The Catholic Safeguarding Standards Agency are updating their Safeguarding related policies. This policy will be updated and amended accordingly once we have received this information.

Safeguarding and Protection of Children Policy and Procedures

Person(s) Responsible for the Policy:	Director of Safeguarding and Wellbeing
Version number:	4.0
Next review date:	November 2026
Ratified by:	Ampleforth Abbey Trust
Date approved:	November 2025

Policy at a glance:

- This policy is about safeguarding children. It explains how to work together to ensure children are kept safe and well (including encouraged and prohibited conduct) and gives guidance on what to do if anyone has a concern.
- The policy applies in relation to children (being someone under 18) on the Ampleforth Abbey site and those offsite who are involved in an activity for which the Ampleforth Abbey Trust has responsibility. This policy also applies to non-recent cases involving those who were children at the time.
- Safeguarding is everyone's responsibility. All staff (including independent contractors), monks, volunteers and trustees should follow the policy.
- AAT has a zero-tolerance approach to abuse. The policy explains that AAT staff must share any concerns at the earliest opportunity with the Director of Safeguarding & Wellbeing
- If a child is at immediate risk of harm anyone to whom the policy applies should contact the Police and / or Children's Services
- The policy includes our procedures for responding to low-level concerns as low-level concerns may escalate into more serious incidents if not addressed.
- The policy includes our actions to promote the online safety of children and young people using our site
- The policy does not apply in relation to any Ampleforth College student.

Policy for The Protection and Safeguarding of Children

1 Introduction/Purpose

The Benedictine order has a long tradition of hospitality and educational apostolate and we believe that every person who Ampleforth interacts with should be safe and protected from any form of harm or abuse and the fear or risk of harm or abuse. AAT takes a zero-tolerance approach to abuse and seeks to address any issues of concern.

Ampleforth Abbey Trust ("AAT") and Ampleforth Abbey Trading Ltd ("AATL") (together "us", "our", "we" or "the organisations") are committed to providing a safe and trusted environment which safeguards any child who comes into contact with them. We require everyone who is acting for our organisations who comes into contact in our name with children and their families to share this commitment.

Safeguarding is everyone's responsibility. The Ampleforth Abbey Commitment to Safeguarding explains the safeguarding standards we are committed to upholding. Our commitment to safeguarding is fully in keeping with the Gospel and Ampleforth's Benedictine values.

In particular, we recognise that there is a specific duty and responsibility, enshrined in law and within the Catholic Church, to safeguard and protect children. This policy therefore sets out our commitments to safeguarding and promoting the welfare of children who come into contact with us or someone affiliated to us or uses our services.

All our actions in relation to safeguarding will be child centred and the child's welfare shall be the paramount consideration.

2 Scope

This policy applies to and must be implemented by all within the AAT organisation including:

- All employees, officers, trustees/directors and agents of the organisations;
- All independent contractors who carry out work on the Ampleforth site;
- All members of the Monastic Community, whether residing on the Ampleforth site or offsite;
- All undertaking ministry supported by the Monastic Community, AAT or AATL;
- All individuals who volunteer in activities or events organised or otherwise endorsed by AAT or AATL or a member of the Monastic Community, whether the volunteering takes place on the Ampleforth site or offsite in the UK or in overseas territories.

This policy applies in relation to all children who come onto the Ampleforth site, including (but not limited to) day visitors, retreatants, overnight guests and school/college students who are not students of Ampleforth College.

For any concerns in relation to students at Ampleforth College, the St Laurence Education Trust (SLET) Safeguarding Policy and Procedures must be followed and the Designated Safeguarding Leads (DSL) at the college must be contacted.

The policy also applies to all children who engage with or take part in any event organised or undertaken by the organisations or a member of the Monastic Community offsite (save where a monk's work in a parish requires him to apply the relevant Diocesan safeguarding policy and that Diocesan policy applies a higher standard).

Some individuals listed in paragraph 2 above may come into contact with children in situations such as, but not limited to, the following:

- on open days;
- on retreats for schools and young people on the Ampleforth site;
- on residential visits;
- in the course of mentoring schemes;
- on outreach schemes, such as sports or music outreach;
- at Masses or other religious events (such as wedding, baptisms or funerals);
- on pilgrimages (including the annual pilgrimage to Lourdes); or
- on other voluntary schemes undertaken by parishes, groups, or clubs.

This policy is designed to address AAT's charity law duty to:

- Provide a safe and trusted environment which safeguards anyone who comes into contact with us, including beneficiaries, staff, contractors and volunteers;
- Set an organisational culture that prioritises safeguarding, so that it is safe for those affected to report incidents and concerns with the assurance they will be handled in a timely sensitive and professional manner;
- Have adequate safeguarding policies, procedures and measures to protect people; and
- Provide clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities (including the Charity Commission).

This policy relates to both current and historical safeguarding incidents and practices.

3 Definitions

(Presented in alphabetical order)

Abuse and **neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting, by those known to them, or more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Please see Appendix 2 for more information about different types and indicators of abuse.

A **child** means any person under the age of 18 and 'children' are to be construed accordingly.

Harm means ill-treatment or impairment of health or development including for example impairment suffered from seeing or hearing the ill-treatment of another.

LADO means Local Authority Designated Officer. The LADO works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people.

The **Monastic Community** means the monastic community of St Laurence at Ampleforth and applies to monks living and working onsite and offsite.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Significant Harm The Children Act 1989 introduced the concept of Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes Significant Harm. Consideration of the severity of ill-treatment may include: the degree and extent of physical harm; the duration and frequency of abuse or neglect; the extent of premeditation; the degree of threats or coercion; elements of sadism and bizarre or unusual elements in child sexual abuse.

SLET means the St Laurence Education Trust whose responsibilities include Ampleforth College.

Staff Reference to staff includes reference to all those who work for or on behalf of AAT or AATL, regardless of their employment status, including contractors, volunteers, trustees and all members of the Monastic Community

4 Policy Statement

4.1 Our Commitment to Safeguarding

Ampleforth Abbey have outlined their commitment to safeguarding as follows:

Our commitment to safeguarding is not only required by law, but is rooted in our God-given belief in the value and dignity of each person.

Protecting and safeguarding the welfare of children, young people and all adults, including adults at risk, is of paramount importance to us.

We offer a heartfelt and honest apology, reparation and, as they wish, support to survivors and victims who have experienced abuse by monks, staff or volunteers of Ampleforth Abbey. Where appropriate we will signpost or refer survivors to specialist support.

We offer pastoral support to any survivor or victim of past abuse wherever this occurred.

Our culture places the safeguarding of all children, young people, and adults at risk above all other considerations through committed leadership, vigilance, curiosity, care and kindness.

We do our utmost through clear policy and regular training to ensure that all staff, volunteers, and monks know how to recognise and respond to safeguarding concerns.

We say to everyone that if you're concerned about safeguarding, 'do something', and if you're not sure what to do then 'take advice'. Our experienced safeguarding team is here to give advice and support.

When safeguarding concerns are identified, we follow robust procedures including those of the Catholic Safeguarding Standards Agency. In doing so we also report those concerns to the statutory authorities as if mandatory reporting were in place, and when necessary remove people (monastic and lay) from the Abbey site as a precautionary measure.

We seek to make sure that we only employ people who are suitable to work with children, young people and adults at risk.

We are committed to working in partnership with statutory authorities, Ampleforth College, visiting schools and our commercial clients in order to keep everyone who engages with Ampleforth Abbey Trust safe and free from harm.

To avoid becoming complacent we regularly examine our own practices and performance regularly and always strive for improvement. Our complaints procedure is made available to anyone making an allegation which includes making clear their right to escalate their complaint to the Catholic Safeguarding Standards Agency.

The aim of this policy and procedures set out below is to explain how our safeguarding procedures must be followed and how we apply these standards when safeguarding children in our care.

4.2 Working alongside Ampleforth College

We are committed to keeping all children across the Ampleforth Abbey site protected from harm and abuse. Therefore, any safeguarding concern raised by any person will be taken seriously and action taken in accordance with this policy and procedures. We also recognise that SLET has legal responsibilities for safeguarding students at the college and complying with the statutory requirements incumbent on independent boarding schools. A Safeguarding Information Sharing Protocol is in place with SLET.

Therefore, wherever a safeguarding matter involves a student at Ampleforth College, this should be reported to the SLET Designated Safeguarding Lead (DSL) in accordance with the SLET Safeguarding Policy and Procedures.

Additionally, any concerns or allegations about an AAT member of staff or member of the monastic community living on site will be discussed with the DSL at the time the concern is raised in accordance with the Safeguarding Information Sharing Protocol that is in place with SLET . If the AAT member of staff or member of the monastic community works within Ampleforth College, then the Director of Safeguarding and Wellbeing will notify the Head and College HR manager at the time the concern is raised.

4.3 Specific duties in relation to children

In following this policy and procedure, everyone to whom this policy applies must take all reasonable measures to:

- Be alert to the signs of harm and abuse from both internal and external sources and take steps to protect children from any form of abuse from any other person;
- Ensure that a child who comes into contact with our staff, volunteers or Monastic Community, does not, as a result, come to harm, be exposed to abuse or fear of it; and
- Respond appropriately to every suspicion, concern or complaint by reporting without delay to the Director of Safeguarding and Wellbeing.

5 Responsibilities

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff must maintain an attitude of 'it could happen here' in relation to safeguarding. All staff, volunteers and members of the Monastic Community therefore have a collective and individual responsibility to understand and uphold best safeguarding practice, promote this practice in their work and activities and encourage this practice in others. All individuals to whom this policy applies have a duty to report any concerns they may have about the safety and/or wellbeing of a child, in accordance with this policy.

AAT has arrangements in place to ensure safer recruitment which includes checking the suitability of our staff and volunteers to work with or alongside children.

The organisations require that regulated activity on our site which is directed by external responsibility holders (e.g. visiting school groups) fully comply with relevant statutory guidance. This does not preclude Ampleforth Abbey taking action to report or raise concerns about any visitors to Ampleforth Abbey.

The trustees of AAT have legal responsibility and accountability for the safety and wellbeing of all of the charity's beneficiaries, including children. They must have a sufficient degree of knowledge and oversight of safeguarding practices to satisfy themselves that they are effectively discharging these duties.

Day-to-day executive responsibility is delegated by the trustees to the Ampleforth Abbey Trust Director of Safeguarding and Wellbeing. The Director of Safeguarding and Wellbeing is accountable to the trustees for safeguarding arrangements across the Ampleforth Abbey site. The Director of Safeguarding and Wellbeing will ensure that the procedures set out in this policy and their implementation are updated and reviewed regularly. Any serious safeguarding incidents falling within the scope of this policy will be followed by a review of this policy and procedures by the Director of Safeguarding and Wellbeing (or a duly appointed representative) and a report made to the AAT Safeguarding Committee. The Director of Safeguarding and Wellbeing will undertake an annual review of this policy, including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working. He/she will prepare a written report for the AAT trustees and/or AATL directors (as applicable) along with a revised policy if required.

Where a person to whom this policy applies has separately reported a safeguarding matter or concern because of a separate obligation he or she is under (for example a matter in a parish run by AAT has been reported pursuant to a Diocesan safeguarding policy), that individual also has a responsibility under this policy to notify the Director of Safeguarding and Wellbeing to enable AAT to ensure appropriate oversight of all matters for which it is legally responsible.

6 Non-Recent (Historical) Abuse

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years old or over, relating to an incident which took place when the alleged victim was under 18 years old. Non-recent abuse can also be reported by a child or adult (or made by someone on their behalf) when the abuse occurred more than 12 months ago.

Allegations of child abuse are sometimes made by adults and children many years after the abuse has occurred. There are many reasons for an allegation not being made at the time, including fear of reprisals, the degree of control exercised by the abuser, and shame or fear that the allegation may not be believed. If the person becomes aware that the abuser is being investigated for a similar matter or suspects that the abuse is continuing against other children, this may trigger the allegation. On occasions allegations are made after the alleged abuser has died.

Reports of non-recent concerns or allegations of abuse may be complex, as the alleged victims may no longer be living in the same situation where the abuse occurred and/or the whereabouts of the alleged respondent may be unknown.

All concerns in relation to non-recent abuse will be responded to by AAT in the same way as any other safeguarding concern or allegation (see reporting of non-recent abuse below).

7 Low-Level Concerns

A low-level concern as outlined in Keeping Children Safe in Education is one that does not meet the harm threshold as stated in the AAT Policy and Procedures for the Protection and Safeguarding of Children.

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' (i.e. they believe it could be a concern) – that an adult working in or on behalf of AAT may have acted in a way that:

- is inconsistent with the staff code of conduct of monastery customary, including inappropriate conduct outside of work or the community; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.
- humiliating children

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Issues which appear to be low-level concerns have the potential to escalate into more serious incidents if not addressed. Therefore, low level concerns will be responded to by AAT (see reporting of low-level concerns below).

8 Online Safety Policy for Children and Young People

AAT activities include working with children and young people as the Trust welcomes school and youth groups, residential lettings groups, conferences and general day visitors to the Abbey site and publishes information about Ampleforth Abbey on its website. AAT offers guest wi-fi but is aware that the online environment can also present risks and challenges and thus a firewall is in place. AAT is committed to ensure that our staff and community members operate in line with our values and within the law in terms of how we use online devices. AAT has a responsibility to help keep children and young people safe online, whether or not they are using our network and devices. This includes asking lettings groups to confirm that they understand their role in safeguarding children including promoting online safety.

9 Relationships to other policies/procedures

This policy covers the safeguarding of children falling within the scope of this policy.

St Laurence Education Trust has a separate Safeguarding Policy and Procedures, which applies to Ampleforth College and their students. **The SLET Safeguarding Policy and Procedures must be applied when a matter relates to a child in Ampleforth College**. In addition, where a matter relates to a child in Ampleforth College and the person of concern is an AAT employee or a monk of Ampleforth, there must be a recorded discussion between the college DSL and the Director of Safeguarding and Wellbeing to assure a joint working approach within the SLET Policy. In these circumstances the Director of Safeguarding and Wellbeing must be made aware and have oversight of the response to the concern in line with the AAT – SLET Safeguarding Information Sharing Protocol.

AAT recognises that certain activities will carry particular risks and/or will require particular safeguarding planning. Due regard must always be had to any documents prepared in connection with any such activity and used alongside this policy. In particular, the Lourdes Safeguarding Policy should be read alongside this policy in connection with the annual pilgrimage to Lourdes, as it sets out particular guidance relevant to that activity.

This Policy and Procedures document is aligned to, and compliant with, the Local Authority's arrangements to promote cooperation between our organisation and the other relevant statutory partners and organisations who are engaged in activities relating to children.

This Policy and Procedures document is aligned to, and compliant with, the Catholic Safeguarding Advisory Service Policy and Procedures for the protection of children.

In addition, the following policies and procedures are also relevant to this policy:

AAT Employee Codes of Conduct and Professional Standards

- AAT IT Acceptable Use Policies
- AAT Whistleblowing Policy
- AAT Escalation Procedure
- AAT Complaints Policy
- AAT Safer Recruitment, Selection and Disclosures Policy and Procedures
- AAT Health and Safety Policy
- AAT Data Protection Policy and relevant privacy notices
- Catholic Safeguarding Standards Agency policies and procedures for managing and responding to allegations
- Integrity in Ministry (Conference of Religious 2015) for members of the monastic community AAT – SLET Safeguarding Information Sharing Protocol
- AAT Lourdes Safeguarding Policy and Procedures
- AAT Visitor Policy
- Monastery Customary (for members of the monastic community)
- Integrity in Ministry (for members of the monastic community)
- Caring Safely for Others (for members of the monastic community)
- Protocol for Reporting Serious Incidents to the Charity Commission

This policy does not apply to adults at risk. For safeguarding relating to adults at risk please refer to the AAT Safeguarding Policy and Procedures for the Protection of Adults at Risk.

Failure to follow the requirements and procedures set out in this policy by employees or members of the monastic community may be treated as misconduct and be dealt with under the relevant disciplinary procedures.

Further Guidance and Resources

Keeping Children Safe in Education
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf - September 2025

What to do if you're worried a child is being abused – March 2015

Working Together to Safeguard Children https://www.gov.uk/government/publications/working-together-to-safeguard-children--2#full-publication-update-history – June 2025

Prevent Guidance Duty for England and Wales Prevent duty guidance: Guidance for specified authorities in England and Wales (publishing.service.gov.uk) - – March 2024

Information Sharing – advice for safeguarding practitioners – May 2024

Catholic Safeguarding Standards Agency Practice Guidance Practice Guidance (catholicsafeguarding.org.uk) - June 2024

North Yorkshire Safeguarding Children Partnership Managing allegations against those who work or volunteer with children NYSCP (safeguardingchildren.co.uk) June 2024

North Yorkshire Safeguarding Children Partnership One Minute Guides NYSCP (safeguardingchildren.co.uk) (including Early Help, Information Sharing, Intelligence Sharing, Managing Allegations Against Staff, Raising Awareness of County Lines, Social Media

Procedures for The Protection and Safeguarding of Children

Where it appears to be a student at Ampleforth College who may have been harmed you must refer to and implement the SLET Safeguarding Policy and procedures instead of this procedure. If in doubt you must contact the Director of Safeguarding and Wellbeing and/or the Ampleforth College DSL.

1 Abuse

AAT has a zero-tolerance approach to abuse. All individuals to whom this policy applies must be alert to the signs and indicators of harm and abuse and take actions as defined in a timely manner. The range of types of abuse and examples of behaviour or action that may amount to abuse are set out in Appendix 2.

Children are potentially at risk if exposed to adults who have a position of power or authority over them, or if in a situation in which they are in contact with individuals who might be in a position to commit abuse. The behaviour and conduct of adults can often be a factor when identifying concerns.

It is important to note that abuse can also be inflicted by one child on another. See Appendix 2 for more information on the different forms that peer-on-peer abuse may take.

2 Responding to concerns of harm or abuse/alleged harm or abuse

Having an early conversation is essential to protect children. All concerns should be shared immediately as this is the best way to ensure that support for the child is considered.

If any person to whom this policy applies has any concern about a child's welfare, action should be taken immediately to report the concern with the Director of Safeguarding and Wellbeing. If he is unavailable, then you should report your concern to one of the other members of the safeguarding team. The contact details for these colleagues are set out in Appendix 1 and appear on safeguarding posters across the site which include an out of hours duty rota. In the event that you are unable to contact any of the safeguarding team you should report your concern to your line manager. If you feel that a child is at **immediate risk of harm** you can also make an immediate referral to North Yorkshire County Council Emergency Duty Team and/or the Police (see Appendix 1). **Anyone can make a referral**. You should inform the Director of Safeguarding and Wellbeing as soon as possible that a referral has been made.

A concern about a child can take many forms. This may include any of the signs or indicators of abuse and could include the child saying he/she has been abused or asks a question or makes a comment which gives rise to concern. This may also include if any child shows signs of discomfort or is unhappy in a situation or with the level of care received, or if you are uncomfortable or unhappy with any behaviour you observe.

As soon as you have reported your concerns, you must make a written record and send it to the person you reported the concern to. This must happen on the same working day as you reported the concern. In some circumstances you may be asked to make this record sooner.

If a child is in immediate danger of significant harm you must notify the Police via 999. If a child has an injury or you suspect an injury you must seek medical attention or ensure another responsible person does so.

It is not for you to investigate the facts to decide whether a child is experiencing harm or abuse or is at risk of such harm or abuse. Therefore, please report any conduct or activity that concerns you, even if you are not sure if an act of 'harm' or 'abuse' has taken place. It is essential that you have a conversation when you have concerns about a child. You will not be criticised or disciplined if, following appropriate investigation, it is concluded that there is no safeguarding concern, provided that you have acted reasonably and in good faith. You may, however, be criticised or disciplined if you do not report a concern. If you are uncertain as to the correct procedure for reporting an incident, or if an incident may reach the threshold when it should be reported, you should discuss any such matter with your line manager or the Director of Safeguarding and Wellbeing.

It is vital that children are protected from abuse; therefore, all complaints, allegations, or suspicions must be taken seriously. Allegations of abuse or neglect should be treated with the appropriate degree of confidentially. However, it is not possible to give assurances of complete confidentiality, as it is likely that the allegations will be discussed in confidence with others, as determined by the best interests of the child or children concerned and the broader requirements to safeguard other children who may be at risk.

3 Responding to a child

If a child says or indicates to you that he or she is or may be suffering from harm or abuse, or an individual has information or concerns that a child may be suffering from harm or abuse, the person to whom this information is being passed to should do the following:

- In the case of a child making a disclosure: Do not question the child unnecessarily but listen carefully to what is being said and ensure you record an accurate account of what has been disclosed. Remember, you are not responsible for investigating the matter or assessing its legitimacy and you should not make or infer judgements about what is being said and should listen very carefully;
- Make a full record of your conversation including the nature of the allegation and other relevant information such as date, time, place, and individuals concerned. This should be done contemporaneously or immediately after you are being given the information. Where possible use the actual spoken words of the person making the disclosure. Provide this to the individual to whom you report the concern;
- You must not make any recordings of the persons account or take any photos of any injuries that are reported.
- If the child gives you any documents or their mobile phone, these should be passed straight to the Director of Safeguarding and Wellbeing when you report the concern.
- In the case of a disclosure from a third party you must follow the same process ensuring that that person is given appropriate support and guidance in order for them to share the information.

4 Reporting to statutory agencies

Once the alert has been reported the Director of Safeguarding and Wellbeing will take immediate action. Where a child is suffering, or is at risk of suffering from significant harm, a contact with children's social care (and if appropriate the police) must be made by the responsible safeguarding lead immediately. If the Director of Safeguarding and Wellbeing is not available, do not delay. By exception, any member of staff can report to the police and children's services. Thee contact details for children's services are set out at Appendix 1 below.

The Director of Safeguarding and Wellbeing will be responsible for completing and submitting any online referral forms and for ongoing liaison with the statutory agencies, tracking and monitoring the case and keeping a record of the case including the outcome.

All allegations/concerns should be recorded in AAT's records management system. The information should be factual and not based on opinions, a record of what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection requirements.

5 Responding to Concerns of non-recent (historical) abuse

All concerns about non-recent abuse will be responded to by AAT in the same way as any other safeguarding concern or allegation. They will be investigated, and statutory referrals will be made to the police and children's services as appropriate. This is essential because there is the potential that a person who abused a child/children in the past will have continued and may still be doing so. Criminal prosecutions can still take place, despite the fact that the allegations are non-recent in nature and may have taken place many years ago. In the case of deceased individuals' crimes can still be recorded and the information may be necessary to support statutory agencies with other enquiries.

Our complaints procedure is made available to anyone making an allegation and it is made clear to anyone who makes an allegation that we follow our managing allegations procedures which incorporate those of the Catholic Safeguarding Standards Agency. However they have the right to make a complaint at any time using our complaints procedure and to escalate their complaint to the Catholic Safeguarding Standards Agency.

6 Responding to a Low-Level Concern

The Director of Safeguarding and Wellbeing will in the first instance consider whether it is a low-level concern and should not be reclassified as a higher-level concern or allegation.

The circumstances in which a low-level concern might be reclassified are where:

(a) the threshold is met for a higher-level concern/allegation

(b) there is a pattern of low-level concerns which collectively amount to a higher-level concern/allegation or

(c) there is other information which when taken into account leads to a higher-level concern/allegation.

Where the Director of Safeguarding and Wellbeing is in any doubt whatsoever, advice will be sought from the LADO.

Having established that the concern is low-level, the Director of Safeguarding and Wellbeing will discuss it with the individual who has raised it and will take any other steps to investigate it as necessary. If the concern has been raised via a third party, the Director of Safeguarding and Wellbeing or nominee should collect as much evidence as possible by speaking:

- directly to the person who raised the concern, unless it has been raised anonymously;
- to the individual involved and any witnesses.

The information collected will help to categorise the type of behaviour and determine what further action may need to be taken. This will be recorded on the incident log along with details of the concern and the rationale for their decisions and action taken.

Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of a conversation, guidance or training with the individual about whom the concern has been raised.

In the spirit of openness, transparency and learning any conversation with a member of staff, volunteer or member of the monastic community will include being clear with the individual as to why their behaviour is considered a low-level concern. It will include guidance, consideration of training needs and identification of support that they might need. It will be clear about the consequences of repeated behaviours. Some concerns may trigger disciplinary procedures.

Low-level concerns are shared with the Safeguarding Committee with names disclosed if it has resulted in a consultation with the LADO. Low-level concerns are only closed down with after review and authorisation from the CEO, following which a record is retained within safeguarding files. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

(a) the concern (or group of concerns) has been reclassified as a higher-level concern, or

(b) the concern (or group of concerns) is sufficiently serious to result in formal action under the AAT grievance, capability or disciplinary procedure.

7 Measures in Place to Ensure Online Safety

Any concerns in relation to the online safety of children and young people should be referred to the Director of Safeguarding and Wellbeing. The AAT IT Acceptable Use Policies sets out how our staff, volunteers, monks and those accessing the guest WI-FI must behave online and the process for dealing with any incidents of inappropriate online conduct. All children and young people who visit the Ampleforth Abbey site do so under the care of a responsible adult, either a parent/guardian or group organizer. The organizer of any visiting group that includes children and young people is required to demonstrate their safeguarding arrangements which includes the requirement to sign up to an online safety agreement which they must share with the children and young people for whom they are responsible whilst on the Ampleforth Abbey Site.

Our online security requires unique, non-shareable, usernames and passwords to access our wired and wireless networks. No visitors have access to our internal file or communication networks. Children and young people in visiting groups may, with the permission of their group leaders, access our guest network which provides internet. This is protected by a firewall installed to prevent access to online content which is considered inappropriate. Any online content provided in the Visitor Centre will be appropriate for access by children.

Photographs and videos of visiting children or young people are not permitted unless for a specific purpose for which parental consent has been given in writing.

8 Responding to concerns or allegations when they arise outside of the United Kingdom

AAT carries out a number of activities where staff, volunteers and members of the monastic community work with beneficiaries outside of the United Kingdom. On all occasions where there are concerns or allegations relating to Children then the person identifying the concern will contact the Director of Safeguarding and Wellbeing within 24 hours of noting the concern.

The Lourdes Pilgrimage has its own Safeguarding Policies and the Safeguarding Lead for the Pilgrimage will ensure where any conflict arises this policy and procedure takes precedence.

The monastic community and any volunteers at the Monastery of Christ the Word in Macheke Zimbabwe will follow these procedures.

The Director of Safeguarding and Wellbeing will identify which statutory agencies will be notified and consulted with on a case by case basis. They will also be responsible for the management and supervision of the actions taken in relation to safeguarding matters outside of the jurisdiction of UK Law. This will include recording, tracking and monitoring the outcome of any concerns.

9 Reporting to the Charity Commission

If a matter falls within the Charity Commission's definition of a serious incident, the Director of Safeguarding and Wellbeing must notify the Clerk to AAT who will, having consulted the Safeguarding

Trustee, report the incident and oversee the incident's reporting in accordance with the Charity Commission's guidance in place from time to time: https://www.gov.uk/guidance/how-to-report-aserious-incident-in-your-charity

10 Managing allegations against staff, volunteers and members of the monastic community

In the event of an allegation or concern (current or historical) against a member of staff, volunteer, trustee, visitor or member of the monastic community, the Director of Safeguarding and Wellbeing will liaise with the Local Authority Designated Officer and statutory agencies as appropriate.

This process of external consultation and reporting must be followed if a member of staff, volunteer or a member of the monastic community has:

- behaved in a way that has harmed a child, or may have harmed a child; or
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she works regularly or closely with children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Decisions to suspend, or remove from the Abbey site, a member of staff, a member of the Monastic Community, a volunteer or contractor will be taken by the Director of Safeguarding and Wellbeing and Chief Executive Officer (in the case of the individual being a member of AAT staff, volunteer or contractor) or the Abbot (in the case of the individual being a member of the monastic community). They will jointly consider as they arise each allegation or concern about members of staff, volunteers, contractors and members of the monastic community and will include a recorded consideration about the possible need to take one or more of the following actions:

- Suspend without prejudice a member of staff pending an investigation;
- Suspend without prejudice from volunteering, a volunteer pending an investigation;
- Suspend without prejudice a contract or contractor pending an investigation;
- Suspend without prejudice from key duties, a member of the monastic community pending an investigation;
- Consider, if the individual is living on site, if they need to live off site pending an investigation.

Such considerations should always be proportionate to the concerns (including consideration of any previous concerns). If the Local Authority Designated Officer, the Police or Children's Social Care advise suspension from duties and/or removal from or living on site this will always be taken into account. This is pending further police or children's services investigation and direction on what action may be appropriate.

Ampleforth Abbey Trust has also developed a policy and procedure for responding to low-level concerns. The purpose of this is to embed a culture of openness, trust and transparency in which the clear values and expected behaviour which are set out in the AAT Staff Code of Conduct or monastery customary are constantly lived, monitored and reinforced by all staff. This can be located in Appendix 3.

11 Additional needs

At all times, those with lead responsibility for implementing these procedures should consider whether children or others involved in a safeguarding matter have additional needs, such as speech and language difficulties, learning difficulties, support needs associated with their mental health and wellbeing or those for whom English is not their first language. Appropriately qualified personnel should be involved as and when necessary to ensure that necessary adjustments can be made.

12 Confidentiality

We have an obligation to respect the privacy and confidentiality of all individuals. This is set out in our various privacy notices. Nevertheless, it is not appropriate to promise complete confidentiality to those raising concerns in circumstances of alleged abuse. In some circumstances, we owe a duty of care to our employees, volunteers or visitors that cannot be fulfilled unless we take action on the basis of information that might have been provided in confidence. Where an individual receives relevant information, he or she must disclose this concern in accordance with this Policy and Procedures, who will take the matter forward.

Exceptionally, the Sacrament of Reconciliation is a sacrament of the Roman Catholic Church and the seal of confession is absolute. Those to whom this policy applies who are authorised to hear confession will follow the guidelines issued from time to time by the national Catholic Church authorities (including the Catholic Safeguarding Standards Agency. Members of the community must refer to the Congregation of Religious Guidance, Integrity in Ministry (2015).

In all other circumstances, children may talk in a confidential manner with others, but confidentiality cannot and should never be guaranteed when the welfare of safeguarding of any child is or could be in question.

13 Boundaries of the Monastery, including the Monastic Infirmary

Much of the Ampleforth Abbey Site is open to the public. Certain areas are restricted and no children are permitted to enter (or to enter without prior arrangement). The Monastery itself (including the Abbot's Gallery), the Monastic Infirmary and the West Wing Building constitute the "Monastery Buildings". These buildings are all key-coded and access is thus restricted to members of the monastic community and other persons authorised from time to time by the Monastic Superior. Other areas of the site such as Monks Wood are an extension of the monastic enclosure and have no unauthorised public access (children or adults).

13.1 Enclosure

The formal monastic enclosure is defined as the private area for members of the community. The monastery building itself, with the exception of the Abbot's Gallery, and the lawned garden area immediately to the south of the monastery building constitutes the enclosure.

Access must be permitted explicitly by the Monastic Superior for non-members of the Community to enter the enclosure. This permission is given for members of the lay staff whose work necessitates it (e.g. cleaning and catering staff, maintenance contractors, medics) and also may be granted on an occasion basis to certain staff (e.g. for lay staff to present to Conventual Chapter meetings or to retreatants eating with the monastic community). **No children (whether College students or otherwise), under any circumstances, are allowed in the enclosure.**

13.2 Monastery Ancillary Buildings and Grounds:

13.2.1 Abbot's Gallery and West Wing

The Abbot's Gallery and the West Wing are not part of the enclosure but are part of the wider monastery. Access is restricted to members of the community and other persons authorised from time to time by the Monastic Superior. Children are not permitted in either the Abbot's Gallery or the West Wing unless they are accompanied at all times by their parent or guardian. Visitors must sign in and be issued a visitor's badge to be worn for the duration of their visit.

13.2.2 Monastery Infirmary

The Monastery Infirmary is not part of the enclosure but is part of the wider Monastery. It is situated outside the enclosure in order to allow medical staff and visitors to infirmary residents ease of access to the infirmary, without needing to seek the permission of the superior.
Children, whether students of Ampleforth College or others, are not permitted to enter the Monastery Infirmary. An exception may be made where (a) the children have a relative or close family friend who is resident in the Infirmary and (b) they are accompanied at all times by their parent or guardian.

13.2.3 Monks Wood

Monks Wood forms part of the Monastic Enclosure and as such is reserved for members of the monastic community. No unauthorised access is permitted for either adults or children.

14 Conduct when working and interacting with Children

All individuals to whom this policy applies must conduct themselves appropriately when engaging with children.

14.1 Conduct to be encouraged

Everyone has an important role to play in ensuring the safety and wellbeing of children. In particular, you should ensure that you:

- Work and act in an open and transparent way (and be seen to do the same)
- Carefully consider ways in which you offer any comfort to a distressed child you encounter as part of your work or activities
- Report concerns in line with this policy and procedure

You will be provided with appropriate safeguarding training, which will provide you with more information and practical guidance on encouraging good safeguarding behaviour that is tailored to your role.

14.2 Conduct to be avoided

Except in emergencies or with the prior authorisation of an individual with relevant safeguarding experience, an appropriate risk assessment having been carried out in accordance with the procedures in place, you should avoid:

- one to one situations with children unless there is visual access or an open door so that others can see you and the child
- any actions which may suggest favouritism of a particular child

Physical contact (such as comforting children in distress or congratulating a child on an achievement) may be appropriate. Such circumstances will be led by the needs of the child to ensure that this normal and natural (and would appear as such to others present) and cannot be interpreted as unnecessary or unjustified, particularly with the same child over a period of time.

If cases arise where it is necessary to act in the best interests of a child, where possible the full knowledge and consent of the parents, guardian, or teacher is required: for example, if a child requires transportation for a pre-arranged hospital appointment. If this is not possible, for example in an emergency when immediate action is needed, a full disclosure must be made subsequently to the Director of Safeguarding and Wellbeing in line with this policy, who will notify the child's parents or guardian accordingly.

14.3 Conduct never to be sanctioned

You must not, under any circumstance, engage in the following activity with children:

- rough, physical, or sexually provocative games;
- using expletives, swear words or sexualised language
- making any sexually suggestive comments to children, even if intended to be a joke;
- send written communication to a child which is of a private nature;
- using intimidating behaviour towards, or in the presence of, a child
- subjecting a child to any form of emotional pressure or coercion including making a child feel uncomfortable or distressed by your conduct;
- allowing or engaging in any form of physical touching unless permitted for a specific purpose and in accordance with the guidance Safer Working Practices 2022
- engage in tasks or actions of an intimate nature for children other than in accordance with the procedures set out above and below;
- giving a child medication or drugs unless these are prescribed or recommended by a health professional and you are authorised to do so.
- stalk, follow or harass a child;
- derive sexual pleasure from engaging with children directly or indirectly
- allow allegations made by, or relating to, a child to go unrecorded, or not acted on;

14.4 Considering your conduct

It may be necessary for a person covered by this policy to do things of an intimate nature for children (e.g. dressing and undressing children, lifting), particularly if they are young or disabled. These tasks must be carried out only with full parental consent and with at least one other adult present, who has also been subject to appropriate checks. It is important to be responsive to the child's reactions. If they are fully dependent on the person providing support, that person should talk about what he/she is doing and give choices where possible and should avoid taking on tasks for which appropriate training is needed.

The Sexual Offences Act 2003 provides that intimate contact between an adult and a child where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child (including, for example, a member of the Monastic Community serving in a parish), or where an adult looks after children at an educational institution at which the adult is not also receiving education.

Harmful behaviour can also occur remotely, including via the telephone, Internet and e- mail, as well as during direct interaction with children.

14.5 Online Activity

All authorised users have a responsibility to use the Trust computer systems and information technology systems in a professional, lawful, and ethical manner. To seek to ensure that authorised users are fully aware of their professional responsibilities when using Information Communication Technology and the Ampleforth systems, all who have access to the systems are asked to read and accept the Acceptable Use Policy.

15 Photographs, videos, audiotapes, CDs, Web sites and webcams

It may be necessary for a person covered by this policy to take photographs or make videos of children for educational research or teaching purposes. Please note that where any such activity involves students at Ampleforth College the SLET Safeguarding Policy and Procedures must be applied.

In all other situations, where an image or video:

- is likely to be composed is such a way that makes the individual in the image or video identifiable; or
- will be stored in a way which makes the individual in the image or video identifiable; or
- where the image is to be used for publication written consent should be obtained (as detailed in the following paragraph) before the images are created.

If the child in question is capable of comprehending the implications of consenting to the data use, then their consent should be sought (as a general guide, this will be from the age of 13 upwards, but must be assessed on a case by case basis depending on the understanding and abilities of the individual child). Otherwise, the consent of a parent or legal guardian should be obtained.

Please note that an identifiable image of a child or vulnerable adult is personal data for the purposes of the Data Protection Act 2018 and AAT's (or AATL, as applicable) relevant privacy notice or notices should be followed when processing and storing this personal data. Whenever an image of a child is published, the data subject should, as far is as practicable, be unidentifiable (in which case it will not be personal data).

16 Access to shared facilities

Anyone who has not been appropriately checked by AAT and SLET should ensure they comply with SLET's policies and procedures when on the Ampleforth College premises.

17 Safer recruitment

AAT and AATL are committed to practising safer recruitment in checking the suitability of staff (including staff employed by another organisation). Volunteers working in an environment where they may come into contact with children will be obliged, whenever required, to give permission and evidence for a disclosure to be obtained from the Disclosure and Barring Service.

AAT and AATL also support safer recruitment by seeking to ensure that, in accordance with its Issuing of References Policy, any requested references that are provided in relation to an employee, volunteer, or other relevant person adequately notify a prospective employer of any safeguarding concerns or incidents recorded on that individual's personnel file.

AAT and AATL ensure that regular guidance and training is provided as appropriate on induction and at regular intervals thereafter so that those to whom this policy applies understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. The level and frequency of training will depend on the role of the individual and written records of all training are maintained.

Appendix 1

Useful Contacts

To raise a safeguarding concern	
AAT Director of Safeguarding and Wellbeing	Tom Kelly tk@ampleforthabbey.org.uk 01439 766066 (landline) 07944 244208 (mobile)
AAT Head of Property Services and Deputy Safeguarding Lead	Amanda Garbutt ag@ampleforthabbey.org.uk 01439 766079 (landline) 07817 972385 (mobile)
Ampleforth College Designated Safeguarding lead	Matt Glendon-Doyle mgd@ampleforth.org.uk 01439 766434 (landline) 07896 006862 (mobile)
North Yorkshire Safeguarding Children Partnership: (8am – 5:30pm Mon-Fri) This number will be answered by the Emergency Duty Team outside these hours	Tel: 01609 780780 children&families@northyorks.gov.uk
Contacting the police	
If the person is in imminent danger If you need to report a crime, but the person is not in imminent danger	Tel: 999 (Emergency Service) Tel: 101 (Non-Emergency Service)
To notify regulators	
Charity Commission	Tel: 0300 066 9197
Employment related advice lines	
Disclosure and Barring Service (DBS)	Tel: 0300 020 0190

Whistleblowing advice services	
Protect https://protect-advice.org.uk/what-iswhistleblowing/	Tel: 020 3117 2520
NSPCC Whistleblowing Helpline Whistleblowing Advice Line | NSPCC	NSPCC Weston House 42 Curtain Road London EC2A 3NH Telephone number: 0800800 5000 E-mail: help@nspcc.org.uk

Appendix 2

Types and Indicators of Abuse

- **Physical abuse**

  A form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.

  In particular:

Types of physical abuse	Possible indicators of physical abuse
• Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing • Rough handling • Scalding and burning • Physical punishments • Inappropriate or unlawful use of restraint • Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) • Involuntary isolation or confinement • Misuse of medication (e.g. over- sedation) • Forcible feeding or withholding food • Unauthorised restraint, restricting movement (e.g. tying someone to a chair)	• No explanation for injuries or inconsistency with the account of what happened • Injuries are inconsistent with the person's lifestyle • Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps • Frequent injuries • Unexplained falls • Subdued or changed behaviour in the presence of a particular person • Signs of malnutrition • Failure to seek medical treatment or frequent changes of GP • Reluctance to allow parents to be informed

- **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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

  In particular:

Types of sexual abuse	Possible indicators of sexual abuse
• Rape, attempted rape or sexual assault • Inappropriate touching • masturbation, oral sex or fondling • Any sexual activity that the person lacks the capacity to consent to • Inappropriate looking, sexual teasing or innuendo or sexual harassment • Sexual photography or forced use of pornography or witnessing of sexual acts • Indecent exposure • Watching sexual activities • Encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse	• Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck • Torn, stained or bloody underclothing • Bleeding, pain or itching in the genital area • Unusual difficulty in walking or sitting • Foreign bodies in genital or rectal openings • Infections, unexplained genital discharge, or sexually transmitted diseases • Pregnancy in a woman who is unable to consent to sexual intercourse • The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude • Incontinence not related to any medical diagnosis • Self-harming • Poor concentration, withdrawal, sleep disturbance • Excessive fear/apprehension of, or withdrawal from, relationships • Fear of receiving help with personal care • Reluctance to be alone with a particular person

- **Emotional abuse**

  The persistent emotional maltreatment of a child that results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.

  In particular:

Types of emotional abuse	Possible indicators of emotional abuse
• Conveying to the individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person • not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate • forcing interactions that are beyond a person's developmental capability • overprotection and limitation of exploration and learning • preventing the person participating in normal social interaction • bullying (including cyberbullying)	• An air of silence when a particular person is present • Withdrawal or change in the psychological state of the person • Insomnia • Low self-esteem • Uncooperative and aggressive behaviour • A change of appetite, weight loss/gain • Signs of distress: tearfulness, anger • Apparent false claims, by someone involved with the person, to attract unnecessary treatment

- **Neglect**

  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.

  In particular:

Types of neglect	Possible indicators of neglect
• Failure to provide adequate food, clothing and shelter (including exclusion from home or abandonment) • Failure to protect a person from physical and emotional harm or danger • Failure to ensure adequate supervision (including the use of inadequate care- givers) • Failure to ensure access to appropriate medical care or treatment • Neglect of, or unresponsiveness to, a child's basic emotional needs	• Poor environment — dirty or unhygienic • Poor physical condition and/or personal hygiene • Malnutrition or unexplained weight loss • Untreated injuries and medical problems • Inconsistent or reluctant contact with medical and social care organisations • Uncharacteristic failure to engage in social interaction • Inappropriate or inadequate clothing

- **Institutional and Organisational Abuse**
  The mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. For example, it could occur if the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

  In particular:

Types of institutional abuse	Possible indicators of institutional abuse
• Discouraging visits or the involvement of relatives or friends • Run-down or overcrowded establishment • Authoritarian management or rigid regimes • Lack of leadership, accountability and supervision • Insufficient staff or high turnover resulting in inconsistency and shortcomings in care and support • Abusive and critical references to external organisations that exist to hold an organization to account • Abusive and disrespectful attitudes towards people using the service • Inappropriate use of exclusion, restraints and disciplinary sanctions • Lack of respect for dignity and privacy • Not providing adequate food and drink and time and opportunity to take rest • Misuse of medication or the withholding of medical care or medical care by people not qualified to do so. • Not taking account of individuals' cultural, religious or ethnic needs • Failure to respond to safeguarding concerns or alerts • Interference with personal correspondence or communication • Failure to respond to complaints	• Lack of flexibility and choice for people using the service • Inadequate staffing levels • People being hungry or dehydrated • Poor standards of care • Lack of personal clothing and possessions and communal use of personal items • Lack of adequate procedures • Poor record-keeping and missing documents • Absence of visitors • Few social, recreational and educational activities • Public discussion of personal matters • Unnecessary exposure during bathing or using the toilet • Absence of individual care plans • Lack of management overview and support • Prioritising status over wellbeing

- **Peer-on-peer abuse**

Peer on peer abuse occurs when a child is harmed, exploited or bullied by their peers; all parties are under the age of 18. Research suggests that girls are more at risk of abuse from their peers, but boys can also be affected and children with learning difficulties or disabilities, from different communities or LGBTQ children are often targeted. Many of the types of abuse identified above (particularly in the physical, sexual and emotional abuse tables above) may often be inflicted by one child on another. In particular peer on peer abuse can often take the form of bullying (including cyberbullying), sexting, sexual photography, up skirting, harmful sexual behaviour, initiation/hazing, assault, hitting, slapping, punching, kicking, hair -pulling, biting and pushing.

If peer-on-peer abuse is suspected, it should be reported in the same way as any other abuse listed in this appendix using the reporting procedures in this document. It is important to understand that the child who is perpetrating the abuse may also be at risk of harm, must be treated as a victim and the risk to them also assessed.

- **Radicalisation**

When safeguarding and promoting the welfare of children there is a legal duty on public bodies, and an expectation of all who work with children, to protect them from radicalisation and prevent them from being drawn into terrorism. Religious extremism and white supremacist ideologies are the most common radicalisation threats currently posed in the UK and children are often so targeted through social media. Expression of extremist views, or marked changes in behaviour and interaction with others, may signal concern that a child is may be being exposed to harmful extremist influences either in person or on line.

If you are concerned that a child may be exposed to radicalisation, the normal referral processes apply and you should contact the Director of Safeguarding and Wellbeing (or police in an emergency). You or the Director of Safeguarding and Wellbeing must follow the safeguarding procedures outlined in this policy and may also make a referral to the Channel programme.

The Prevent Duty Guidance can be accessed on line and the North Yorkshire Children Safeguarding Partnership website contains further up to date guidance on this aspect of safeguarding children and adults at risk.

The types of abuse lists of possible indicators and examples of behaviour are not exhaustive, and people may be subject to a number of abuse types at the same time. Please note that evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors.

Appendix 3

Flowchart for Reporting Concerns

Concern related to a child

Any concern that a child is suffering or likely to suffer harm or abuse, or concern related to specific safeguarding issues.

Staff follow the AAT Policy and Procedures for Protection and Safeguarding of Children. If there is a risk of immediate serious harm to a child, a referral should be made to children's social care and / or police immediately.

Notify the Director of Safeguarding and Wellbeing who will provide feedback.

Low-level concern related to a member of staff, volunteer or member of monastic community

Any concern that an adult may have acted in a manner which:

Is not consistent with the Staff Code of Conduct or Monastery Customary

Relates to their conduct in or off the site which has caused a sense of unease about that person's suitability to work with children.

Notify the Director of Safeguarding and Wellbeing who will provide feedback.

Allegation related to a member of staff, volunteer or member of monastic community

Behaviour which indicates an adult has:

Behaved in a way that has harmed a child or may have harmed a child.

Possibly committed a criminal offence against, or related to, a child

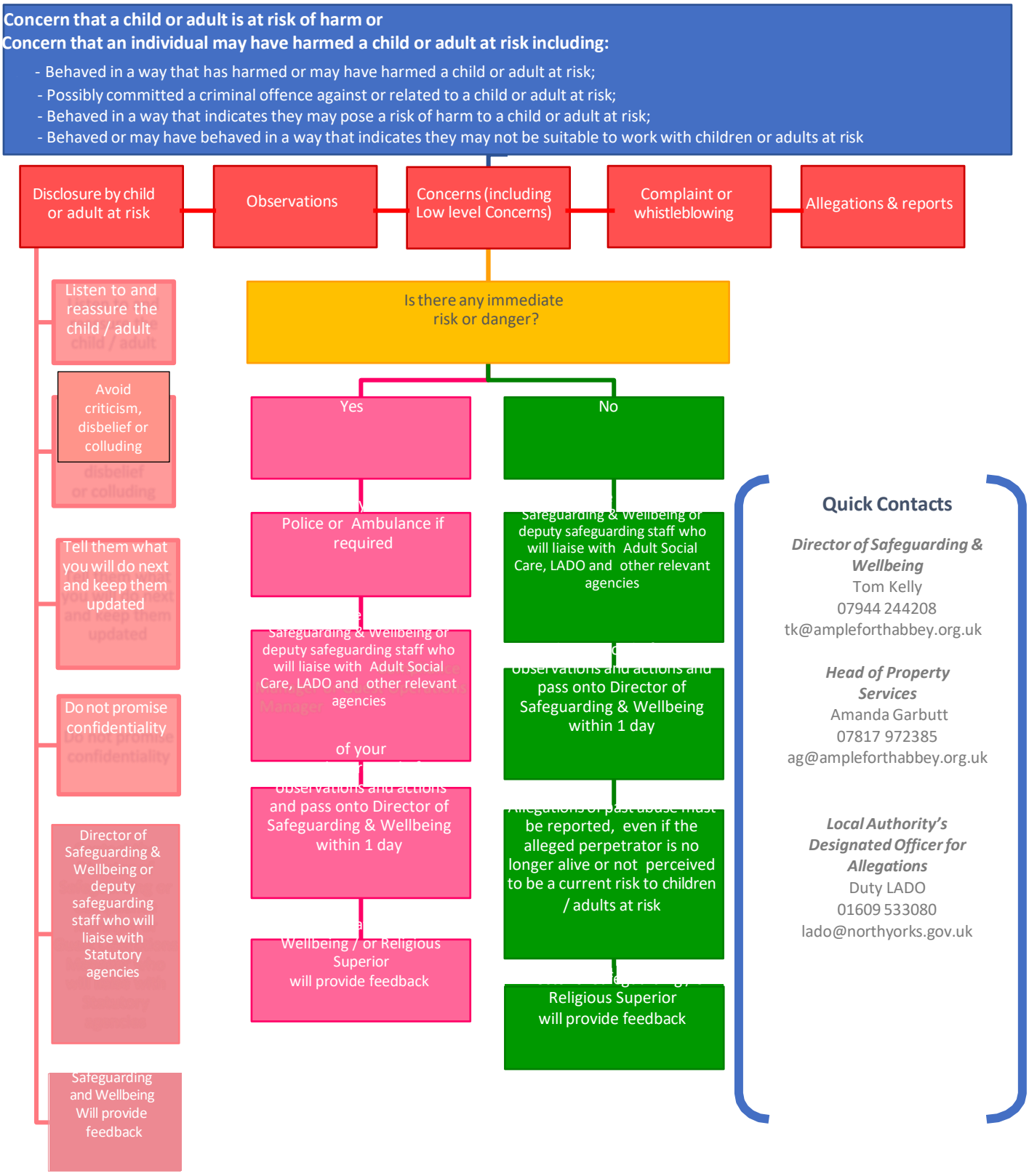
Behaved in a way towards a child or children that would indicate they a pose a risk of harm to children

Behaved or may have behaved in a way that indicated they may not be suitable to work with children

Notify the Director of Safeguarding and Wellbeing who will provide feedback.

Responding to allegations of abuse or concerns about children and adults at risk

Safeguarding children and adults at risk is everyone's responsibility. All concerns must be brought to the Director of Safeguarding and Wellbeing. Never delay in taking action. If you are unable to contact the Director of Safeguarding and Wellbeing contact the deputy safeguarding staff. The Safeguarding Team operate an out of hours on call rota for provision of support and advice. If there is a risk of immediate harm contact the Police on 999



Quick Contacts

Director of Safeguarding & Wellbeing
Tom Kelly
07944 244208
tk@ampleforthabbey.org.uk

Head of Property Services
Amanda Garbutt
07817 972385
ag@ampleforthabbey.org.uk

Local Authority's Designated Officer for Allegations
Duty LADO
01609 533080
lado@northyorks.gov.uk