



# **The Oxford Priory and Centre for Applied Carmelite Spirituality Safeguarding Policy and Procedures**

## **Incorporating the CATHOLIC SAFEGUARDING STANDARDS AGENCY Eight Safeguarding Standards**

**October 2023**

Centre for Applied Carmelite Spirituality (CACS),  
The Carmelite Priory,  
Chiswell Lane,  
Boars Hill,  
Oxford, OX1 5HB

**The Oxford Priory**

**Safeguarding Policy**

**Order of Discalced Carmelites (OCD)**

# **Safeguarding Policy Statement of The Anglo-Irish Province of the Order of Discalced Carmelite October 2023**

It is the policy of the Discalced Carmelite Order, Anglo-Irish Province to do everything in our power to safeguard the welfare of Children, Young People and Adults at Risk to whom we minister.

We cherish and affirm each person as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured, and protected by all and we strive to protect them from physical, sexual, and emotional harm.

Everyone in the church has an obligation to ensure that the fundamental rights of all are respected. These guiding principles inform our Safeguarding Policy. This has been drawn up to ensure that we take every possible measure to prevent abuse. It aims to ensure that none of its personnel or volunteers engages in behaviour that could allow abuse to occur or actions that could be misinterpreted by children, their families, or other adults as constituting, or leading to abuse.

If you are concerned about behaviour towards a child or an adult who may be at risk in a Discalced Carmelite house or by a Discalced Carmelite friar, please report your concern to our Safeguarding Lead.

## **Safeguarding Lead for the Discalced Carmelite Order, Anglo Irish Province**

Fr Thaddeus Ekuma OCD  
Email: [ibnthed@gmail.com](mailto:ibnthed@gmail.com)  
Mobile number: 0743891670

## **Safeguarding Lead, Centre for Applied Carmelite Spirituality, and the Carmelite Priory, Oxford**

Fr Liam Finnerty OCD  
Email: [safeguarding.cacs@carmelite.org.uk](mailto:safeguarding.cacs@carmelite.org.uk)  
Mobile number: +44 75101 75621

## **Carmelite Priory, Oxford Operational Responsibilities**

The Carmelite Priory, Boars Hill Oxford is a Priory of friars of the Discalced Carmelite Order (OCD). This safeguarding policy is in two parts.

The first part covers the Priory and the safeguarding actions specific to the OCD. The second part covers safeguarding within the Centre for Applied Carmelite Spirituality (CACS).

Safeguarding for the OCD falls within the remit of the Religious Life Safeguarding Service (RLSS). The CACS have engaged the RLSS to provide safeguarding support in addition, the Diocese of Portsmouth may also be contacted under specific circumstances.

### **Safeguarding Concerns involving the Priory or where there are reports or suspicions of abuse concerning a Friar.**

Any safeguarding concerns involving a Friar should be reported to:

Fr Liam Finnerty OCD  
Email: [safeguarding.cacs@carmelite.org.uk](mailto:safeguarding.cacs@carmelite.org.uk)  
Mobile number: +44 7510 175621

Unless implicated in which case the deputy safeguarding lead would be contacted:

Fr Nicholas Macedon, OCD  
Email: [frnicholas@carmelite.org.uk](mailto:frnicholas@carmelite.org.uk)  
Mobile number: +44 7767 184812

They in turn would make contact with the Safeguarding Lead for the OCD:

Fr Thaddeus Ekuma OCD  
Email: [ibnthed@gmail.com](mailto:ibnthed@gmail.com)  
Mobile number: +44 7438 91670

This procedure would run in parallel with contacting the statutory authorities, and must not delay contacting Children's or Adult's Social Care or the Police.

The Religious Life Safeguarding Service would also be contacted for advice in such circumstances.

Telephone: 0151 5562311  
Email: [safeguarding@religioussafeguarding.org](mailto:safeguarding@religioussafeguarding.org)

Detailed procedures concerning the suspension of anyone accused of abuse adhere to the Carmelite province, The RLSS and Diocesan of Portsmouth Safeguarding Procedures contained within the CACS safeguarding library.
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**The Centre for Applied Carmelite Spirituality**  
**Safeguarding Policy**  
**October 2023**

## **Safeguarding Awareness; Promoting A Good Safeguarding Culture**

*(Standard 1: Embed Safeguarding in The Church Body's Leadership, Governance, Ministry and Culture)*

The Centre for Applied Carmelite Spirituality is committed to safeguarding all children and adults. For this commitment directly relates to the fact that we are all made in the image of God and the Church's common belief in the preciousness, dignity, and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of protection, love, encouragement, and respect. Following on from the safeguarding reviews in 2020 we are committed to the One Church Approach to safeguarding by implementing the changes needed and ensuring we respond to victim/survivors promptly and compassionately.

In accordance with article 19 of Pope Francis' Apostolic Letter, "*Vos Estis Lux Mundi*", 7th May 2019. It is the policy of the Catholic Church in England and Wales, as agreed by the Bishops Conference, April 2020, to report to the statutory authorities, all reports of abuse made against those working in the name of the Church, regardless of whether the reports or concerns relate to a person's behaviour in relation to their role within the Priory or CACS, or any other setting. This policy must be applied in all situations where it is alleged, or there are reasonable grounds to believe, that a member of the Religious Community, lay persons, or associated volunteer or employee, has acted in one of the following ways:

- Has behaved in a way that has harmed or is likely to have caused harm to a child or an adult at risk (hereafter vulnerable adult). This would include any vulnerable adult irrespective of the cause of that vulnerability or whether the vulnerability is temporary or permanent.
- Has or is suspected to have committed a criminal offence against or related to a child or a vulnerable adult.
- Has behaved towards a child or vulnerable adult in a way that indicates they may pose a risk of harm to children or vulnerable adults.
- Has behaved in a way or made statements indicating that they may not be suitable to work with children or vulnerable adults.
- Has behaved in such a way that, by actions or omissions, their conduct has been intended to interfere with, prejudice, undermine or avoid a criminal, civil or canonical investigation, against any person associated with or who is a member of a contracting congregation.

The behaviours above are to be considered within the context of the different categories of abuse (details of which can be found within the appendices of this policy) including sexual offences against children, both recent and non-recent offences, and possession and distribution of indecent images of children.

Additional national guidance is provided by the CSSA and the Diocese of Portsmouth in relation to the sexual and criminal exploitation of children by organised criminal networks.

Additional guidance is also provided in relation to adults disclosing abuse outside the context of the Church. If a competent adult explicitly refuses the making of a referral about abuse that occurred outside of the Church, consideration must be given to whether the accused person has access to children who may be at risk. In these circumstances, the name of the accused and details of the report must always be referred to the statutory authorities. This can be done without disclosing the name of the victim/survivor where they have refused consent to do so, or where it is not possible to obtain consent.

It is the policy of the Catholic Church in England and Wales to report to statutory authorities where a child or an adult is at immediate risk of harm, or there is concern that a child or adult is suffering or is likely to be suffering from significant harm or abuse, from somebody who does not hold a role within the Church. This includes, but is not limited to:

- Someone who is at serious risk of harm from self or others.
- Someone who poses a serious risk of harm to someone else.
- A concern about a child or vulnerable adult at risk of harm from someone else
- Concerns over someone's mental capacity.

This policy and procedures apply to all workers within the Carmelite Priory, Oxford, Religious, Lay, Voluntary or Employee, regardless of their role or the activities they undertake.

It is the responsibility of all members of the Community to prevent, whether by action or omission - abuse. Abuse in this policy refers to: physical; sexual; emotional; spiritual; neglect; self-neglect; organisational; material; psychological; financial; domestic or verbal. Additionally, behaviour which effectively results in modern day slavery or where there is evidence of discrimination or radicalisation.

A full list of the different types of abuse, along with signs and symptoms is contained within the appendices. Safeguarding training at a commensurate level to someone's roles and responsibilities also informs an awareness of the different types of abuse.

We will endeavour to create an open and safe culture for all to ensure the safety and wellbeing of everyone involved in the Priory and the CACS.

## **Communication**

*(Standard 2: Communicate the Church's Safeguarding Message)*

Safeguarding lies at the heart of all that we do within CACS and we communicate this in a number of ways to inform everyone. This includes having a safeguarding policy, which is available in paper copy upon request, or as an electronic copy via our web site.

Additionally, we have a safeguarding implementation and improvement plan (development plan) and safeguarding is a standing agenda item in all our strategic meetings.

## **Responding Well to those who have been abused and harmed**

*(Standard 3: Engage with and Care for Those Who Report Having Been Harmed)*

The CACS is committed to promoting a healthy, compassionate, and safe culture to encourage disclosures and support victims and survivors of abuse. Getting safeguarding right is more than just policies and procedures, but also how they are implemented and how people are treated and related to. We seek to provide a compassionate, caring, and respectful response to all individuals who have been affected by reports of abuse within CACS and any Church setting, and who seek help and healing. All reasonable efforts will be made to ensure that support is offered to those who seek it, confidentially (within a “need to know basis”), quickly and effectively. Support will be focussed on the best interests and welfare of children and adults. Our support will align with the criminal justice process.

Our commitment to those who have been harmed or abused includes providing clear and accessible information about:

- How victims and survivors can report abuse within CACS.
- Support that is available for victims and survivors following a disclosure.
- The processes that will be followed when abuse (or risk of abuse) is disclosed or suspected and what will happen to the personal information of people about whom abuse is disclosed.
- The process and how statutory services are involved.
- How victims and survivors can contact statutory services if they believe that they have been abused or are at risk of being abused.
- Contact of national services for victims and survivors of abuse made available.
- Safe space service, specifically for victims and survivors of abuse within Religious Life and Church.

We will seek support, as appropriate from the Safeguarding Lead for the Discalced Carmelite Order, Religious Life Safeguarding Service or the Catholic Safeguarding Advisory Service, or the Head of Safeguarding at the Diocese of Portsmouth.

We will signpost victims and survivors of abuse to:

Safe Spaces England and Wales

<https://www.safespacesenglandandwales.org.uk/>

**Email:** safespaces@firstlight.org.uk

Telephone: 0300 303 1056 (answerphone available outside of opening times)

**Opening Times:**

Monday - Friday: **9am-9pm**



Saturday: **9am-1pm**

Sunday: **1pm-5pm**

Safe Spaces is a free and independent support service, providing a confidential, personal and safe space for anyone who has been abused by someone in the Church or as a result of their relationship with the Church of England, the Catholic Church in England and Wales or the Church in Wales.

## **Responding to Safeguarding Concerns**

*(Standard 4: Effectively Manage Allegations and Concerns)*

If the Priory and CACS become aware of a safeguarding issue, they should contact the RLSS Safeguarding Team and pass the concern and all associated documentation immediately. You should ensure the person who made you aware of the concern knows you are doing this.

Where the Safeguarding Lead receives a safeguarding concern, they should contact:

The Religious Life Safeguarding Service  
Telephone: 0151 5562311  
Email: [safeguarding@religioussafeguarding.org](mailto:safeguarding@religioussafeguarding.org)

All information pertaining to the safeguarding concern and supporting documentation to be passed on immediately.

The case will be managed by the safeguarding lead and the RLSS. Where there is a high risk of abuse or danger, the safeguarding lead will contact the police directly and other appropriate agencies.

A safeguarding concern will be assessed by the safeguarding lead or/and deputy, locally and they will seek the advice of the RLSS where necessary.

## **Other Safeguarding Considerations**

Under no circumstances should anyone at CACS carry out their own investigation into an allegation or suspicion of abuse.

The Safeguarding Lead may need to inform others depending upon the circumstances and / or nature of the concern, this could include The Prior, the safeguarding lead for the province Fr. Thaddeus OCS, the Chair of Trustees, the Charity Commission (should there be a serious incident), the insurance company.

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.

The role of the Safeguarding Lead and any Deputy Safeguarding Lead is to collate and clarify the precise details of the disclosure or concern and pass this information to RLSS and on to the statutory agencies who have a legal duty to investigate.

This would be where an allegation is made against someone within CACS or the Priory, staff or volunteer; under such circumstances the Local Authority Designated Officer would need to be informed (where an individual is in regulated activity), and the Charity Commission would need to be informed (where there is a Serious Incident).

The RLSS or Safeguarding Lead at The Priory and CACS who takes the case should:

- Ensure the victim/survivor or individual has been informed of the next steps.
- Explain the safeguarding process involved and give an indication of the timescale of actions to be taken.
- Explain, when necessary, where confidentiality cannot be maintained.
- Contact any relevant bodies, see listed below. This includes local authority bodies and the Police.
- Complete the safeguarding paperwork and ensure appropriate record keeping of all communications including phone calls, meetings, and discussions in relation to the case.
- Make standard forms available to be completed by the reporter of the concern and the Safeguarding Lead.
- Inform the Prior that there has been a new safeguarding referral and the Provincial safeguarding lead, Fr. Thaddeus.
- All concerns should be reported to the RLSS within 24 hours of receiving the information unless there are exceptional circumstances which require deferral.
- The decision to delay reporting to the statutory authorities where required, should follow a clear risk assessment criterion, be recorded and be done in consultation with the local Prior.
- When the concern is to be reported to a statutory agency, the individual who reported the issue should be informed.

When the concern needs to be reported to a statutory agency, the individual reporting the issue must be informed that the information will not be kept confidential, and that the details will be passed on to the police and any other appropriate statutory body. All Staff should be supportive of the individual making the disclosure but should not seek more details than necessary for an initial statutory referral.

## **Timescales for Reporting**

When to report:

**Safeguarding concerns or disclosures** – When abuse is suspected, witnessed or a disclosure of abuse is received by The Priory and CACS there is a requirement to report disclosures of abuse, and other relevant safeguarding concerns to the appropriate statutory authority including social services/the police within 24 hours.

**In case of emergency** – If a child or adult is in immediate danger, at imminent risk or requires medical attention, the relevant emergency service must be contacted via 999. Local Social Services should also be contacted at the earliest opportunity in the case of a child or vulnerable adult.

**In case of non-emergency** – In a situation when there is no immediate risk to a child or vulnerable adult and no requirement to make a statutory report, the Priory and CACS or the RLSS on their behalf will work with the individual to agree desirable outcomes in line with this policy.

### **Making a referral to the statutory authorities:**

- Safeguarding bodies (not exhaustive)
- Internal Safeguarding Structures within the Catholic Church
- Local authority Safeguarding team – Adults
- Local authority Safeguarding team – Children
- Police 999
- Police 101
- GP
- Crisis Team
- RLSS Out of Hours Team
- Community Psychiatric Nurse
- Charity Commission
- CSSA
- Local Safeguarding Commission
- Local Authority Designated Officer (LADO)
- NSPCC
- DBS

**In the case of a child (a child is defined as below 18 years of age)**- Referrals should be made to children's social care for the area where the child is living or is found. If a crime has also been committed, the police in that area should also be contacted. The referrer should confirm any verbal and telephone referrals in writing, within 48 hours, and obtain social care /police report reference details for inclusion on the relevant case file.

**In the case of an adult (a person over 18)** - Referrals should be made to the relevant body. If a crime has also been committed, the police in that area and if applicable the LADO, should also be contacted. The referrer should confirm any verbal and telephone referrals in writing, within 48 hours, and obtain any report references for inclusion on relevant case file.

**When a person's conduct towards a child or an adult may impact on their suitability to work with or continue to work with children or adults**, the allegation must be referred to the Local Authority Designated Officer for safeguarding within 24 hours. Additionally, restrictions may need to be placed on the person's role and remit

while the matter is investigated for example they may be 'stepped down' from ministry or other conditions may be imposed pending the outcome of an investigation.

**When a person's conduct towards an adult impact on their suitability to work with or continue to work with adults** please refer to the Diocesan policy on Managing Allegations Against Staff.

**Where it is believed that a criminal offence may have taken place**, regardless of whether the accused person is living or deceased, the report should be referred to the police within 24 hours.

**Where there is a safeguarding concern or disclosure reported to Oxford Priory or to a member of CACS working for CACS or the Priory in an international context**, the concern should first be reported to the Safeguarding Lead at CACS who will contact RLSS as a priority for advice as to next steps.

**Where there is a concern about the Local Safeguarding Lead**, the person who has received the disclosure or concern should make a direct referral to the Provincial Safeguarding Lead as a priority.

Fr Thaddeus Ekuma OCD  
Email: ibnthed@gmail.com  
Mobile number: 0743891670

As the Safeguarding Lead is a friar, the Religious Life Safeguarding Service would be asked to lead on any investigation into safeguarding concerns by the Provincial Safeguarding Lead.

## **Record Keeping**

Primary responsibility for the management of documents and safeguarding case files lies with the Safeguarding Lead who will ensure an accurate, auditable, and secure record of any safeguarding concerns or allegations are maintained.

This record will include:

- Relevant contact details
- Details of how/when the concern or allegation was received.
- Details of the concern itself
- Relevant historical information
- Identified past and present risk factors.
- Any actions taken (including disciplinary procedures) along with contact with statutory agencies.
- Rational for actions and or outcome of the case

All records are potential evidence in a criminal proceeding, civil case or statutory/public inquiry and must be stored in a suitable and retrievable format with an auditable record of provenance and integrity.

All safeguarding records will be kept securely and indefinitely, all written records will be kept in a secure filing cabinet, and all electronic records in an encrypted folder, and files password protected. There is a dedicated safeguarding email address in use at CACS.

The following are the key agencies that CACS safeguarding leads works with

- CACS is under the Carmelite safeguarding Provincial lead Fr. Thaddeus Ekuma OCD.
- CACS is based in the Local Authority of Oxfordshire County Council.
- CACS is under the authority of the RLSS ref safeguarding.
- Although CACS is in Portsmouth diocese, dioceses in the Catholic Church no longer have oversight of safeguarding in religious orders. However, there may be cases where Portsmouth diocese should be involved.
- There may be incidents where local authorities outside of Oxfordshire are involved.

### **The Religious Life Safeguarding Service (RLSS)**

Telephone: 0151 5562311

Email: [safeguarding@religioussafeguarding.org](mailto:safeguarding@religioussafeguarding.org)

Monday – Friday

08:00am – 05:00pm

05:00pm – 08:00pm

Saturday – Sunday

09:00 am – 05:00pm

RLSSS Out of office service

From 5pm – 8pm on weekdays and 9am -5pm on weekends and bank holidays We run an out of hours service. To use this service please call 0151 5562311 and leave a voicemail. The team will pick it up and get back to you, usually within 2 hours.

### **Portsmouth Diocese**

Head of Safeguarding

Ruth Attfield

Telephone: 02394 216486

Email: [safeguarding@portsmouthdiocese.org.uk](mailto:safeguarding@portsmouthdiocese.org.uk)

### **Thames Valley Police Child Protection Unit**

will be contacted via the MASH Team, for urgent concerns contact the police using 999.

### **Adult Social Care**

Social and Health Care

Monday to Thursday 8.30 am – 5 pm

Friday 8.30 am – 4 pm

Telephone: 0345 050 7666 Option 2

Emergency Duty Team Number Social Care Out of Hours  
Telephone: 0800 833 408

### **Oxfordshire Children's Social Services**

Multi-Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30 am – 5 pm

Friday 8.30 am – 4 pm

Telephone: 0345 050 7666

Emergency Duty Team Number Social Care Out of Hours

Telephone: 0800 833 408

Children's Social Care offer a no names consultation service through the Early Years and Locality Community Support Service on 0345 050 7666.

### **LADO**

Where a concern is about anyone working with children then the Designated Officer for the Local Authority (LADO) can be contacted on Telephone: 01865 810603

Email: [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

Email: [safeguarding@religioussafeguarding.org](mailto:safeguarding@religioussafeguarding.org)

### **Whistleblowing**

The Priors and CACS will encourage and enable anyone with a serious concern, to raise that issue without fear of victimisation, or disadvantage.

If that concern is regarding malpractice, illegal acts, or omissions, at the Priors and CACS or other religious institution relating to safeguarding, then the RLSS should be made aware.

The action taken by the RLSS will depend upon the nature of the concern referred. However, an investigation will be undertaken if appropriate, followed by appropriate action and written feedback will be provided, including a rationale documenting the reasons why identified actions have been taken. This can be delegated to the RLSS.

We have a whistle blowing policy (see Supplement 1) adopting the CSAS model.
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### **Managing Those who are the Subject of a Safeguarding Concern**

*(Standard 5: Manage and Support Subjects of Allegations and Concerns)*

At Boars Hill we wish to provide a welcoming community but recognise our responsibility towards ensuring the safety and wellbeing of all children and adults at risk. This means that where it is known that someone poses a risk of harm, and they wish to be part of the community, they will have to adhere to suitable boundaries, following a risk assessment.

Where an individual has committed offences of a violent or sexual nature against a child or adult, and wishes to partake in activities and services provided by CACS then boundaries will need to be put in place which could include:

- Exclusion from all activities and services where there are children in attendance, or on site.
- Only taking part in certain activities or services.
- Having a safeguarding agreement in place for the duration of their stay or participation on a course, or activity.

Where a report or cause for concern about conduct or abuse involving a child or vulnerable adult is raised about a friar, in addition to reporting to the statutory authorities including the LADO or PiPoT the Safeguarding Lead will always inform the Provincial Safeguarding Lead and the RLSS. Our policy at present entails the RLSS always being contacted in the first instance.

Where report or cause for concern about conduct or abuse involving a child or vulnerable adult is raised about a staff member or volunteer, in addition to reporting to the statutory authorities including the LADO, the Safeguarding Lead will inform the RLSS and the Head of Safeguarding at the Portsmouth Diocese.

Further details from: Portsmouth Diocese - Managing and Responding to Safeguarding Allegations and Concerns

See also: Flowchart responding to allegations.

## **Safer Recruitment and Management of Workers**

*(Standard 6: Implement Robust Human Resource Management)*

The Safeguarding Lead will ensure that staff and volunteers are safely recruited. This will include having a of Disclosure and Barring Service (DBS) criminal record check, at the most appropriate level to the work they are undertaking, in line with both statutory and Catholic Church requirements.

Appointments for posts will be based on the person's experience, skills and ability to meet the set criteria and job specification for the specific role. It is essential to ensure that all documentation relating to the applicant is stored in a secure place and remains confidential.

Appointment to a role will not be confirmed until a satisfactory DBS Disclosure check has been received and previous employment references confirmed as being acceptable.

On appointment, all new employees should be provided with and sign to say they understand all relevant policy and procedures, including a copy of this document and their responsibilities within it highlighted.

All persons seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

Fuller detail for safer recruitment can be found in the Supplementary Document Safer Recruitment.

## **Best Practice**

The CACS is a vibrant community which provides a number of services and activities including pilgrimages to different locations across the world. These activities and pilgrimages change from time to time. In addition to our own activities, we also offer our buildings to other groups for spiritual retreats and for other groups.

We provide the following:

### **Daily Mass times**

Mondays: 6.30 am.

Tuesday - Friday: 6 pm

Saturday/Sunday: 12.15 pm

### **CACS Courses on site and zoom and off site**

Spiritual direction courses – year 1 and year 2 UK based and on zoom.

Spiritual direction courses – year 1 and year 2 USA based and zoom.

Vigil Lectures – online

Prayer Courses

Spiritual Formation Courses

### **Pilgrimages**

Pilgrimage to Holy Land, Spain, Portugal and France

Encounters programme for young adults (General average age 25-35 years)

### **Retreats**

In-person and Online Individually Directed Retreats

In-person and Online Themed Retreats for groups



**The following groups rent rooms within the complex:**

- Secular Carmelites
- Zen, Buddhist Groups
- Healing Groups
- Those seeking retreats
- Away Day groups from religious backgrounds
- Magdalen College School – Age group average 15 years (There is a Designated Risk Assessment in place)

It is our expectation, and condition of hire, that anyone using our complex will have their own safeguarding policy or agree to adhere to our own.

**Spiritual Direction**

At CACS individuals are trained in Spiritual Direction and then act as Spiritual Directors. CACS will be providing a list of accredited Spiritual Directors through a network and have an approved directory. This will require all those providing spiritual direction to abide by a code of ethics and quality standards, and all will be safely recruited including having an enhanced DBS disclosure.

**Safeguarding Training**

*(Standard 7: Provide and Access Training and Support for Safeguarding)*

All staff, friars, and Volunteers at Boars Hill will undertake safeguarding training commensurate with their roles and responsibilities. As a minimum everyone involved with the Priory and CACS will undertake basic safeguarding awareness training (available online)

<b>Basic Awareness (Level 1)</b>	<b>Leadership Safeguarding (Level 2)</b>	<b>Specialist Safeguarding Lead (Level 3)</b>
		Safeguarding Lead
Community members who don't work with public	Community Members who work with public	
	Board members – Trustee Training	

Additional safeguarding training will be identified per role.

## **Role of the Safeguarding Policy Development Group**

*(Standard 8: Quality Assure Compliance to Continuously Improve Practice)*

The Priory and CACS have undertaken a self-audit and engaged with an external consultant to update our safeguarding policy and procedures and to produce a safeguarding improvement and action plan.

We will endeavour to ensure that our safeguarding processes meet all relevant standards and evaluate the quality of our practice, and regularly undertake self-audits.

Our Safeguarding Development Plan outlines the quality assurance measures we are using to ensure we maintain a safe and nurturing environment for everyone.

### **Roles and Responsibilities**

The Priory and CACS have appointed Fr Liam Finnerty OCD as Safeguarding Lead at Boars Hill. He is responsible for ensuring appropriate policy, procedures and best practice are in place for the effective delivery of safeguarding, including ensuring safer recruitment is undertaken.

Fr. Nicholas Benjamin OCD has been appointed as the Deputy Safeguarding Lead.

The Safeguarding Lead has responsibility for the management and oversight of documentation, case progression/management and the secure, legally compliant storage of safeguarding reports.

The Safeguarding Lead will have oversight of the relationship with:

- The RLSS.
- The Diocese of Portsmouth Safeguarding Team.
- The Safeguarding Lead of the OCD.

The Trustees of the Charity have a duty to maintain appropriate governance and oversight of safeguarding in accordance with this policy and national guidelines.

The Charity Commission expects that at trustee level there will be a designated Safeguarding Trustee.

Everyone involved in the work of the Priory and CACS has a duty to disclose to the Safeguarding Lead /Provincial any safeguarding concerns that have been raised about them.

It should be noted that currently a number of OCD charities are merging into one distinct charity, and this will change the governance relationship within this safeguarding policy, when complete.

## **Policy Review**

This policy is approved by Fr. Alexander Ezechukwu, OCD – Prior on behalf of the Board of Trustees for CACS and will be subject to an initial review in April 2024 and then annually or sooner, where there is a significant change to the organisational infrastructure, processes or to relevant safeguarding legislation and best practice.

Policy last updated: October 2023

Name: Alexander Ezechukwu, OCD

Date of next review: April 2024

Date: 3rd October 2023