Demonstrate a serious approach to Safeguarding with links to relevant policies as appropriate.
- Clarify the responsibility of parents or guardians for the care of their children when visiting, staying, or living at the Mother House
- Clarify the responsibility of parents or guardians for the care of their children when attending any other Community activity
- Ensure parents or guardians are aware the Mother House and Community activities provide hospitality that is open to all, including complete strangers

## **In the Mother House:**

A baseline Health and Safety risk assessment is reviewed annually to seek to ensure the Mother House and grounds are safe for everyone, particularly those at risk. Detailed consideration must be given to the real and perceived risks of one-to-one meetings.

- Where private one-to-one meetings are held informally or in the context of formal Individually Guided Retreats, care will be taken to ensure that appropriate companions are allocated, and meetings are held in appropriate spaces.

- Ideally, this will be in visible public spaces where auditory privacy can be achieved (e.g., garden rooms and outside areas).
- When this is not possible and use of bedrooms is required, only rooms with glass doors will be used, and meetings will be held with curtains and nets drawn aside.
- In addition, all House Team staff will be made aware of their responsibility to behave in an appropriate way.
- It is particularly important to recognise the dangers of and ensure protection from spiritual abuse, (See Appendix 3).

### **Staying up to date**

Leaders in all contexts are responsible to ensure they are informed and up to date in best practice. Good practice is enabled through regular access to safeguarding training and effective supervision. Safeguarding is relevant and essential in all Community contexts. (See Appendix 3)

### **Managing allegations against a Community Staff Team**

Any concern about the behaviour of a Community Staff Team Member (which included both paid and unpaid staff) being abusive or inappropriate towards children or adults in any of the Community settings, should be immediately raised with the Community Safeguarding Lead or Designated Safeguarding Trustee. Discussion with the Community Safeguarding Lead and reference to local and national guidance, will inform decisions to manage internally through the allegations management procedure, refer to an appropriate Local Authority Designated Officer or seek advice from the Community's Safeguarding Advisory Agency.

## Confidential Safeguarding Declaration

© Northumbria Community Trust

Registered Charity No. 1156630



### Role to be held within the Community:

**Full Name:** \_\_\_\_\_ **Date of Bir:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_

**How long have you lived at this address?**      Years \_\_\_\_\_      Months \_\_\_\_\_

*(If less than twelve months, please give your previous address)*

**Previous Address:** \_\_\_\_\_  
\_\_\_\_\_

**How long did you live at this address?**      Years \_\_\_\_\_      Months \_\_\_\_\_

**Have you ever been known by a different name?**    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, what was it and date of name change?

**Name:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Please provide the name, and contact details of two people who have known you for at least two years and would be able to provide a personal reference for you.

### Reference 1

**Name:** \_\_\_\_\_      **Relationship:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_      **Tel:** \_\_\_\_\_

### Reference 2

**Name:** \_\_\_\_\_      **Relationship:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_



As part of making our Community a safe space for everyone, this declaration must be completed by all those wishing to work for the Community in a paid or volunteer capacity. This form is strictly confidential and, except under compulsion by law, will be seen only by the Community Safeguarding Team. All forms will be kept securely under the terms of the Data Protection Act 2018.

**If you answer 'yes' to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.**

1	Have you ever been convicted of, or charged with, a criminal offence, or been bound over to keep the peace? (Include spent and unspent convictions).	Yes/No
2	Have you ever received a caution, reprimand, or warning from the police?	Yes/No
3	Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence /misconduct?	Yes/No
4	Has your name ever been placed on either of the UK barred lists, previously maintained by the Independent Safeguarding Authority and now maintained by the Disclosure and Barring Service, barring you from working with children and/or adults at risk?	Yes/No
5	Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at significant risk or harm from you?	Yes/No
6	Has your conduct ever caused, or been likely to cause significant harm to a child and/or adult at risk, and/or put a child or adult at risk of significant harm?	Yes/No
7	To your knowledge, has it ever been alleged that your conduct has resulted in any of the things outlined in question 6?	Yes/No

**Declaration**

I declare that the information that I have provided on this form (and any attached sheets) is true, accurate and complete to the best of my knowledge.

Signed: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_





**NORTHUMBRIA COMMUNITY**

'Nether Springs'  
Croft Cottage,

Acton Home Farm

Felton Northumberland NE65 9NU

tel: 01670 787645

email: [office@northumbriacommunity.org](mailto:office@northumbriacommunity.org)

**Nether Springs House Team Parental Consent Form**

(To be completed for house team volunteers who are under 18)

Name of volunteer \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Parents \_\_\_\_\_

Parental Address \_\_\_\_\_

Parental email \_\_\_\_\_

Parent contact telephone \_\_\_\_\_

This consent form refers to the role of House Team Volunteer as outlined in the House Team Volunteer Agreement and House Team Handbook.

- The Northumbria Community recognises its responsibility to provide a working and living environment that promotes the safety and welfare of Young Volunteers, in which they feel comfortable to share any concerns as they arise.
- During off-duty hours, The Community will do all it can to provide advice and support on safe use of time and will respond to any difficulties as fully as possible.
- The Community cannot take responsibility for the safety and welfare of Young Volunteers whilst they are off-site, during off-duty hours.

We encourage all volunteers to raise any worries, concerns, or difficulties with us as early as possible so that we can work with them to find a resolution.

Please detail any health issues that the Community should be aware of to make appropriate arrangements for a young volunteer.

---

---

---

---

---

---

---

**Declarations**

I understand and agree to my responsibilities and those of The Northumbria Community for my welfare during my time on the Nether Springs House Team.

Signature of Young Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

I agree to my son / daughter being a volunteer on the Nether Springs House Team and recognise and agree to the extent and boundaries of The Community’s responsibilities toward them as outlined above, and my continuing overall responsibility for their welfare.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## Recognising Abuse - Guidance on appropriate behaviour with children and adults at risk

### Recognising the Abuse of Children

Abuse of children can take a number of forms, which are not mutually exclusive. For the purposes of child protection, there are **FOUR** recognised categories of abuse: **Physical, Sexual, Neglect, and Emotional** abuse.

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness or Munchausen syndrome by proxy.

Indicators include:

- Bruising on uncommon sites
- Grasp marks on limbs
- Finger marks on face
- Bite marks
- Burns and scalds.
- Scars (lots at different ages)
- Fractures.

#### Sexual Abuse

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 the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetration (e.g. kissing, masturbation, rubbing and touching outside of clothing). They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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.

Indicators include:

- Sexually transmitted infections
- Recurrent urinary infections
- Bruising in uro-genital region
- Inappropriately sexually explicit behaviour for age
- Lot of sexual knowledge for age
- Social withdrawal
- Sexually abusive behaviour towards other children

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, shelter (including exclusion from home or abandonment)

- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators include.

- Children not receiving adequate food.
- Exposed to injury through lack of supervision.
- Exposed to inadequate/dirty/cold environment.
- Home alone'
- Parents failing to get appropriate treatment for their child.

### **Emotional Abuse**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

Emotional abuse may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (**including cyberbullying**), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Indicators include:

- Abnormally passive, lethargic or attention seeking behaviour.
- Specific habit disorders e.g., soiling, eating inedible substances, self-mutilation.
- Seriously delayed social development
- Nervous behaviour
- Weight and height disproportionate to age.

## Recognising the abuse of adults at risk

The term “vulnerable adult” is no longer used in the relevant legislation and statutory guidance and has been replaced with ‘Adult at Risk’. Whilst there is no specific definition of an adult at risk, Adult Social Care will respond to concerns about an adult who.

- Has needs for care and support (whether or not the Community is meeting any of those needs),
- Is experiencing, or are at risk of, abuse or neglect, and
- As a result of those needs, is unable to protect him/herself against the abuse or neglect or the risk of it.

Perhaps more helpfully, the Church of England policy, “Promoting a safe church” gives a working definition of a vulnerable adult, which we can also regard as an ‘adult at risk’ as “any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”. For adults, abuse is defined as a violation of an individual’s human and civil rights by any other person or persons. Abuse may be intentional, or the result of neglect and causes harm to the vulnerable person, either temporarily or over a period of time.

### Examples of Abuse of Adults:

National guidance now identifies ten types of abuse in relation to adults at risk:

1. **Physical abuse** would include hitting, slapping, pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.
2. **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
3. **Sexual abuse** including rape, sexual assault, or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting.
4. **Financial or Material** – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
5. **Neglect and acts of omission** include ignoring medical or physical care needs, failure to provide access to health, social care, or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.
6. **Discriminatory Abuse** – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.
7. **Organisational Abuse:** This occurs when service users are required to ‘fit in’ with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.
8. **Domestic Violence:** including psychological, physical, sexual, financial, emotional abuse and honour-based violence.
9. **Modern Slavery:** encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
10. **Self-neglect** this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **Spiritual abuse,**

Whilst not recognised as a legal category of abuse, spiritual abuse is recognised by most church denominations as a form of abuse that both children and adults may be subject to. The following helpful definition quoted by Churches' Child Protection Advisory Service (CCPAS).

*“Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.”*

Concerns of this nature should be raised in the same way as any other safeguarding issue.

## **Some guidance on appropriate behaviour with children**

Whilst this policy and practice guidance makes it clear that parents / carers are at all times responsible for the care of their children, *when children are at the Mother House or some other Community gathering*, Community Staff Members are likely to have contact and involvement with them. The following are some basic guidelines about appropriate behaviour in these situations:

- All children/young people should be treated with warmth, respect, and dignity relevant to their age.
- No staff member or volunteer should be alone in a place unseen by others with a child/young person.
- Any physical contact, unless in the context of medical attention, should be at the initiation of the child/young person only, and only engaged in public.
- There should be no form of inappropriate or intrusive touching of a child/young person or use of inappropriate language or discipline.
- Whilst parents/carers have responsibility for their children, if a member of staff or volunteer is aware of inappropriate or dangerous unsupervised activity or behaviour by children, they should take appropriate, but limited action to prevent any harm, and alert the parent/carer as soon as possible.

All members of the house team should be vigilant in this area, and if concerned about the appropriateness of the behaviour of another team member or visitor, raise this with the Mother House Safeguarding Lead or other appropriate person.

**Report of Concern about a Child or Adult at risk's Safety or Welfare**

**Name of Child/Young Person/ Adult:**

**Address (if known):**

**Date of birth or age (if known):**

**Account of what happened** (*write as accurately as you can.*)

*What happened? Who was involved? When did it happen? Log the day, month, and time, where it happened, List any witnesses. Describe behavioural signs observed.*

*If the incident includes an injury, describe it and say exactly where it was on the child or adult.*

*Where your log includes anything that a child or adult told you, please use their own words. Use a separate sheet if necessary.*

**Action taken:** *(write as accurately as you can.)*

*if any referral is made or professionals spoken to, provide their name and organisation, the details of any actions they agreed to take with dates and timescales that.*

**Your name**

**Role in the Community:**

**Your Signature:**

**Date and time of completion:**



**Continuation sheet:**



## **Safeguarding Role descriptions:**

***Safeguarding is everyone's responsibility.***

### ***Designated Safeguarding Trustee***

- To be the primary Trustee contact for any safeguarding concerns
- To lead the annual review of Safeguarding policy and oversee its implementation in the light of experience.
- With external advisors, to monitor changes to national/international policy.
- To lead internal audit of Safeguarding activities
- To present an annual report to Trustees.
- To act as a point of contact with International Northumbria Community Boards in respect of safeguarding activities

### ***Community Safeguarding Lead***

- Ensure staff and volunteer awareness of Community Safeguarding Policy and Practice Guidelines
- Ensure new staff and volunteers are screened in line with Policy and Practice Guidelines
- Ensure staff and volunteers attend appropriate training and update.
- Provide support and advice to staff and volunteers.
- Ensure concerns about the welfare of a child or adult at risk is managed appropriately and reported to Social Care as required.
- To act as the contact person for any following involvement
- To oversee management and monitoring of any known perpetrator who is or becomes involved in the life of the Community.
- To escalate any safeguarding concerns to the Community's Safeguarding Trustee, Advisory Agency and/or the Newcastle Diocese.
- To be the point of contact for Responsible Persons.
- To ensure that Trustees are made aware of any safeguarding issues or concerns within the Community.
- To participate in the annual review of the policy and its implementation.

### ***Mother House Responsible Persons:***

- The Responsible person could be any team member.
- To ensure the day-to-day life of the Mother House provides a safe environment for visitors, staff, and volunteers.
- To be the "duty point of contact" for any safeguarding concerns arising from the day-to-day life of Nether Springs.
- To raise any concerns for discussion with the Community Safeguarding Lead.
- To ensure referral to the appropriate agency is made when someone is at immediate risk of harm or has made a disclosure at the Mother House.

### ***Community Group Responsible Person***

- The Responsible person could be any team member.

- To ensure Community Group gatherings provide a safe environment for all attending.
- To be the point of contact for any safeguarding concerns arising within the life of the Community Group.
- To raise any concerns for discussion with the Community Safeguarding Lead
- To ensure referral to the appropriate agency when someone is at immediate risk of harm or has made a disclosure as part of the life of the Community Group

#### ***Community Team events Responsible Person***

- To ensure Community Team events provide a safe environment for all attending.
- To be the point of contact for any safeguarding concerns arising from the event.
- To raise concerns for discussion with the host organisation as appropriate
- To inform the Community Safeguarding Lead.
- To ensure referral to the appropriate agency when someone is at immediate risk of harm or has made a disclosure as part of the life of the Community Event

#### ***Newcastle Diocese***

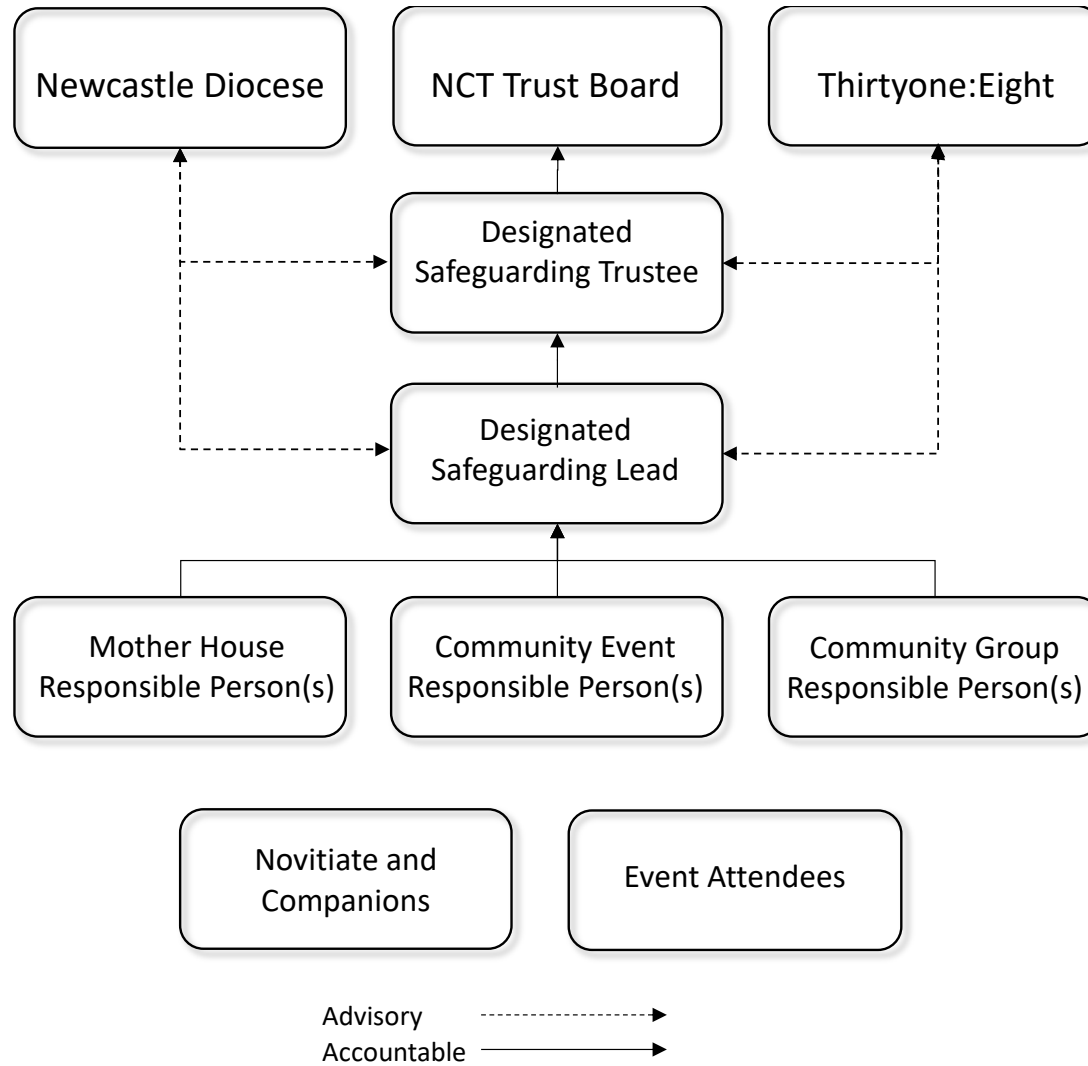
- To provide local advice and guidance to the Northumbria Community on all matters relating to safeguarding adults at risk and children who are engaged in Community activities.
- To be a local source of reference for the Northumbria Community in developing and updating policy and procedure
- To provide training opportunities face to face and online in support of personal development for responsible persons

#### ***Thirtyone:8***

- To provide national advice and guidance to the Northumbria Community on all matters relating to safeguarding adults at risk and children who are engaged in Community activities.
- To be a national source of reference for the Northumbria Community in developing and updating policy and procedure
- To provide training opportunities face to face and online in support of personal development for responsible persons.
- To provide an external audit service and an annual report to the Northumbria Community Trust.

**Appendix 6**

**NCT Safeguarding accountability and advisory overview.**





**Responsible Person (RP)**  
 Mother House RP  
 Community Group RP  
 Community Event RP

**Record Keeping at every step**  
 Record details at every step using "Report of Concern" form

