



WORTH
ABBEY



WORTH
ABBEY PROJECTS

Safeguarding Policy

Children, young people and adults at risk

2025

This policy was amended in full in 2021 and approved by the Trustees of Worth Abbey.

This is the policy approved and adopted in 2025.



Contents

Contents	1
Our Safeguarding Principle.....	2
1. Introduction	3
Catholic Safeguarding Standards Agency (CSSA)	4
2. Our safeguarding structure and contacts	5
Worth Abbey	5
Worth School.....	6
Worth Abbey Parish	6
The Religious Life Safeguarding Service (RLSS)	6
3. What is abuse of children, young people or adults at risk?	8
Children and young people	8
Adults at risk.....	8
4. What you should do if you suspect a young person or adult at risk is experiencing or at risk of abuse	9
5. How Worth Abbey responds to concerns and / or allegations.....	12
Confidentiality and Information Sharing.....	12
Allegations against persons who are deceased or incapable of responding	13
Allegations of a non-recent nature	13
Responding to reports / allegations of abuse	14
Guide for survivors of sexual misconduct by a monk of Worth Abbey.....	14
6. Safer Recruitment and Selection.....	15
Recruitment of employees.....	15
Engaging volunteers	15
Applicants to the Monastic Community.....	16
The resident Monastic Community of Worth	17
7. Training and professional development in safeguarding.....	18
8. Specific arrangements for the work and activities undertaken on the Worth Abbey campus	20
Worth Abbey Retreats: St Bruno's, Compass House, Archway and the Bermondsey Huts.....	20
Day and residential guests of the monastery	20
Interns	21
The Abbey Church	21
Worth Abbey Livery.....	21
Residential tenants aged 16 years+ residing in Worth Abbey properties on the Worth Estate.....	22
Further information / reading	23
List of Annexes.....	23

Our Safeguarding Principle

If you reasonably suspect that a child, young person or adult at risk is, has or is likely to be abused, you must act. To do nothing is not an option

All incidents of actual or suspected abuse must be reported to the Religious Safeguarding Lead (RSL) as set out in this policy.

Our Safeguarding Policy Statement

The Trustees of Worth Abbey:

- **respect and value** the personal dignity and rights of all people, and recognise they have a special responsibility towards the young and adults at risk of harm;
- **are committed to taking all appropriate steps to maintain a safe environment for all**, to practicing fully and positively Christ's ministry towards children, young people and adults at risk, and to responding sensitively and compassionately to their needs in order to promote their wellbeing and to help keep them safe from harm;
- **recognise their statutory and fiduciary responsibilities** to adopt suitable policies and procedures for the safeguarding of children, young people and adults at risk, and to ensure that those policies and procedures are monitored and effectively implemented;
- **recognise the importance of the 'One Church' approach to safeguarding** which has been agreed by the Conference of Religious in England and Wales (COR) and the Catholic Bishop's Conference of England and Wales.
- **have formally adopted** the Safeguarding policies mandated and audited by the Catholic Safeguarding Standards Agency (CSSA) and supported by the Religious Life Safeguarding Service (RLSS).

1. Introduction

- 1.1 This policy is informed by and is compatible with best practice as described in UK national and local guidance.
- 1.2 Our procedures enable all those who live or work at Worth Abbey including monks, staff, and volunteers to:
- a) safeguard and promote the welfare of children, young people and adults at risk;
 - b) protect children, young people and adults at risk from all forms of abuse;
 - c) identify and report cases of suspected abuse; and
 - d) support children, young people and adults at risk who have or may have been abused
- 1.3 This policy also applies generally at Worth Abbey, wherever or whenever a safeguarding issue arises.
- 1.4 The monitoring and application of this policy is a high priority for Worth Abbey. It is the responsibility of the Worth Abbey Religious Safeguarding Lead (RSL) to ensure that all those to whom this policy applies to have received a copy, and that they have confirmed they have read, understood and will comply with it. For audit purposes records are held by Worth Abbey to assist in this monitoring.
- 1.5 This policy:
- a) sets out the safeguarding structures at Worth Abbey and provides details of the key safeguarding contacts should there be any concern(s) and/or allegation(s) at Worth Abbey;
 - b) provides guidance as to what abuse of children, young people and adults at risk means and the possible indicators of abuse;
 - c) provides guidance on Worth Abbey's procedures for safeguarding and specifically what you should do in the event you suspect a child, young person or adult at risk is experiencing or is at risk of harm;
 - d) sets out Worth Abbey's safe recruitment and selection procedures as well as our schedule for training and development; and
 - e) sets out the arrangements for work and activities undertaken on the Worth Abbey estate.
- 1.6 This policy should be not be read in isolation but applied in conjunction with the Safeguarding Policies of Worth School and of Worth Abbey Parish, as well as any related Worth School policies.

Catholic Safeguarding Standards Agency (CSSA)

1.7 Worth Abbey is committed to embedding and achieving the eight safeguarding standards set by the CSSA:

Standard 1 – Embed safeguarding in the Church Body’s Leadership, Governance, Ministry and Culture

Standard 2 – Communicate the Church’s safeguarding message

Standard 3 – Engage with and care for those who report having been harmed

Standard 4 – Effectively manage allegations and concerns

Standard 5 – Manage and support subjects of allegations and concerns (respondents)

Standard 6 – Implement robust human resource management

Standard 7 -Provide and access training and support for safeguarding

Standard 8 – Quality assure compliance to continuously improve practice

1.8 We will carry out an annual self-assessment of our compliance against these standards using the CSSA frameworks and respond positively to any formal CSSA audit and recommendations.

2. Our safeguarding structure and contacts

Worth Abbey

2.1 Safeguarding children and adults at risk is everyone's responsibility at Worth. Nothing in this policy detracts from our shared responsibility to keep everyone safe. Formally, there are four key roles within Worth Abbey which play a major part in developing and promoting safeguarding. These roles are mutually dependant and supportive, combining knowledge and expertise of safeguarding with an understanding of Church life, safeguarding structures of the Catholic Church and Church context. The following describes the roles which recognise the differing expertise and the importance that each brings to safeguarding:

- **The Trustees of Worth Abbey** have a pivotal role to play in promoting a culture of safeguarding at Worth Abbey. The Trustees must appoint a Religious Safeguarding Lead (RSL) who has the ability, skills and aptitude for the role. Once the RSL is appointed the Trustees have a key role in supporting and encouraging the RSL in their role.
- **The Safeguarding Team** is led by the Religious Safeguarding Lead (RSL) who is supported by two deputies. The RSL has specific responsibility for promoting good and safe practices in all activities involving children, young people and adults at risk within any activity of Worth Abbey or Worth Abbey Projects Limited. The RSL has a sound knowledge of the policies and procedures and knows who to contact in specific circumstances. The specific responsibilities of the RSL and DRSLs can be found at **Annex A**.
- **The Abbey Safeguarding Trustee (AST)** is responsible for three main sets of duties related to safeguarding in addition to their wider responsibilities as a Trustee: strategic, effective policy and practice and creating the right culture. The specific responsibilities of the Safeguarding Trustee can be found at **Annex A**.
- **The Safeguarding Committee** is chaired by the Abbey Safeguarding Trustee and includes the safeguarding team, the Abbot, the School DSL and the Parish safeguarding representatives. The Committee ensures good communication across the Worth site and a common understanding of safeguarding risks and mitigations.

RSL

Paul Bilton

Tel: 01342 710368

Mob: 07941 473475

Email: pbilton@worth.org.uk

Deputy RSLs

Fr Gabriel Dobson (Brighton)

Mob: 07763-424162

Email: gdobson@worth.org.uk

Pete Emmott (Hospitality)

Mob: 07541 412128

Email: pemmott@worth.org.uk

AST - Alda Andreotti

Mob: 07710 120460

Email: aandreotti@worth.org.uk

2.2 There are others within Worth Abbey who also have particular roles and responsibilities in relation to safeguarding. These are outlined throughout this Policy.

Worth School

2.3 Worth School has its own safeguarding policies and personnel who are accountable to the Governors of Worth School. Worth Abbey monks, staff and volunteers may be subject to Worth School's policies dependant on their role. The Worth School policy can be found [here](#).

2.4 Worth School has a Designated Safeguarding Lead (DSL) and a team of deputies (DDSL).

2.5 Due to the close geographical nature and regular interaction between Worth Abbey and Worth School, it is mandatory in all circumstances that the Worth Abbey RSL shares all allegations or concerns, within 24 hours of receiving of them, with the Worth School DSL.

Mr Mark Macdonald (DSL)

Tel: 01342 7102260

Mob: 07789 459482

Email: mmacdonald@worth.org.uk

First deputy DSL:

Emma-Louise Coogan

Tel: 01342 710262

Email : ecoogan@worth.org.uk

Worth Abbey Parish

2.6 The Parish has its own safeguarding policies and personnel. These are supervised by the Diocese of Arundel and Brighton. The policies set out in this document are consistent with those of Worth School and Worth Abbey Parish, and there is close liaison between the safeguarding personnel of each body, especially in areas where their activities overlap.

2.7 More about Worth Abbey Parish safeguarding, including their code of conduct for leaders and helpers, is available [here](#).

The Religious Life Safeguarding Service (RLSS)

2.8 Worth Abbey is a member of the RLSS. They provide support with:

- Case management
- Training
- General advice and support
- Disclosure barring service administration

2.9 The RSL will maintain contact with them, seeking advice and support as necessary to manage cases and concerns. Any monk, trustee, member of staff or volunteer involved in Worth Abbey can contact them by calling:

- 0151 556 2311

3. What is abuse of children, young people or adults at risk?

Children and young people

- 3.1 Abuse and neglect are forms of maltreatment of a child which will give rise to a referral to Social Services and may result in further action by Social Services, the Police or other related services.
- 3.2 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 institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children. Images of child abuse and graphic sexually explicit depictions of a minor ('child sexual abuse images') are considered sexual abuse of a minor.
- 3.3 UK national guidance¹ identifies five categories of child abuse together with possible indicators which might lead a person to consider the possibility that abuse is taking place. These, and what child sexual abuse images are can be found at **Annex B**.

Adults at risk

- 3.4 Some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. They may also be vulnerable because they are in need of community care services due to mental health problems, physical or learning disability, age or illness.
- 3.5 Abuse of adults at risk can be the result of a single act or may continue over many months or years. It can be accidental or a deliberate act. Abuse is categorised under seven headings, although it must be noted that more than one can happen at the same time. The list is not exhaustive and can be found at **Annex B**.

¹ [Working together to safeguard children](#) and [Keeping children safe in education](#)

4. What you should do if you suspect a young person or adult at risk is experiencing or at risk of abuse

4.1 All concerns² will initially be treated in the same way as an allegation³:

- Where a concern or allegation exists that real or virtual images of child abuse ('child sexual abuse images') are being intentionally viewed, or are possessed, or are being distributed, you must immediately report the matter to the RSL who must ensure that a report is made to statutory authorities; and
- There may be times when a member of the monastic community at Worth Abbey, or a staff member, notices behaviour on the part of a confrere, a member of staff, or a visitor, which, while not amounting to abuse of a child or an adult at risk, causes them concern because it appears inappropriate. Such behaviour may be a 'boundary violation': that is, a stepping outside the agreed standards the Church expects, that we set for ourselves, and expect of others. Such an action does not in and of itself warrant that the statutory authorities be notified, but observing such behaviour requires that appropriate notification be made, and action be taken. Please see **Annex C** for further information.

4.2 The actions of those who first handle concerns and / or allegations are the most important as they could dictate the effectiveness of a subsequent inquiry. Under no circumstances should the alleged perpetrator be alerted, either directly or indirectly. Important evidence may be lost

4.3 The aim of the process which follows is to reach a point where the fullest possible information has been gathered. Formal investigations will be carried out by the Police or Social Services. Those at Worth Abbey should not seek to investigate any matters as this may interfere with the inquiries started by the authorities.

4.4 It is only with the benefit of complete information that vulnerable people may be protected through careful assessment of risk, based on fact and professional judgement.

4.5 The guiding principles for any person in receipt of information about a concern or an allegation should be: **LISTEN – RECORD – REFER.**

4.6 Sometimes information will be in the form of observations made by the person recording the allegation or concern.

² *Concern*: the term used when a person or organisation is worried about the well-being of a person or persons.

³ *Allegation*: a complaint involving one or more perpetrators and one or more children

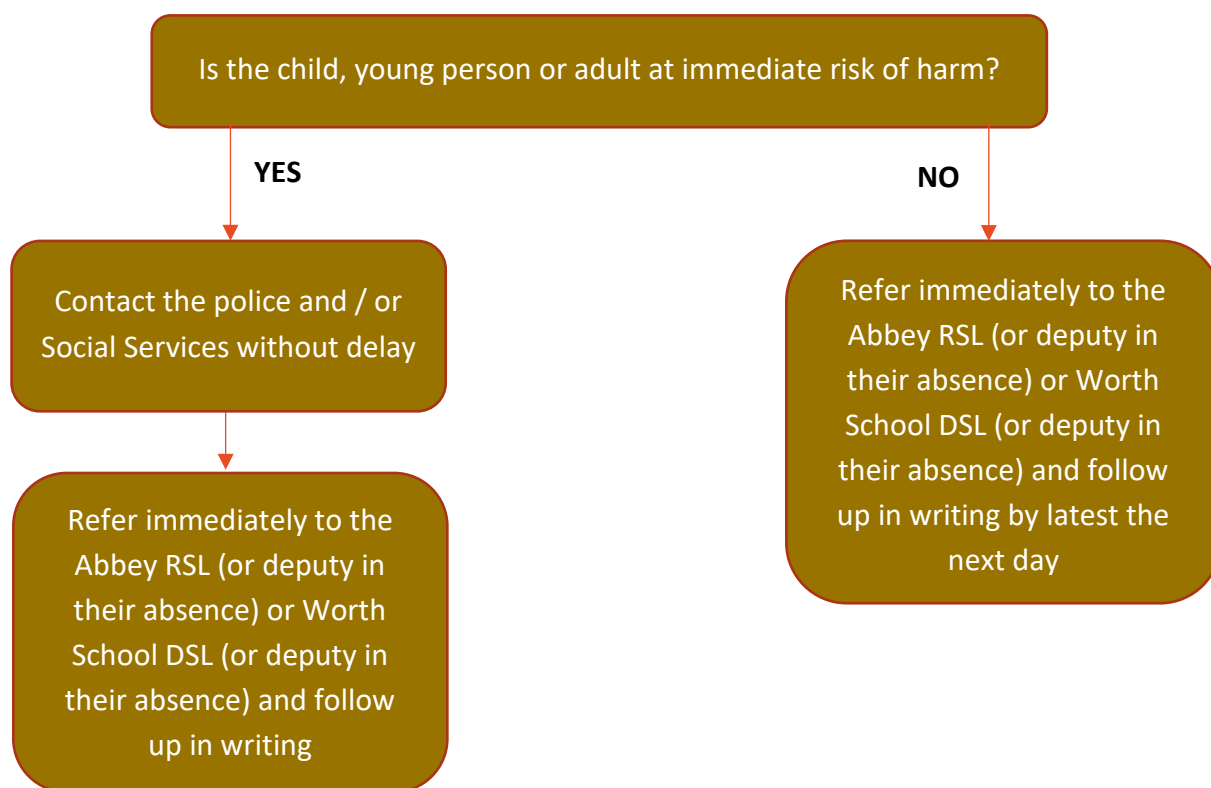
LISTEN	
DO	DO NOT
• listen and accept what is said seriously (where information is given in person); • be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary; • adopt a listening style which is compassionate, calm and reassuring; and • explain what will happen next. Indicate who will be made aware of the information which has been given by them. Leave contact details of yourself and any other appropriate person in case the referrer needs to ask questions later	• prejudge, rationalise, dismiss or minimise; • make judgemental statements about any person involved; • alert the alleged perpetrator, either directly or indirectly; • suggest words, but use theirs; • allow your feelings to show, even if the information given to you shocks, disgusts or distresses you. If you do, you may inadvertently dissuade the person from giving any further information; • promise total confidentiality. If this is proposed as a condition of giving information about possible abuse, such confidence must be refused; and • make promises about future events.

4.7 An adult who provides information should be encouraged to share their information, where appropriate with the Statutory Authorities. Support should be offered in doing so.

RECORD
DO
• take notes during the conversation (where possible and practical). • always ask permission to take notes and explain the importance of recording all information. If it is not appropriate, make a written record as soon as possible afterwards, if possible by the end of the day. • If the concern relates to a pupil of Worth School then you should follow their policy (Link) and record it on <i>MyConcern</i>. • If the concern relates to a monk, member of Worth Abbey Staff, a Trustee or Volunteer at Worth Abbey then use the Safeguarding Incident/Concern Report Form (Annex D). It will help you obtain the relevant information. The record should be signed and dated by the author. Wherever possible the speaker's own words should be used. It is important to include full details of referrals to Police or Social Services • pass all original records, including rough notes, to the Worth Abbey RSL as soon as possible, and certainly by the next working day after receiving the information

REFER

4.8 The chart below indicates the actions that monks, employees, trustees and volunteers should follow:



4.9 Where a referral is made to the Statutory Authorities by a person other than the RSL, all information must be passed to the RSL by the next working day and followed up in writing.

5. How Worth Abbey responds to concerns and / or allegations

Confidentiality and Information Sharing

5.1 Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision. All information connected with a child, young person or adult at risk inquiry is confidential within the multi-agency network. No information should be shared with any person who does not need to know for the purposes of protecting children, young people or adults at risk and facilitating the conducting of an effective investigation. Before sharing any information, consider whether the person:

- NEEDS to know the information?
- needs to know ALL the information?
- needs to know the information NOW?

5.2 Record what information has been provided and to whom, with reasons.

5.3 Due to the close geographical nature and regular interaction between Worth Abbey and Worth School, it is mandatory in all circumstances that the Worth Abbey RSL shares any and all allegations or concerns, within 24 hours of receiving of it, with the Worth School DSL. Worth Abbey expects the DSL of Worth School to similarly share details of relevant safeguarding allegations or concerns with us.

5.4 Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children.

5.5 Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

5.6 To ensure effective safeguarding arrangements:

- all organisations should have arrangements in place which set out clearly the processes and the principles for sharing information between each other and with other professionals; and
- no professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children's social care.

5.7 Advice for practitioners providing safeguarding services to children, young people, parents and carers supports frontline practitioners, working in child or adult services, who have to make decisions about sharing personal information on a case by case basis.

The advice includes the seven golden rules for sharing information effectively and can be used to supplement local guidance and encourage good practice in information sharing. See **Annex E** for the flowchart of when and how to share information.

Allegations against persons who are deceased or incapable of responding

5.8 Where an allegation is brought to the attention of the Worth Abbey RSL which concerns an alleged perpetrator who is deceased, or who is incapable of responding, the RSL should act as follows:

- the person making the allegation must be responded to with the same sensitivity and following the same process outlined in **Section 4** of this policy.
- having received a concern or allegation, the RSL should inform the Designated Safeguarding Lead for Worth School within 24 hours.
- the RSL should then refer the concern or allegation to the Local Authority Designated Officer (LADO) and, if appropriate, the RLSS. The actions which next follow will be determined by the advice offered by the RLSS, LADO, Police and/or by the actions they themselves initiate.
- if the Police do not deem it appropriate or possible to take action themselves, or if it is agreed by the Police that the following course of action is advisable, then the Abbot shall make direct written contact with the person making the concern or allegation, offering to meet that person in order to listen to what is alleged. The Abbot should be accompanied to any such meeting by the Worth Abbey RSL and/or the Worth School DSL. The purpose of the meeting shall be: to listen to the alleged victim, to hear what the alleged victim wishes to see happen as a consequence of the allegation that has been made, and to determine the best way to help the alleged victim.
- further steps may follow, depending upon the outcome of the meeting described above. The RSL should be prepared to investigate the allegation as far as is practicable, while recognising that it may be difficult or even impossible to reach the truth.

Allegations of a non-recent nature

5.9 Where an adult is making an allegation about non-recent abuse the individual should be referred to the RSL who will subsequently arrange to meet with them. The steps set out in **Section 4** of this policy should still be complied with, however it may be that there is no immediate risk of harm to the complainant, and therefore the referral should be made immediately to the RSL.

5.10 The RSL will seek a detailed account of the allegation and carefully record what is said. He will check the accuracy of this record with the person making the allegation. Sufficient information should be sought to ensure that the victim feels heard and that appropriate referrals can be made to the statutory authorities.

- 5.11 Where information about an allegation or a concern becomes known to a monk of Worth Abbey, a member of staff or a volunteer, then action must be taken to inform the RSL for Worth Abbey and the DSL for Worth School, and the LADO, Police or Social Services as appropriate, so that children, young people and adults at risk are not put at continued risk and a proper investigation may take place.

Responding to reports / allegations of abuse

- 5.12 Systematic procedures for responding to an allegation of sexual abuse can protect everyone's rights and help ensure that Worth Abbey responds legally and effectively to each such allegation. *Because each case is unique, the following is a general outline and is not necessarily a procedure that is to be followed in the same way for each case.*
- 5.13 The process may be modified according to the specifics of each situation. Please see **Annex F** for further information. In every case, Worth Abbey will seek to deal pastorally with, and protecting the rights of, all those involved

Guide for survivors of sexual misconduct by a monk of Worth Abbey

- 5.14 Our short guide (**Annex G**) provides information on:
- a. what is meant by sexual misconduct within ministerial relationships;
 - b. what the procedures at Worth Abbey are for responding to complaints of sexually inappropriate behaviour by monks; and
 - c. to whom survivors of sexual misconduct can turn for help.
- 5.15 A Victim Assistance Coordinator is a person, appointed by the Abbot, who has expertise in counselling and dealing with victims of sexual abuse. The Victim Assistance Coordinator maintains a professional relationship with the alleged victim and/or family and does not act officially as a therapist, lawyer, or spiritual director. Their duties can be found at **Annex H**.

6. Safer Recruitment and Selection

Recruitment of employees

- 6.1 Worth Abbey is fully committed to safer recruitment and selection practices. These are intended to ensure that those who are not suitable to work with children, young people or adults at risk are not given the opportunity to have access to them. Worth Abbey recognises that the decisions made at the recruitment stage are the key factor in this.
- 6.2 Worth Abbey adopts a Safer Recruitment policy: ["Recruitment and Selection of Staff, Policy and Procedure"](#) which reflects the guidance as outlined in the related statutory guidance listed at the end of this policy. Worth School's HR department assists Worth Abbey in its employee recruitment, including undertaking safer recruitment checks.
- 6.3 It is the responsibility of the individual(s) who are leading the recruitment process to ensure the Safer Recruitment policy is followed. Where agency staff are recruited (for example, care staff), it is the responsibility of the agency to ensure safer recruitment processes are followed.
- 6.4 Members of staff will not be subject to disciplinary action or detrimental treatment where they have "whistleblown" in good faith (see "Whistleblowing Policy for Teaching and Support Staff ", **Annex I**).

Engaging volunteers

- 6.5 From time to time, volunteers are involved in the various activities undertaken at and by Worth Abbey. Where such volunteers will be working with children, young people or adults at risk, the advice of the RSL should be sought and appropriate checks carried out.
- 6.6 Any volunteer who has frequent and direct contact with a child, young person or adult at risk, or who works at a specified place (such as a school) to undergo an Enhanced DBS check (the level of the DBS check may vary). If the volunteer is continually supervised they should have an Enhanced DBS without a barred list check, and if they are not continually supervised they should have an Enhanced DBS check with the relevant barred list check. As a result of the *Protection of Freedoms Act 2012*, volunteers may not meet the definition of 'regulated activity' (see **Annex J**). However, they remain eligible for an Enhanced DBS check (without a Children's or Adults' Barred lists) if they met the definition of 'regulated activity' prior to September 2012. It is the responsibility of the Safeguarding Lead of the entity (i.e. Worth Abbey, School or Parish Safeguarding Representative) which is recruiting volunteers to ensure they comply with the above policy.
- 6.7 In addition to DBS checks the RSL may require that references are sought and a safer recruitment interview carried out depending on the nature of the role and the level of access that the volunteer will have.
- 6.8 Where the volunteer is to have regular access to school buildings or site then the

relevant section of the Worth School Recruitment policy must be followed.

Applicants to the Monastic Community

Aspirants or anyone similar resident within the Monastery as more than a guest

6.9 Anyone coming to live in the Monastery as an aspirant, or in a similar way, should have:

- an enhanced Disclosure and Barring Service (DBS) disclosure, which includes a barred list check;
- criminal or police record checks, where the aspirant has lived and/or worked overseas for three months or more in the last five years;
- registered for the update service, providing relevant information to the RSL;
- a minimum of two references;

6.10 Aspirants will not normally be allowed access to the Worth School site, and where they do, they will follow the Worth School Visitors Policy and be supervised at all times.

6.11 Aspirants will be provided with a copy of this policy and asked to sign an acknowledgement that they have received it and will adhere to it.

6.12 The RSL will keep the Worth School DSL apprised of when there are aspirants on the site. Aspirants should not normally be resident in the monastery for more than three calendar months at a time and no more than six months in any twelve month period.

Postulancy and beyond

6.13 Anyone who seeks to join the Monastic Community at Worth Abbey as a postulant will apply in line with the EBC Vocation Directors Handbook. In addition to the checks for an aspirant this requires:

- A formal application in the format prescribed by the EBC;
- An additional three references, making a total of five;
- face-to-face interviews with two representatives of Worth Abbey, usually the Abbot and the Novice Master;
- a medical examination;
- a psychological evaluation which is conducted by a licensed psychologist, and a psycho-sexual history which is conducted by either a licensed psychologist or a licensed mental health professional with skills in conducting psycho-sexual histories and in assessing psycho-sexual health in preparation for a life of celibate chastity; and
- a review of publicly accessible content on all social media, personal blog sites, and web sites associated with accounts controlled by the applicant.

- 6.14 Should any of the above indicate any concerns relating to safeguarding, the individual will not be accepted into the Community.

The resident Monastic Community of Worth

- 6.15 Members of the Monastic Community of Worth Abbey are required to register with the DBS Update Service. Where this registration lapses for any reason, they will be required to undertake a full enhanced DBS check with barred list.
- 6.16 The RSL will ensure that the update service is checked each year for any changes to a monk's record. Where there are changes, he will immediately consult with the Abbot and Safeguarding Trustee to consider next steps.
- 6.17 When monks of Worth Abbey work for or on behalf of organisations independent of the Abbey, it is the responsibility of those monks to ensure that they are aware of the safeguarding policies of those organisations, and that their behaviour and actions comply with those policies.
- 6.18 The monks of Worth Abbey should ensure that they attend and understand all safeguarding training provided on the policies applicable to the Abbey, and to the extent that the monks engage and/or have any responsibility related to and/or access to Worth School's grounds, they should take part in Worth School staff safeguarding training and understand and apply the Worth School Safeguarding Policy.
- 6.19 The Monastic community has adopted a written Prudence Code of Conduct (**Annex K**) for its members, which offers guidance to all monks of Worth Abbey on their interactions with others. The Code is founded upon a concern to respect and protect the dignity, integrity and right to privacy of all people and sets down guidelines for monks to follow. The basic principle of good conduct in this context being that no member of Worth Abbey should exploit their position to gain inappropriate access to children, young people or adults at risk.
- 6.20 Each monk of Worth Abbey undertakes to ensure that he is familiar with the guidance in the code, understands how it applies to him and apply the Prudence Code to his day-to-day conduct with others.
- 6.21 Where it is necessary for a monk to be put on a safeguarding plan, the Abbot of Worth will appoint a Supervisor (when appropriate, such an appointment is to be made in consultation with the superior of another monastery or religious house where the monk in question is to reside. Our Guidelines for the Supervisor of a monk of a safeguarding plan can be found at **Annex L**. Our Protocol for monitoring the wellbeing of a monk who is living on a safeguarding plan and then evaluating the monk's compliance with the safeguarding plan can be found at **Annex M**.

7. Training and professional development in safeguarding

7.1 Training in safeguarding is integral to priestly and religious formation, and its practice is part of Christian ministry and life. Worth Abbey will ensure that all monks (applicants and the resident community), employees and volunteers understand safeguarding within the context of the Catholic Church and that they have the knowledge and skills to promote a 'One Church' approach to safeguarding.

7.2 It is the responsibility of the RSL to ensure the following schedule is applied by Worth Abbey:

Applies to	Type	Frequency
Resident Monastic Community of Worth (including novices)	All will receive formal training in safeguarding from an appropriately qualified person annually	Annually
	Monks with pastoral responsibilities will individually update their knowledge and skills in response to changes in practice and legislation	As soon as possible after appointment, and every other year thereafter.
Postulants	basic safeguarding awareness training	As soon as possible after their date of arrival at the Abbey
Employees	basic safeguarding awareness training	As soon as possible after they start working for the Abbey
	Annual update training	Annually
RSL & DRSLs	recognised advanced training in safeguarding	On appointment, and every other year thereafter.
Trustees	basic safeguarding awareness training	Every other year
Safeguarding trustee	recognised advanced training in safeguarding	On appointment, and every other year thereafter.
Volunteers	Depends on role. To be decided by RSL.	Depends on role. To be decided by RSL.

7.3 For each monk of Worth Abbey who is identified as having responsibilities and/or interaction with children or adults at risk and/or with access to Worth School, a record of the safeguarding training received shall be maintained by the RSL.

7.4 A separate record of the amendments and updates to this policy shall be maintained. In addition to the mandatory referrals from the RSL of Worth Abbey to the DSL of Worth School every term the RSL shall meet with the DSL to centralise the training records and discuss any training updates needed, in addition to ensuring there is an up to date record

of all those to whom this policy applies has received, read and understood the policy and this has been documented.

7.5 It is the responsibility of the RSL to liaise with the appropriate staff of Worth School to monitor this process and to ensure its compliance with necessary standards.

7.6 The main provider of safeguarding training to Worth Abbey is the Religious Life Safeguarding Service. A list of other providers is to be maintained by the RSL.

8. Specific arrangements for the work and activities undertaken on the Worth Abbey campus

Worth Abbey Retreats: St Bruno's, Compass House, Archway and the Bermondsey Huts

8.1 All staff and volunteers working with children, young people or adults at risk are provided with a summary document 'Code of Conduct and Responding to Disclosure Guidelines' (**Annex N**).

Pete Emmott (Director of Hospitality)

Tel: 07541 412128

Email: pemmott@worth.org.uk

8.2 Where St Bruno's, Compass House, Archway Lodge or the Bermondsey Huts camping site is booked by / hire out to an outside group, such as a Parish or School group, the group organiser must provide the Director of Hospitality with details of the Safeguarding Policy under which they are operating as well as the name of their Designated Safeguarding Officer. Safeguarding arrangements for hirers are also specified within the Lettings Hire Agreement. Where Archway Lodge has been booked through an online platform, currently AirBnB, we do not ask to see safeguarding policies or expect there to be a Designated Safeguarding Officer.

8.3 Visitors to St Bruno's, Compass House, Archway Lodge or the Bermondsey Huts are prohibited from accessing the Worth School campus (unless prior arrangements have been made with the School, they are accompanied and have been signed in at reception in line with the Worth School Visitors Policy). All visitors must be expressly informed of this on arrival.

Day and residential guests of the monastery

8.4 Monastery guests are prohibited from accessing the Worth School campus (unless express written consent is given for them to do so) and every guest is to be expressly informed of this on arrival. Where guests do have written consent, they are required to comply with Worth School Visitor's Policy at all times.

Fr Martin McGee, David Jarmy, Patrick Fludder (Monastery Guest Masters)

Mob (Fr Patrick): 07989 120601

Email: guestmaster@worth.org.uk

8.5 Guests are permitted to access the Abbey Church in compliance with the Abbey Church Protocol (**Annex O**).

8.6 The Monastery Guest Master is responsible for maintaining a record of residential guests. This will be made available to the Worth School DSL to inspect at any time.

8.7 Please see **Annex P** which is our policy for visiting Priests of Religious who are not a member of the monastery of Our Lady Help of Christians who applies to reside as a visitor or guest of the Abbot and monastic community at Worth Abbey.

Interns

8.8 Worth Abbey operates an internship scheme for men aged between 18 and 35 years of age.

8.9 Normally, these men are resident for two months in Archway Lodge. In these instances then:

Fr Luke Jolly (Intern Co-ordinator)

Tel: 01342 710309

Mob: 07729 266274

Email: ljolly@worth.org.uk

- An enhanced DBS check and overseas police check (if appropriate) should be carried out.
- Access to the infirmary, infirm monks and other adults at risk should be controlled with a level of supervision by the programme co-ordinator and Health Care Manager.
- There should be no unsupervised access to the School site.

8.10 Should these men be resident in the monastery then they should follow the processes for aspirants detailed above.

The Abbey Church

8.11 Worth Abbey Church is central to the life of the monastery and its activities, to Worth Abbey Parish, and to the Benedictine ethos of Worth School.

8.12 The Abbey Church protocol (at **Annex O**) provides an understanding of how school pupils and others may access the Abbey Church and take part in activities within it, and how this access should be managed in accordance with Worth School, Worth Abbey and Worth Abbey Parish Safeguarding policies and procedures.

8.13 The protocol is owned by the Worth School DSL, who works closely with the Worth Abbey RSL and the Worth Abbey Parish Safeguarding Representative to enforce and monitor the observance of the protocol and to address issues arising from it which may require modifications to the protocol.

Worth Abbey Livery

8.14 All clients of Worth Abbey Livery Yard are provided with a copy of the Yard Rules and a summary document of safeguarding arrangements in place at the Livery Yard "Safeguarding Code of Conduct Responding to Disclosure" (**Annex Q**).

Emma Hickmott (Com & Hos Bursar)

Tel: 01342 710219

Mob: 07881 341722

Email: ehickmott@worth.org.uk

8.15 It is a condition of the Livery Agreement that all clients confirm they have read and agree to abide by the rules and the safeguarding guidelines as a condition of their use of the Livery.

- 8.16 The Commercial and Hospitality Bursar is responsible for ensuring that all Clients have signed an acknowledgment of receipt of this Safeguarding Policy and the rules of the Livery Yard as a condition of any agreement of their use of the Livery.

Residential tenants aged 16 years+ residing in Worth Abbey properties on the Worth Estate

- 8.17 This section of the safeguarding policy does not apply to Worth School staff who reside on the Worth Estate as these individuals are already subject to enhanced DBS checks.
- 8.18 By virtue of the geographical location of Worth properties to Worth School, there is the possibility of unsupervised contact with children. This is particularly the case given that there is a Boarding School on site. Therefore, any other persons aged 16 years and over (including those living with staff) who wish to reside in a property on the Worth Estate will be required to complete and sign an agreement and undergo an enhanced DBS check before they can reside. The agreement will specify:
- a) the location of the accommodation (i.e. the address)
 - b) the terms of the accommodation (i.e. if the individual is residing with another staff member or not and the length of the stay)
 - c) guidance on contact with Worth School pupils;
 - d) responsibilities in relation to supervision of any visitors;
 - e) the data sharing agreement between Worth Abbey and Worth School (particularly in relation to sensitive data relating to matters on an enhanced DBS check, which might include criminal offence data which is subject to additional protections);
 - f) notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with pupils; and
 - g) the requirement for the individual to notify the Worth Abbey RSL and Worth School DSL if they are charged with, or convicted of, any offence.
- 8.19 Where Worth Abbey becomes aware that an individual is aged over 16 years and requires an enhanced DBS check for the individual to reside on the Worth Estate, they will make this known to Worth School immediately.
- 8.20 On behalf of Worth Abbey, Worth School will carry out the enhanced DBS check and provide the outcome to Worth Abbey immediately upon receipt of the check being concluded.

Further information / reading

Further information can be found in the following related policies and guidance:

- [Department of Education Guidance Booklet 'Safeguarding Children and Safer Recruitment in Education \(March 2010\);](#)
- [The Prevent Duty \(July 2019\);](#)
- [Keeping Children Safe in Education \(KCSIE\) \(September 2019\);](#)
- [Working Together to Safeguard Children \(July 2018\);](#)
- [Revised Code of Practice for Disclosure and Barring Service \(November 2015\); and](#)
- [ISI Inspection Framework \(September 2019\).](#)

List of Annexes

- A. Roles and Responsibilities: Worth Abbey RSL, DRSL, Safeguarding Trustee
- B. Categories of abuse and possible indicators: children, young people and adults at risk
- C. Reporting and Responding to Boundary Violations
- D. Safeguarding Incident Reporting Form
- E. Flow chart of when and how to share information
- F. Guidelines for responding to reports / allegations of abuse
- G. Guide for Survivors of Misconduct by a Monk of Worth Abbey
- H. Victim Assistance Coordinator duties
- I. Whistleblowing policy and procedure
- J. Positions eligible for DBS
- K. Prudence Code of Conduct for Monks of Worth Abbey
- L. Guidelines for the Supervisor of a monk on a safeguarding plan
- M. Protocol for monitoring the wellbeing of a monk who is living on a safeguarding plan and evaluating the monk's compliance with the safeguarding plan
- N. The Retreat Centre (St Bruno's): Code of Conduct and Responding to Disclosure Guidelines
- O. Abbey Church Protocol
- P. Policy for Visiting Priests or Religious
- Q. Worth Abbey Livery Yard Safeguarding Code of Conduct (inc. Livery Yard Rules)
- R. Foraging safeguarding code of conduct

Role and Responsibilities

This document sets out the roles and responsibilities of the following within Worth Abbey:

- Religious Safeguarding Lead (RSL);
- Deputy Religious Safeguarding Lead (DRSL); and
- Safeguarding Trustee.

Worth Abbey Religious Safeguarding Lead (RSL)

Purpose of the role

1. To have specific responsibility for promoting good and safe practices in all activities involving children, young people and adults at risk within any activity of Worth Abbey or Worth Abbey Projects Limited. The ultimate lead responsibility for safeguarding remains with the RSL and should not be delegated.

Specific responsibilities

2. Ensure that all those to whom the Worth Abbey Safeguarding policy applies have received a copy, and that they have confirmed they have read, understood and will comply with it;
3. Promote good and safe safeguarding practices in all activities involving children, young people and adults at risk within any activity of Worth Abbey or Worth Abbey Projects Limited, and to monitor those that are in place;
4. Offer advice about safeguarding matters to monks, staff and volunteers of Worth Abbey;
5. Receive and monitor safeguarding concerns or allegations and take appropriate actions in accordance with the procedures set out in the Worth Abbey Safeguarding policy, including where necessary, referring the concern or allegation to the appropriate individuals / agencies by following proper referral procedures;
6. Share all allegations or concerns, within 24 hours of receiving of them, with the Worth School DSL (due to the close geographical nature and regular interaction between Worth Abbey and Worth School);
7. Be prepared to investigate the allegation and / or concern as far as is practicable, including assisting the RLSS or the LADO with any practical matters;
8. Meet with an adult who is making an allegation about non-recent abuse and seek a detailed account of the allegation and carefully record what is said;

9. Ensure the schedule of training and development, as set out in the Worth Abbey Safeguarding policy is applied and that a record of such training and development is maintained;
10. Undertake bi-annual recognised training in child protection and safeguarding;
11. Be familiar with and follow national, local, and diocesan safeguarding guidance and keep all monks, staff and volunteers informed of good practice and safeguarding developments as appropriate;
12. Maintain a record of amendments and updates to the Worth Abbey Safeguarding policy and develop the Worth Abbey Safeguarding policy as and when necessary;
13. Ensure an Enhanced DBS check is undertaken for all members of the Monastic Community of Worth Abbey, which is subject to renewal every three years;
14. Meet termly with the Worth School DSL to centralise the training records and discuss any training updates needed and liaise with the appropriate staff of Worth School to monitor this process and to ensure its compliance with necessary standards;
15. Liaise regularly and as required with the safeguarding personnel of Worth Abbey Parish and the Diocese of Arundel and Brighton;
16. Work closely with the Worth School DSL and the Worth Abbey Parish Safeguarding Representative to enforce and monitor the observance of the Abbey Church Protocol and to address issues arising from it which may require modifications to the Protocol;
17. Receive from residents of the Worth Abbey estate (aged 16 years+) if they are charged with, or convicted of, any offence and subsequently notify the Worth School DSL; and
18. Provide regular reports to the Trustees of Worth Abbey, including a full annual report.

The RSL must not:

19. Investigate (unless advised otherwise by the statutory authorities). The RSL does not have an investigative role, and should follow the procedure set out in the Safeguarding Policy;
20. Conduct an interview with the alleged perpetrator (unless advised by the relevant statutory agencies that it is appropriate). The alleged perpetrator will be advised by the statutory agencies that they are not obliged, in law, to respond and that any information provided by them will be recorded;
21. Discuss any allegation against the alleged perpetrator without taking advice from and with the agreement of the LADO or other statutory agencies; and
22. take on the role of support person to a victim or survivor of abuse, to his or her family or to an alleged perpetrator. The role of support person is independent of the safeguarding structure.

ANNEX A (NEW)

Role of the RSL when a concern is raised or an allegation is made

1.	Receive information on a concern or allegation and complete an Incident Report Form (Annex C)
2.	Share all concerns and allegations (within 24 hours) with the Worth School DSL.
3.	Immediately refer to the LADO and / or Police if there is an immediate risk of harm to a child, young person and/or adult at risk ¹ .
4.	Complete a referral form to the LADO (and submit immediately if the concern / allegation relates to a person who works with or has access to children.
5.	Follow the procedures for managing allegations as outlined in the Safeguarding Policy and ensure appropriate referrals are made.
6.	Open a safeguarding file which includes a log of actions, events and information received (inc. the Incident Report Form). Ensure entries are made as soon as possible after the event and that entries are dated and signed by the author throughout.
7.	Ensure written records made by anyone in connection with the case are placed on file throughout.
8.	Maintain dialogue to the Investigation Officer, Social Worker or other appropriate agencies (as appropriate) to monitor progress ensuring contacts are recorded on file throughout.
9.	In the event of an external investigation, advise and agree with the LADO or other relevant contact what and how much information to share, taking advice from statutory agencies throughout as necessary.
10.	Explain the procedures for addressing the concern and/or allegation to the person who made the concern / allegation, following consultation with the Worth School DSL and external authorities as appropriate.
11.	At the conclusion of an external investigation, seek appropriate legal advice (as necessary) to conduct an internal investigation, including if appropriate, making enquiries to identify the present and previous appointments of the alleged perpetrator and/or any previous concerns or any current concerns in relation to safeguarding and ensure appropriate disciplinary action is addressed (NOTE: if the perpetrator is a monk, the requirements of Canon Law must be addressed throughout).

¹ Under no circumstances should a child or vulnerable adult be left in a dangerous situation. Any assessment and decisions relating to the protection of the child is the responsibility of the statutory authorities. A referral form to the Local Authority Designated Officer (LADO) should be completed and submitted immediately if it is alleged that a person has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Intentionally viewed, possessed, or distributed real or virtual images of child abuse ('child pornography').

Worth Abbey Deputy Religious Safeguarding Lead (DRSL)

Purpose of the role

1. To carry out the role of RSL in their absence, especially in regard to any concerns and/or allegations of abuse involving children, young people and adults at risk within any activity of Worth Abbey or Worth Abbey Projects Limited. The activities of the DRSL can be delegated to other appropriately trained deputies.

Specific responsibilities

2. Carry out all the 'specific responsibilities of the RSL in their absence;
3. Attend the Safeguarding Committee; and
4. Investigate where the allegation is made against the Worth Abbey RSL, including passing information to the relevant Diocesan Safeguarding Coordinator.

Worth Abbey Safeguarding Trustee

Purpose of the role

1. Whilst safeguarding is the responsibility of all Trustees, the Safeguarding Trustee is responsible for three main sets of duties related to safeguarding in addition to their wider responsibilities as a Trustee.

Specific responsibilities

Strategic

- a) consider Worth Abbey's strategic plans and make sure they reflect safeguarding legislation, regulations specific to the activities to be carried out, statutory guidance, and the safeguarding expectations of the Charities Commission;
- b) work with the Abbot and RSL to regularly to review whether the things Worth Abbey has put in place are creating a safer culture and keeping people safe;
- c) Check Worth Abbey's risk registers reflect safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustee's liability; and
- d) Where Worth Abbey and Worth Abbey Projects Limited delivers activities that need inspection, be aware of how ready for those inspections you are and respond to any following reports and ensure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

Effective policy and practice

- a. Make sure there is an annual review of safeguarding policies and procedures and that this is reported to Trustees;

- b. Understand the monitoring Worth Abbey does to see whether policies and procedures are effective;
- c. Call for audits of qualitative and quantitative data (either internal or external) when needed;
- d. Learn from case reviews locally and nationally, to improve Worth Abbey's policies, procedures and practices;
- e. Oversee safeguarding allegations against staff or volunteers, together with the Abbot and RSL; and
- f. Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- a) Champion safeguarding throughout Worth Abbey and Worth Abbey Projects Limited;
- b) Attend relevant safeguarding training events and conferences;
- c) Support the Trustees in developing their individual and collective understanding of safeguarding;
- d) Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground;
- e) Support regular safeguarding updates for staff, volunteers and beneficiaries; and
- f) Make sure there are ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the Trustees.

What is safeguarding?

At Worth Abbey we define safeguarding as the act of protecting people, especially children, young people and adults at risk, from harm, abuse, or neglect to ensure their health, well-being, and human rights.

Although not formally included under the definition of safeguarding we are concerned to ensure that everyone – members of the Community, lay governors and trustees, staff, pupils, volunteers and visitors – are treated with respect as we believe that we are all made in the image of Christ and have been adopted into His family through baptism.

Therefore, in addition to abuse which is defined further in this annex, we would expect people at Worth to act politely, respectfully and without discrimination at all times.

Categories of Abuse: children, young people and adults at risk

Children and young people

UK national guidance¹ identifies five categories of child abuse together with possible indicators which might lead a person to consider the possibility that abuse is taking place:

Category of child abuse	Possible indicators
Physical. 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.	cuts, bruises, burns, breaks, puncture marks, especially repeated, of unusual form in unusual sites and unexplained or inconsistent with the explanation given
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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.	child dirty, malnourished, uncared for, known or found to be unsupervised, repeatedly ill
Emotional. The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.	child withdrawn, fearful, signs of disturbed, unusual or exaggerated behaviour, low self-esteem

¹ [Working together to safeguard children \(2018\)](#) and [Keeping children safe in education \(2019\)](#)

ANNEX B (NEW)

Category of child abuse	Possible indicators
Sexual. Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.	distressed behaviour; aversion to certain places, people or physical contact; excessive or inappropriate interest in sexual matters
Complex & organised. Complex and organised abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and may take place in any setting. The adults concerned may be acting in concert to abuse children, sometimes acting in isolation or may be using an institutional framework or position of authority such as a teacher, coach, faith group leader or be in a celebrity position to access and recruit children for abuse. Such abuse can occur both as part of a network of abuse across a family or community and within institutions such as residential settings, boarding schools, in day care and in other provisions such as youth services, sports clubs, faith groups and voluntary groups. There will also be cases of children being abused via the use of electronic devices, such as mobile phones, computers, games consoles etcetera which all access the internet and in particular social networking websites. Although in most cases of complex and organised abuse the abuser(s) is an adult, it is also possible for children and young people to be the perpetrators of such harm, with or without adult abusers.	

What is 'child sexual abuse imagery'?

The Convention on the Rights of the Child's Optional Protocol on the sale of children, child prostitution and child sexual abuse imagery defines child sexual abuse imagery as "... any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child, the dominant characteristic of which is depiction for a sexual purpose". Hard-core materials depict a child engaged in real or simulated explicit sexual activities or lewdly depict parts of a child's body. Soft-core involves eroticised images where a child, naked or not, is sexualized. Images of abuse also include illustrations or animations as well as digitally created or altered images (involving morphing or compositing techniques). While child sexual abuse imagery is almost always photographic images of real children, it is important to be aware that virtual and animated imagery is also classed as a crime against children. This is the case in the Council of Europe's Convention on Cybercrime and some national legislations.

All child sexual abuse imagery is considered sexual abuse of a minor. Any person at Worth Abbey with any reason to suspect that abuse of any kind is taking place must bring the matter to the immediate attention of the Religious Safeguarding Lead.

ANNEX B (NEW)

Adults at risk

Abuse is categorised under seven headings, although it must be noted that more than one can happen at the same time. The list is not exhaustive:

Category of abuse	Signs and symptoms
Physical includes hitting, slapping, pushing, kicking, the misuse of medication, restraint, or inappropriate sanctions.	It is not easy to identify adult abuse as sometimes the nature of it is not visible and/or often the person being abused is afraid to speak out. Some more common signs which if seen, may suggest that abuse has occurred: • multiple bruising or finger marks • injuries that cannot be easily explained • deterioration of health for no apparent reason • sudden and unusual loss of weight • inappropriate or inadequate clothing • withdrawal or mood changes • a carer who is unwilling to allow access to the person • a person who is unwilling or unhappy about being left alone with a particular carer • unexplained shortage or disappearance of money.
Psychological including emotional abuse, threats of harm or abandonment, forced marriage, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.	
Sexual including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.	
Financial or Material including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property.	
Neglect or Acts of Omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.	
Discriminatory including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.	
Institutional abuse can be different from other forms because it is about who abuses and how that abuse comes about. It can be incidents or poor-quality care which regularly happens and is never addressed.	

Worth Abbey Policy on reporting and responding to boundary violations

This policy addresses the situation in which a member of the monastic community at Worth Abbey, or a staff member, notices a piece of behaviour on the part of a confrere, a member of staff, or a visitor, which, while not amounting to abuse of a child or an adult at risk, causes them concern because it appears inappropriate. Such behaviour may be a 'boundary violation'; that is, a stepping outside the agreed standards the Church expects, that we set for ourselves, and expect of others. (An example of a boundary violation would be a failure appropriately to observe a norm stated in our Prudence Code). Such an action does not in and of itself warrant that the statutory authorities be notified, but observing such behaviour requires that appropriate notification be made, and action be taken.

1. Each of us has a responsibility to notice instances of the possible violation of agreed boundaries, or of inappropriate behaviour, and to respond to them.
2. Each of us, on noticing such behaviour, must report to the RSL or deputy RSL his/her observation that a monk, staff member or visitor has or may have violated boundaries as established in Worth Abbey's Safeguarding Policy or Prudence Code.
3. If the RSL judges that the behaviour reported to him constitutes a boundary violation, he will immediately inform the Abbot. The Abbot will personally notify the individual about whom there is a concern.
4. The Abbot shall document in his personnel files all reports and subsequent interventions, remedial actions taken, plans for continued observation, and conditions, if any, placed by the Abbot on the individual about whom there is a concern.
5. If, when notified, the individual about whom there is a concern should prove unresponsive, unreasonably defensive or otherwise refuses to change the behaviour which was observed, this fact should be added by the Abbot to his documented record of the boundary violation, and the matter should be reported to the RLSS. The Abbot must follow the advice of the RLSS in such an instance.
6. All documentation pertinent to boundary violations shall be included in the personnel files maintained by the Abbot. In all such cases the individual about whom there is cause for concern must be informed of the contents of any permanent documentation.
7. If an individual should exhibit repeated instances of boundary violation, the Abbot must seek the advice of the RLSS and agree with them the plan to be implemented. If the individual in question is linked to a ministry within the diocese, the Diocesan Safeguarding Officer shall be notified who may notify the Bishop.
8. All of the above notwithstanding, should any monk, the RSL, the Abbot, or any member of staff, come to believe that a child is in danger of suffering any harm, the matter is to be referred immediately to the Social Services LADO or to the Police.

Safeguarding children, young people & adults at risk: Incident Report Form

YOUR DETAILS

Date:	
Your name:	
Your position:	
Location:	

CHILD / YOUNG PERSON / ADULT AT RISK DETAILS

Name of child, young person or adult at risk:			
Is the child, young person or adult at risk a pupil or employee of Worth School?			
	Pupil	Employee	Neither
House Name / Dept:			
School year:		X	
Gender:			
Date of birth & age:			
Religious/ethnic background:			
Identified disability / special factors:			
Address:	Only required for day pupils		

ANNEX D

Next of Kin (inc. address & contact number)			
Contact number:			

DETAILS OF THE CONCERN / ALLEGATION

I am reporting:	My own concerns		Someone else's concerns	
Please give details:				

Please provide a brief description of what has prompted the concerns / allegations (try to include dates, times and details of specific incidents where possible)

ANNEX D

Has the victim / complainant named an alleged perpetrator who is putting them at risk of harm?	Yes		No	
If yes, please give details e.g. • Name • Age • Address • Description • House name / year group				

INTERNAL INFORMATION SHARING

Has the Worth Abbey RSL been informed?	Yes		No	
If yes, please give details e.g. • Date • Time • Method of advising the RSL				

Has the Worth School DSL been informed?	Yes		No	
If yes, please give details e.g. • Date • Time • Method of advising the DSL				

Has the Worth School Head Master been informed?	Yes		No	
If yes, please give details e.g. • Date • Time • Method of advising the Head Master				

ANNEX D

EXTERNAL INFORMATION SHARING

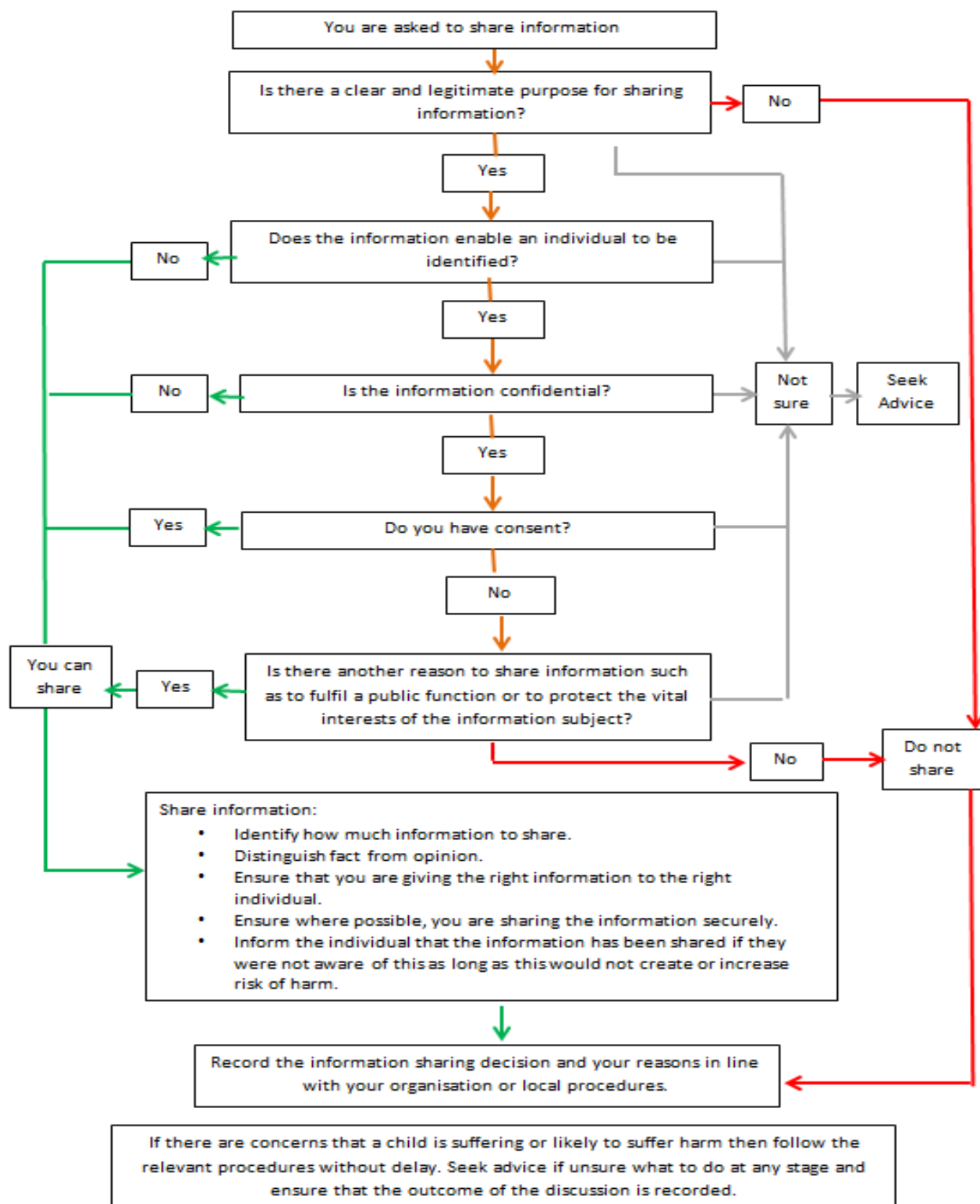
Have any external agencies been informed?	Yes		No	
If yes, please give details e.g. • Which agency (i.e. police, social services, LADO, NSPCC etc) • Date • Time • Method of advising • Contact number				

Were you given any advice / guidance to follow from external agencies?	Yes		No	
If yes, please give details e.g. • Details of the advice received • Which agency (i.e. police, social services, LADO, NSPCC etc) gave advice • Date • Time				

FOR USE BY THE WORTH ABBEY RSL / DRSL ONLY

	File opened	File closed
Date:		
File opened by:		
Position:		
Signed:		

Flowchart of when and how to share information



The seven golden rules to sharing information

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Source:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Guidelines for responding to reports / allegations of abuse

1. Introduction

- 1.1 Systematic procedures for responding to an allegation of abuse can protect everyone's rights and help ensure that Worth Abbey responds legally and effectively to each such allegation.
- 1.2 *Because each case is unique, the following is a general outline and is not necessarily a procedure that is to be followed in the same way for each case.*
- 1.3 The process may be modified according to the specifics of each situation.
- 1.4 In every case, Worth Abbey will seek to deal pastorally with, and protecting the rights of, all those involved.

2. What is Worth Abbey's way of responding to receiving safeguarding concerns and/or allegations of sexual abuse?

- 2.1 The Abbot and Trustees have appointed a Religious Safeguarding Lead (RSL) for Worth Abbey, who is qualified by education, training, or experience, to respond to reports of concerns and/or allegations of abuse by current, former and/or deceased monks, staff, and volunteers of Worth Abbey.
- 2.2 The RSL has written guidelines for fulfilling this role; these are set out in **Annex A** of the Worth Abbey Safeguarding Policy.
- 2.3 The Worth Abbey Safeguarding Policy sets out the process to be followed by the RSL in responding to reports and allegations of sexual abuse of a minor as well as indicating who is responsible for each part of the response. The RSL will document adherence to these protocols.
- 2.4 When an allegation of abuse is received, the RSL will attempt to gather sufficient information from the person making the report to complete a written preliminary account of the complaint or allegation. This preliminary written account will seek to include the following information:
 - Name of the alleged victim;
 - Age of alleged victim;
 - Address and phone number of alleged victim;
 - Name of alleged perpetrator;
 - Approximate dates of alleged abuse;
 - Nature, type and location of alleged abuse;
 - Any additional relevant details

ANNEX F

- 2.5 The Worth Abbey Safeguarding Policy (see **Annex A** 'Specific Role and Responsibilities of the Religious Safeguarding Lead in cases where an allegation is made, or a concern is raised') sets out the steps that the RSL will follow having completed a written preliminary account. It is recognised that the circumstances of any specific complaint or allegation may mean that some details cannot be initially ascertained at this point.
- 2.6 In all circumstances, the RSL Worth Abbey will ensure that the written preliminary account of what has been reported is passed on in as complete a form as circumstances allow to the UK statutory authorities who are empowered to investigate what has been reported. Such an investigation will be the responsibility of the Police and/or the Social Services as far as the law is concerned; it will be the task of the Religious Life Safeguarding Service (RLSS) to fulfil this as regards the Church.
- 2.7 Worth Abbey will always seek to cooperate fully with any investigation by civil authorities and by Church authorities.

3. How will Worth Abbey respond to complainants and/or victims/survivors of abuse?

- 3.1 When a person comes forward with an allegation of being abused as a minor, the RSL (or another appropriate representative of Worth Abbey) will explain the procedure that will be followed in responding to allegations and will provide a guide explaining the procedure (See: 'Guide for Survivors of Misconduct by a Monk of Worth Abbey').
- 3.2 The Abbot has also appointed a professionally qualified Survivor Advocate to provide support for the immediate and ongoing needs of individuals who have experienced abuse and their families. The Abbot may not himself serve as the person immediately responsible for assisting individuals who have been abused, although he may be called upon by the Survivor Advocate to play a role at some point(s) in this process.
- 3.3 The Survivor Advocate will offer to meet in person with the alleged victim/survivor if he or she so desires. The Survivor Advocate will maintain a compassionate and pastoral manner regardless of the demeanour of alleged victim, recognizing that the experience of abuse and difficulty of coming forward may bring out strong emotions during the disclosure process.
- 3.4 It is recognized that some individuals who have experienced being abused as minors may choose first to approach Worth Abbey through legal proceedings. While this situation presents difficulties for assisting in the healing of the individual, the Survivor Advocate will still offer, usually through the solicitor handling the legal case on Worth Abbey's behalf, to meet with the individual who alleges being abused as a minor, as may be appropriate for the situation.
- 3.5 It is understood that some individuals who have alleged being abused as minors may choose not to accept such a meeting.
- 3.6 It is recognized that a meeting or even an offer of a meeting with an individual who has alleged being abused as a minor may be impossible. Worth Abbey will document these instances and any alternative forms of pastoral assistance that have been offered.

ANNEX F

4. What will be Worth Abbey's pastoral response to any monk who has been accused of abuse?

- 4.1 This section sets out a simple account of the procedure that will be followed by Worth Abbey in the circumstance of a monk being subject to an allegation of abuse, so that they can understand the pastoral response that will be offered in such a situation.
- 4.2 It is Worth Abbey's intention throughout to ensure that the individual who is subject to an allegation is treated with respect and dignity.
- 4.3 **Important Note:** UK safeguarding process requires that the Abbot be guided by the diocesan safeguarding officer and/or statutory authorities before he engages in any communication with an accused monk about a complaint or allegation.
- 4.4 ***When the Abbot is informed by the appropriate authority that such a conversation with an accused monk may take place, the follow will be observed:***
- The Abbot will inform the accused monk of his right to seek canonical and civil counsel before engaging in any further conversation on the matter.
 - It is recognised that the monk may need assistance to engage such counsel.
 - The Abbot will maintain contact with the accused monk throughout the entire process.
 - During investigations by civil authorities and/or by the RLSS, the monk who is the subject of the investigation will be temporarily removed from ministry responsibilities and duties.
- 4.5 The Abbot of Worth Abbey undertakes in respect of such a process to be familiar with and respect each monk's rights under civil and Canon Law.

5. What will happen to the information that has been reported to Worth Abbey after a complaint, concern, or allegation has been received?

- 5.1 All reports, complaints or allegations that are received by monks, employees or volunteers of Worth Abbey will be communicated quickly to the RSL Worth Abbey, who will ensure that such information is passed on in as complete a written form as circumstances allow (see section 1, above) to the authorities who are empowered to investigate what has been reported. Such investigation will be the responsibility of the UK statutory authorities (the Police and the Social Services) as far as the law is concerned; it will be the task of the RLSS, as regards the Church.
- 5.2 Worth Abbey will always seek to cooperate fully with any investigation by civil authorities and by Church authorities. The Abbot will ensure that any monk against whom an allegation has been made has no access to minors during these investigations and is withdrawn from public ministry. In dialogue with the RLSS a safeguarding plan will be drawn up for the monk, to protect both the monk himself and other persons.

ANNEX F

- 5.3 If it is established by the statutory authorities that a monk has abused a minor, Worth Abbey will provide for the pastoral care and treatment of the monk, offering him fraternal support in whatever penalties are imposed upon him by the legal system or restrictions imposed upon him by the Church.
- 5.4 If an allegation could not be established, after advice from the RLSS, Worth Abbey will reinstate the accused monk to ministry and will work towards the restitution of his good name.
- 5.5 Worth Abbey will strive to maintain the rights of all concerned in the process of an investigation of abuse of a minor.
- 5.6 Documentation of allegations, reports, responses, and investigations are confidential and shall be held in the secure filing facility maintained by the RSL Worth Abbey.

6. What communication will take place with other involved parties?

- 6.1 RSL Worth Abbey will always notify the DSL of Worth School of a complaint or allegation that has been received regarding a monk of Worth Abbey.
- 6.2 RSL Worth Abbey will always notify the diocesan bishop where the alleged abuse took place, and where the accused monk is currently residing, as appropriate to the circumstances.
- 6.3 RSL Worth Abbey will always notify the employer of the place where the alleged abuse took place, and where the accused monk is currently employed, as appropriate to the circumstances.
- 6.4 In dialogue with Worth School and with the RLSS, RSL Worth Abbey will always consider what, if any, forms of wider communication to the faith community or to the wider public are appropriate, according to the circumstances. RSL Worth Abbey will inform the Abbot of Worth of the recommendations of these consultations.

7. How will the eventual outcome of a complaint or allegation be decided and addressed?

- 7.1 Upon the conclusion of the investigation by the Police and/or Social Services, the Abbot of Worth will await a view from the RLSS.
- 7.2 Several outcomes to this process are possible, and some of these are noted below:
 - In cases where evidence of abuse of a minor by a monk has been discovered by the statutory authorities and criminal proceedings are initiated, the outcome of the matter will be decided by a court of law.
 - In cases where an allegation of abuse of a minor by a monk has been established, even where no criminal proceedings are initiated, that monk may not return to public ministry, and will be placed on a safeguarding plan. This plan will specify, *inter alia*, the monk's place of residence and the terms upon which he will reside there.
 - If an allegation of abuse of a minor cannot be established by the statutory authorities, the RLSS will determine the disposition of the case.

ANNEX F

- When an allegation of abuse of a minor cannot be established, the Abbot of Worth will coordinate communication with all appropriate parties so that reconciliation can take place where possible and repair of damage to reputations can be undertaken.

7.3 It is the Abbot's responsibility to communicate the outcome of the process to the person who made the complaint, to the monk involved, and to other involved parties, as necessary and appropriate.

Guide for survivors of misconduct by a monk of Worth Abbey

Introduction

1. The monks of Worth Abbey recognise that any form of abuse is wrong; it is contrary to the gospel of Jesus Christ and it is against the law of the land.
2. We also recognise that abuse by monks has devastating consequences for victims and their families. We are aware of the effects of this tragic behaviour and are steadfastly committed both to preventing it from happening and to helping those who have been affected by it.
3. A ministerial relationship is one in which a person receives pastoral care from a monk, whether he is a priest or a brother. This short guide aims to provide information on:
 - what is meant by sexual misconduct within ministerial relationships;
 - other forms of abuse that may occur within a ministerial relationship;
 - what the procedures at Worth Abbey are for responding to complaints of inappropriate behaviour by monks; and
 - to whom survivors of misconduct can turn for help.

Sexual Misconduct in a Ministerial Relationship

4. SEXUAL MISCONDUCT is a general term that includes sexual harassment, sexual exploitation, and sexual abuse.
5. SEXUAL HARRASSMENT takes place when someone is subjected to unwanted sexualized conduct or language by a monk. It may include but is not limited to:
 - unsolicited sexual advances and propositions,
 - the use of sexually degrading words to describe an individual or his/her body,
 - the telling of inappropriate or sexually charged jokes,
 - retaliation against someone who refuses sexual advances,
 - offers of preferential treatment in exchange for sexual favours.
6. SEXUAL EXPLOITATION consists of sexual contact between a monk and person receiving pastoral care from him.
7. SEXUAL ABUSE is sexual contact between a monk and a minor (child, under 18) or an adult at risk.
8. Sexual exploitation or sexual abuse can include physical contact or actions such as:
 - Giving a sexually charged gift (such as lingerie)

ANNEX G

- A prolonged hug when a brief hug is customary behaviour
 - Kissing on the lips when a kiss on the cheek would be appropriate
 - Showing sexually suggestive objects or pornography
 - Sexual intercourse, anal, or oral sex
9. Sexual exploitation or sexual abuse can also include verbal behaviour such as:
- Innuendo or sexual talk
 - Suggestive comments
 - Descriptions of sexual experiences, fantasies
 - Sexual propositions
10. Sexual misconduct - whether harassment, exploitation, or abuse - by a monk is contrary to Catholic morals, doctrine, and Canon Law.
11. No form of misconduct is ever acceptable in a pastoral relationship with a parishioner, employee, spiritual directee, counselling client, or anyone else who has sought the church's ministry.
12. It is entirely the responsibility of the monk to maintain appropriate emotional and sexual boundaries with those with whom he works and/or serves. There are no excuses for any form of sexual misconduct on his part.

Other forms of abuse that may occur within a ministerial relationship

13. Other forms of abuse that may take place within a ministerial relationship include:
- Physical abuse – the non-accidental use of force that results in bodily injury, pain, or impairment. This includes, but is not limited to, being slapped, burned, cut, bruised or improperly physically restrained.
 - Financial abuse – most likely coercively enabling the recipient of pastoral care to make large gifts to the monk or donations to Worth Abbey.
 - Psychological abuse – the regular and deliberate use of a range of words and non-physical actions used with the purpose to manipulate, hurt, weaken or frighten a person mentally and emotionally. Within a ministerial relationship this may involve changing someone's sense of self and harming their well-being.
 - Spiritual abuse – a form of psychological abuse which ministerial relationships are particularly vulnerable to. It may include manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform etc.

ANNEX G

- Discriminatory abuse – this might involve harassment or slurs or similar towards a recipient of pastoral care based on their race, gender, disability or other protected characteristic.

How Worth Abbey responds to complaints of misconduct

14. Worth Abbey seeks to respond to all reports of concerns and/or allegations of misconduct both quickly and with sensitivity to the complainant:
 - Worth Abbey will always report any concern or allegation of inappropriate sexual conduct by a monk to the RLSS who will investigate and communicate with the statutory authorities of the United Kingdom (Police and/or Social Services) as appropriate; and
 - If the concern or allegation involves or may involve a minor (a child under 18) or an adult at risk, the statutory authorities (Police and/or Social Services) will always be informed, and it will be for them, not for Worth Abbey, to investigate the concern or allegation.
15. The Abbot and Trustees of Worth Abbey, advised by RLSS, will promptly direct any person who approaches us with a concern or allegation to Safespaces ([Home - Safe Spaces England and Wales](#)) 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. This service is available to anyone who approaches Worth Abbey with any concerns or allegations, to listen to and understand, and to offer help to those affected by sexual misconduct.

Preventing abuse

16. In addition to establishing procedures for responding to complaints of abuse, Worth Abbey has established a series of measures to prevent future incidents of abuse. These include:
 - All monks of Worth Abbey are expected to understand and follow Worth Abbey's written ministerial Code of Conduct; this forms a part of the Abbey Safeguarding Policy. This Code is reviewed in community every year.
 - All monks of Worth Abbey must hold a clean, enhanced Disclosure and Barring Service (DBS) check. This check is renewed annually.
 - Safeguarding in the monastery is supported by a trained Religious Safeguarding Lead and reviewed regularly by Worth Abbey's trustees and by the Safeguarding staff of Worth School.
 - All monks of Worth Abbey receive regular training in safeguarding and in ministerial practice from suitably qualified professionals.
17. All newcomers to Worth Abbey will meet clearly articulated 'safer recruitment' practices as part of the process of entering the monastery as a novice (for example, a careful psycho-sexual evaluation carried out by a psychologically qualified professional).

Victim Assistance Co-ordinator duties

The Victim Assistance Coordinator is a person, appointed by the Abbot, who has expertise in counselling and dealing with victims of abuse. The Victim Assistance Coordinator maintains a professional relationship with the alleged victim and/or family and does not act officially as a therapist, lawyer, or spiritual director.

The Victim Assistance Coordinator's duties include the following. To:

1. listen with respect to the alleged victim and/or family.
2. offer support and professional resources to the alleged victim, the victim's family, and other affected persons, assisting with referrals to therapists and/or support groups.
3. explain to the alleged victim Worth Abbey's response to the allegations raised.
4. offer to be present during meetings between the alleged victim and/or family and representatives of Worth Abbey.
5. coordinate all communications between the alleged victim and/or family and Worth Abbey, keeping all parties apprised of developments in the case.

Whistle-Blowing Policy and Procedure Section 2

SLT Owner: André Gushurst-Moore, Kevin Noble	Receiver: Teaching, Service & Support Staff
Date: June 2020	Next Review: June 2021

This Policy must be read, and adhered to, in conjunction with the relevant Worth School, Departmental, House and other Covid-19 Risk Assessments

1. Background

1.1 Worth Abbey and Worth School have adopted a policy on “whistle-blowing” in accordance with the Public Interest Disclosure Act 1998, to enable all members of staff to raise concerns internally and confidentially about:

- fraud;
- malpractice;
- danger to the health and safety of any individual;
- child protection issues
- criminal offences;
- miscarriages of justice;
- a breach of a legal obligation;
- damage to the environment;
- deliberate covering up of information tending to show any of the above

The policy also provides, if necessary, for such concerns to be raised outside Worth Abbey or Worth School.

2. Elements of the Policy

2.1 In accordance with Lord Nolan’s Second Report to the Committee on Standards in Public Life, our policy on “whistle-blowing” is intended to demonstrate that the Abbey or School:

- will not tolerate malpractice:
- respects the confidentiality of staff raising concerns, and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively:
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate:
- will invoke the Abbey’s and School’s disciplinary policy in the case of false, malicious, vexatious or frivolous allegations:
- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

3. Procedure

- 3.1 This procedure is separate from the Abbey's and School's policy on grievances. Staff should not use the "whistle-blowing" procedure to raise a personal grievance which should still be pursued through the normal Grievance Procedure.
- 3.2 This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the Abbey or School.
- 3.3 Malpractice is not easily defined; however, it includes:
- allegations of fraud:
 - financial irregularities:
 - corruption:
 - bribery:
 - dishonesty:
 - criminal activities:
 - a failure to comply with a legal obligation:
 - a miscarriage of justice:
 - creating or ignoring a serious risk to health, safety or the environment.

4. Confidentiality

- 4.1 Staff who wish to raise a concern under this procedure are entitled to have the matter treated confidentially. The complainant's name will not be disclosed to the alleged perpetrator of malpractice without the complainant's prior approval.
- 4.2 It may be appropriate in the interests of confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible.
- 4.3 If there is evidence of criminal activity, then the Police will in all cases be informed.

5. The Investigation

- 5.1 The member of staff will be at liberty to express their concerns to the Head Master, Second Master (Designated Safeguarding Lead), Director of Finance and Operations or Abbey Bursar (as appropriate).

- 5.2 Any concern raised will be investigated thoroughly within five working days, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to Third Party rights, will be informed of the resolution.
- 5.3 A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with a member of the Governing Body [i.e the Chair of School Governors or Chair of the Worth Abbey Board (as appropriate)].

6. External Procedures

- 6.1 Where all internal procedures have been exhausted, a member of staff shall have a right of access to a member of the Governing Body or Worth Abbey Board (as appropriate).
- 6.2 It should be noted that, under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body, where he/she reasonably believes:
- that exceptionally serious circumstances justify it;
 - that the Abbey or School would conceal or destroy the relevant evidence;
 - that he/she would be victimised by the Abbey or School;
 - where the Secretary of State has ordered it

7. Malicious Accusations

- 7.1 False, malicious, vexatious or frivolous accusations will be dealt with under the Abbey's and School's Disciplinary Procedures.

8. Protection from Reprisal or Victimisation

- 8.1 No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the "whistle-blowing" procedures.

Contact Details of External Organisations

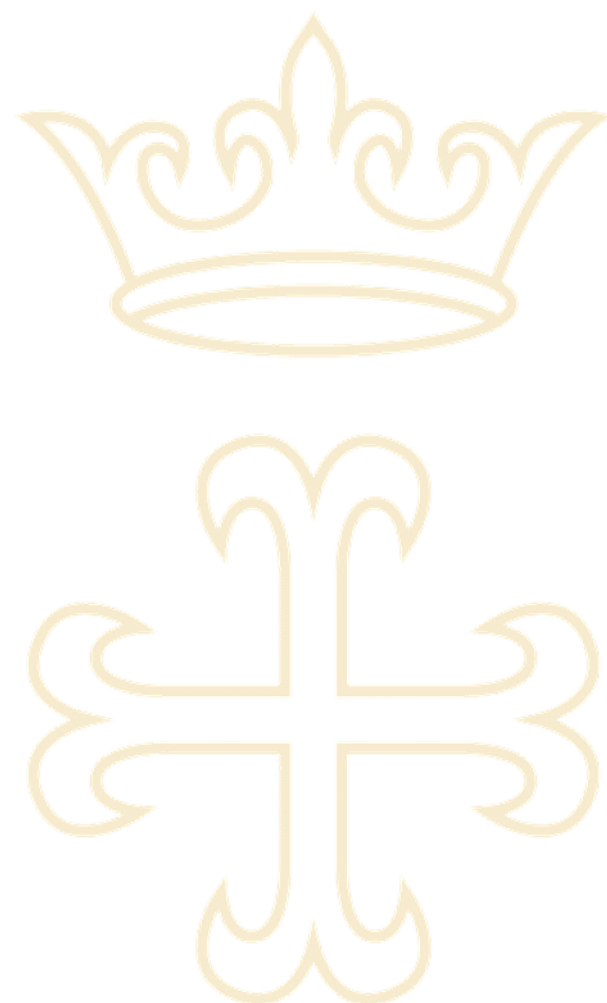
- 9.1 In circumstances where a member of staff wishes to report a matter to an external body which relates to pupil welfare (see 6.2 above) the following organisations can be contacted:

Mid Sussex Social Services
 01444 446100
 Crawley Police Child Protection Unit
 01293 583857

Local Safeguarding Children Board, West Sussex County Council
01243 777100

Ofsted National Business Unit
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA
Telephone: 08456 404040
Email: enquiries@ofsted.gov.uk
Website: www.ofsted.gov.uk

Independent Safeguarding Authority
PO Box 181, Darlington, DL1 9FA.
Telephone: 0300 123 1111.
Email: info@vbs-info.org.uk



Positions eligible for disclosures

Types of checks

There are four levels of check:

Basic	A basic DBS check is for any purpose, including employment. The certificate will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974. An individual can apply for a basic check directly to the DBS through the DBS online application route, or an employer can apply for a basic check on an individual's behalf , through a Responsible Organisation ¹ , if they have consent.
Standard	A standard DBS check is suitable for certain roles, such as a security guard. The certificate will contain details of both spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer, which are not subject to filtering. An individual cannot apply for a standard check by themselves. There must be a recruiting organisation who needs the applicant to get the check. This is then sent to DBS through a registered body ² . The service is free for volunteers.
Enhanced	An enhanced DBS check is suitable for people working with children or adults in certain circumstances such as those in receipt of healthcare or personal care. The certificate will contain the same details as a standard certificate and, if the role is eligible, an employer can request that one or both of the DBS barred lists are checked. The certificate may also contain non-conviction information supplied by relevant police forces, if it is deemed relevant and ought to be contained in the certificate. An individual cannot apply for an enhanced check by themselves. There must be a recruiting organisation who needs the applicant to get the check. This is then sent to DBS through a registered body. The service is free for volunteers.
Enhanced with barred list(s)	Where requested, an enhanced certificate will also include a check of one or both of the DBS barred lists. If an individual is listed, this will appear on their DBS certificate. It is the responsibility of the DBS to maintain these lists and ensure fair, consistent and thorough decisions that are appropriate to the behaviour that has occurred, and considering the risk of future harm. People are brought to the attention of the DBS Barring Team in one of three ways: automatic barring offence (also known as autobar), disclosure and referral.

¹ A Responsible Organisation (RO) is an organisation registered with the DBS to submit basic checks through a web service. A list of current RO can be found here: <https://www.gov.uk/guidance/responsible-organisations>

² A registered body is an organisation that has registered with the DBS to submit standard and enhanced checks, and is entitled by law to ask an individual to reveal their full criminal history – also known as asking ‘an exempted question’

ANNEX J

Eligibility

The [DBS Code of Practice](#) states **it is a criminal offence for an application to be processed for the wrong level of DBS check**. Therefore, **it is extremely important that the applicant is eligible for the level that is being applied for.**

The DBS has an **online eligibility tool** to assist employers in finding out what type of Disclosure and Barring Service (DBS) check you need: <https://www.gov.uk/find-out-dbs-check>.

Those responsible for recruiting staff or volunteers can obtain further advice from the Worth Abbey RSL. Where staff are recruited via an agency (for example care staff), it is the agency who is responsible for the DBS check.

A DBS check is only required for those aged 16 years and over.

Basic DBS check

There are no eligibility criteria for a Basic DBS check. Anyone can purchase it for themselves at any time.

Standard DBS check

The eligibility criteria for a Standard DBS check is, in most cases the same as that for an Enhanced DBS check but without barred list checks. These types of checks are generally required for the following roles:

- health and social care;
- childcare;
- education; and
- contractors on regulated sites i.e. schools.

However, advice should be sought before applying for a Standard DBS check as some organisations will require an Enhanced DBS check for some roles.

Enhanced DBS check

The eligibility criteria for an Enhanced DBS check is different and dependent on the role of the applicant and the types of people they work with: children, adults or other³.

Working with children

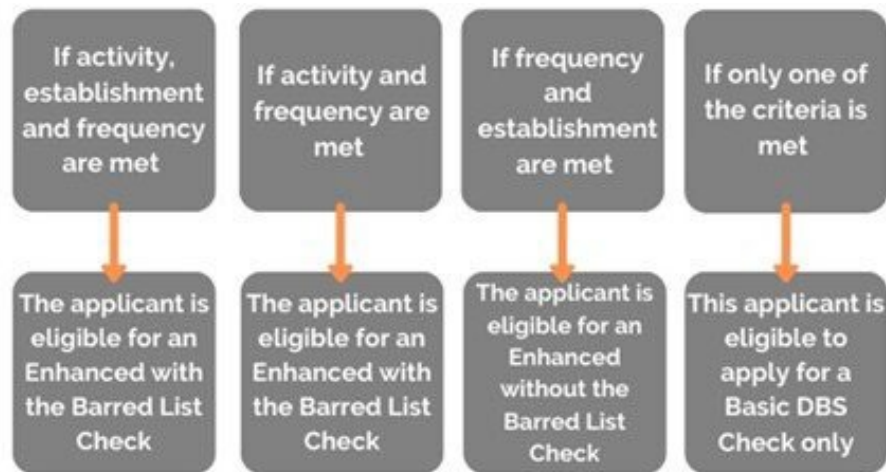
- **the role or the types of people** that the applicant will be working with: children, adults or other
- **Activity:** if the activity is regulated activity (a role that involves working with children)
- **Establishment:** if the applicant works in specialist environments that involve working alongside children (e.g. schools, academies, colleges etc)

³ 'Other' is not covered in this annex as the roles are not relevant to the work and activities undertaken at Worth Abbey.

ANNEX J

- **Frequency:** The frequency of the activity is either 4 or more times within a 30-day period, or once or more times a week.

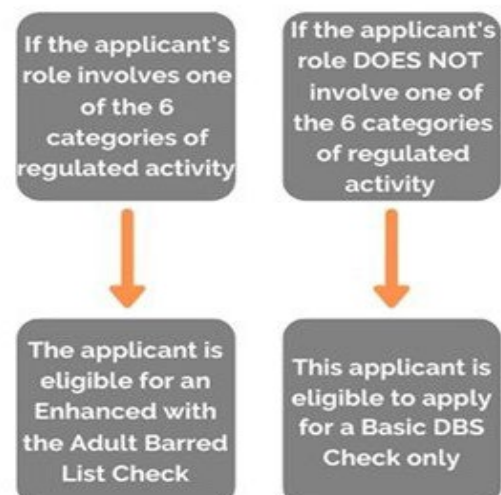
The flowchart below will assist in helping to establish eligibility for any roles working with children based on activity, establishment and frequency



Working with adults

There are specific regulated activities that you must be involved in to be eligible for an Enhanced DBS Check when working with adults. There are always exceptions and advice should be sought before applying for an Enhanced DBS. The most common areas of regulated activity are highlighted below:

- **Healthcare** – provided by any healthcare professional or under the direction or supervision of one;
- **Personal care** – washing, dressing, eating, drinking and toileting;
- **Social work** – (not relevant to Worth Abbey);
- **Assistance with household affairs** – anyone who provides day to day assistance to an adult because of their age, illness or disability, where it includes managing a person's money, paying the person's bills or shopping on their behalf;
- **Assistance with the conduct of affairs** – power of attorney / deputies appointed under the Mental Health Capacity Act; and
- **Conveying an adult (vehicle and via wheelchair)** – for health, personal or social care requirements due to age, illness or disability. This includes patient transport services and emergency care assistants.



The flowchart to the right will assist in helping to establish eligibility for roles working with adults, based on Activity, Establishment and Frequency:

ANNEX J

Further advice and guidance

Advice and guidance can be sought from the Worth Abbey RSL.

Alternatively, there is a wealth of information available on the DBS website:

- DBS checks for working with children in places of worship (published February 2021):
<https://www.gov.uk/government/publications/dbs-checks-for-working-with-children-in-places-of-worship/dbs-checks-for-working-with-children-in-places-of-worship>
- DBS checks guidance for employers (published December 2020):
<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>
- Update Service and other online DBS services: <https://www.gov.uk/guidance/digital-and-online-services>

Prudence Code for the Monks of Worth Abbey

This Prudence Code ('Code') offers guidance to all monks of Worth Abbey in their interactions with others. It is founded upon a concern to respect and protect the dignity, integrity and right to privacy of all people. The Code sets down basic guidelines to be followed, intended to minimise the risk that anyone might be harmed by our actions, or that our well-intentioned actions might be either misunderstood or misrepresented.

This Code must be observed by all monks of Worth Abbey and read in conjunction with the Worth Abbey Safeguarding Policy (to which this code is attached).

The Code is in four parts.

1. The Code of Conduct of the Church in England and Wales and the Diocese of Arundel and Brighton which applies to all monks of Worth Abbey as members of the Church;
2. The norms applying to the pastoral work of monks in the monastery;
[NB: An additional Code of Conduct will be offered by any specific ministry in which a monk of Worth Abbey is involved (for example: Worth School, The Retreat Centre, etc.). The detailed points made in such a code apply to the work a monk undertakes in that ministry];
3. The norms applying to monastic practice within the community; and
4. The norms and Code of Conduct for monks working overseas.

Each monk of Worth Abbey undertakes to ensure that he is familiar with the guidance identified in the four parts, which are set out in detail below, and understands how it applies to him.

Part 1: Code of Conduct of the Church in England and Wales and the Diocese of Arundel and Brighton

It is expected by the Church in England and Wales and by the Diocese of Arundel and Brighton that the behaviour of every Catholic Christian will be based upon respect of **every** individuals:

- Dignity (i.e. *the personal dignity of each individual*)
- Integrity (i.e. *the individual's right to make their own choices*)
- Privacy (i.e. *the individual's right to personal boundaries*)

We take for granted our own right to safety and security and the value of our own persons. When someone ignores these or uses us for their own ends, we feel this as an infringement and usually feel it deeply. When someone takes advantage of another in an abusive way, that person's privacy has been seriously invaded. **If a child, young person or adult at risk is the victim, it is so much worse.**

ANNEX K

These principles are set out in the document “Integrity in Ministry”¹ which guides the behaviour of all monks and encourages Religious in their vocation as witnesses and ministers of the reign of God in their lives of respect, service, integrity and selfless love. The document also aims to support Religious in their concern to protect children and adults from all abuses of power, including sexual, physical, psychological abuse, neglect and harassment.

There are some basic principles of acceptable behaviour which will help us to achieve a safe environment and minimise situations where children, young people or adults at risk could be harmed. These basic principles are outlined below.

YOU MUST ALWAYS:

- Operate within the Church’s principles and guidance and any particular guidance from the Diocese of Arundel and Brighton, Worth Abbey, Worth School, Worth Abbey Parish or the Retreat Centre.
- Treat everyone equally and with respect – show no favouritism. Avoid being drawn into inappropriate attention-seeking behaviour e.g. tantrums and crushes.
- Engage and interact appropriately with children, young people and adults at risk and allow them to talk about any concerns they may have.
- Ensure that any form of physical contact in which you become involved is both age appropriate and related to the person’s needs, not to your own.
- Challenge unacceptable behaviour in others and provide an example of good conduct you wish others to follow – for example, an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect the sacred dignity of every individual and their right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues or involved in caring for children, young people or adults at risk, i.e. always maintain appropriate boundaries.
- Avoid situations that compromise your relationship with children, young people or the vulnerable and are unacceptable within a relationship of trust. This rule should apply to all such behaviours, including those which would not constitute an illegal act. (i.e. Keep everything *in public*.)
- Ensure that a **minimum** of two adults is always present with any group of children with whom you have contact.

YOU MUST NEVER:

- Engage in inappropriate behaviour or contact with children, young people or adults at risk – physical, verbal or sexual. (Avoid any physical activity which is, or can be construed as,

¹ “Integrity in Ministry – Document of Principles and Standards for Religious in England and Wales”, Conference of Religious, October 2015

ANNEX K

sexual, aggressive or threatening, e.g. being nude in the presence of children)

- Provide alcohol or illegal drugs or allow children to consume them.
- Possess sexually oriented or morally inappropriate materials (magazines, cards, videos, films, clothing, etc.) in presence of children
- Discuss topics or use vocabulary with children and young people which could not be used comfortably in the presence of parents or another adult, whether writing, phoning, email or internet.
- Arrange an overnight trip with a child, young person or adult at risk without ensuring that another approved person will be present and that appropriate consent is in place.
- Invite a child, young person or adult at risk into any private room or space in which you might have a reasonable expectation that you would not be seen or interrupted.
- Take a chance when common sense suggests another more prudent approach.
- Physically, emotionally or sexually abuse or exploit anyone (including financially).
- Possess, distribute, download and/or intentionally view real or virtual child pornography. This is a violation of civil and Canon Law. Any monk who has engaged in these behaviours must have an individualized Safety Plan.

More detailed guidance regarding physical, verbal, and electronic interactions with children:

Because we all have a responsibility to protect children from any form of sexual abuse, the following more detailed guidelines are provided to help direct appropriate physical, verbal, and electronic interactions with children. Although more detailed, this is a non-exhaustive list of appropriate and inappropriate interactions with children. The general principles described above continue to apply.

Expressions of affection between each of us and the members of our own families must also reflect these guidelines, as well as socially appropriate norms, and family traditions.

1. Appropriate Physical Interactions with children

NB: Ensure that any form of physical contact in which you become involved is both age appropriate and related to the person's needs, not to your own.

Generally appropriate physical interactions can include: putting one arm around a shoulder (a 'side-hug'), a hand-shake, a high-five, touching the hands, faces, shoulders or arms of children, holding hands while walking with small children, kneeling or bending down for hugs with small children, holding hands during prayer, a pat on the head.

Inappropriate physical interactions always include:

- engaging in sexual contact with children, (sexual contact is here defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of another, including but not limited to the thighs, genitals, buttocks, pubic region or chest, for the purpose of sexually arousing or gratifying either person)

ANNEX K

- using physical discipline in any way for behaviour management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviours by children
- lengthy embraces
- kissing on the mouth
- holding children over four years old on the lap
- touching buttocks, chests or genital areas
- showing affection in isolated areas such as bedrooms, closets, staff-only areas, or other private rooms
- being in bed with a child
- touching knees or legs of children
- wrestling with children
- tickling children
- piggyback rides
- any type of massage given by child to adult
- any type of massage given by adult to child
- any form of unwanted affection
- sleeping in the same beds, sleeping bags, or tents with children.

2. Appropriate Verbal Interactions with Children

Some examples of **generally appropriate verbal interactions** include: verbal praise, positive reinforcement, encouragement, appropriate jokes.

However, the following types of verbal interactions with children are **always inappropriate**:

- Keeping secrets
- Swearing in the presence of children
- Speaking to children in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Engaging in any sexually oriented conversations with children unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. (On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counselling.)
- Compliments that relate to physique or body development.

3. Guidelines for electronic communications

You should **not** communicate with children (other than your own family members) using electronic media except as a part of your professional/ministerial responsibilities. This includes email, instant messaging, texting, or social networking sites. If a child contacts you, a polite response is permitted, but future communications should be avoided.

During any usage of social media or other electronic communications with children, **do not**:

- Make comments that are, or could be construed by any observer to be, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.
- Engage in sexually oriented conversations or discussions about sexual activities unless these are part of a pastoral situation.
- Post sexually oriented or morally inappropriate pictures, photos, or comments.
- Post photos of children or details of ministry/program activities involving children on any electronic media without the explicit, written permission of a parent or legal guardian.
- Engage in one-on-one video chatting or have one-on-one interaction in a chatroom.
- Initiate or accept a “friend” request (or similar social media “connection”) using a personal account.

All your communication with children must be transparent.

Part 2: The norms applying to the pastoral work of monks within the monastery at Worth Abbey

These norms are based on respect for each person’s Dignity, Integrity, and Privacy.

All monks, and especially monks who are priests, will find themselves involved in pastoral care, spiritual direction, or counselling, with individuals who are not monks. We should act appropriately towards all of them, and with special prudence towards children, adults at risk, and others we are meeting for the first time.

1. When a one-to-one pastoral conversation with any non-monk is necessary, the following rooms are designated for this purpose:
 - the confessionals in the Abbey Church
 - the parlours
 - the guest sitting room
 - the Narthex
 - the Unity Room

The Officials of the monastery are provided with private offices and are required by the nature of their work sometimes to hold one-to-one meetings in those offices. They should behave prudently in their use of these designated spaces.

ANNEX K

2. In the circumstance of a monk believing it necessary to hold a one-to-one meeting in another venue for a good reason, the monk concerned must seek permission to do so from the Abbot, or, in his absence, the appropriate superior, in advance of the meeting.
3. Many areas of the Abbey grounds may reasonably be regarded as “private” space, in that they are isolated and unobserved; monks should therefore exercise prudence in arranging one-to-one meetings outdoors.
4. In our use of cars, monks should remember that a car may also be regarded as a “private” space. No monk should arrange to be alone in a car with a young person or adult at risk; this guideline should also be observed in respect of adult at risks who are members of the monastic community.

Supervision of Programs that Involve Children

Any events or activities for children in which monks are involved must be supervised by at least two adults.

The Abbot shall be made aware by event organisers of all events or activities for children that are sponsored by the parish or other ministry of the monastery.

Part 3: The norms applying to monastic practice within the community.

These norms are based on respect for each person’s Dignity, Integrity, and Privacy.

All monks must be aware that aspirants or newcomers to the community, those in formation, the sick and the elderly are all in their different ways vulnerable. It is the solemn duty of every monk to exercise the greatest respect towards all his brethren, but especially to have regard for the dignity of those who are in any way vulnerable.

These norms are to be strictly observed in relation to any monks who are novices or in Simple Vows and under the supervision and guidance of the Novicemaster or Junior Master. No monk is to enter the area of the monastery set aside as the Novitiate without the express permission and knowledge of the Novicemaster, Abbot or Superior.

Part 4: The norms applying to the pastoral work of monks working overseas.

These norms are based on respect for each person’s Dignity, Integrity, and Privacy.

Monks who undertake work or pastoral visits overseas on behalf of Worth Abbey, Worth School or Worth Abbey Parish do so with the express permission and authorisation of the Abbot of Worth. They will operate at all times under this Code, bearing in mind the possible differences in social and cultural realities. For example this will apply to monks who lead or take part in pilgrimages overseas (to Lourdes for example), who are engaged in visits to Peru or Irundu (Uganda), or who are studying overseas. Where the overseas Diocese, organisation or network has its own Safeguarding protocols, practices and procedures, these will be adhered to, together with the legislation of that country, and these may augment this Code. Where there are no local protocols in operation, the monk takes care to comply with this Code.

ANNEX K

When working or travelling overseas a monk is to carry a 'celebret' signed by the Abbot or other document stating that he is a monk of Worth Abbey "in good standing" with the Church. On arriving in a Diocese, he is to make his presence known to the Vicar General of that Diocese, and when arriving at another house of Religious, to the Superior of the house.

When arranging visits and meetings, he is to observe the injunctions in ***"You must never"*** above and take particular care that he is never alone with unaccompanied minors.

If an allegation is made about a monk overseas, he will be required to answer to the local authorities of that country and also to the RLSS.

This Code was updated in July 2025 and is reviewed annually.

Acknowledgement Form

Name:

I have received a copy of the Prudence Code for Monks of Worth Abbey, which outlines the ethical standards and specific behavioural guidelines that are expected of all monks of this monastery.

I have read and understood the Prudence Code, and I agree to follow the guidance contained in it.

Signature:

Date:

Guidelines for the Supervisor of a monk on a safeguarding plan

The Supervisor of a monk on a safeguarding plan is appointed by the Abbot of Worth (when appropriate, such an appointment is to be made in consultation with the superior of another monastery or religious house where the monk in question is to reside).

The Supervisor may be a monk of Worth, or a third party appointed for the safeguarding supervision. If the monk on a safeguarding plan resides in a religious house or monastery other than Worth Abbey, the Supervisor will usually be a member in good standing of the host community.

The Abbot will determine that one to be appointed as a safeguarding supervisor is qualified by training or experience for the role of safeguarding supervision.

The Supervisor is an integral part of the support system for the monk on a safeguarding plan, to ensure a safe environment for children, adults at risk, Worth Abbey (and, where appropriate, the host community of the monk in question) and the monk being supervised. The Supervisor will be provided, as appropriate, with:

- a) the allegation(s) against the monk;
- b) accurate knowledge of any known problem behaviours;
- c) accurate knowledge of the monk's treatment programs and aftercare requirements;
- d) accurate knowledge of the rules, restrictions, and expectations in the safeguarding plan;
- e) awareness of the monk's triggers for abuse such as potential arousal patterns;
- f) familiarity with the monk's daily and weekly routine and whereabouts;
- g) knowledge of and the consequences for violations of the safeguarding plan;
- h) the ability to hold the monk accountable for violations of the safeguarding plan, including imposing consequences; and
- i) the ability to intervene in any onset of any risky or problematic behaviours.

In the provision by the Abbot to the safeguarding supervisor of this or any other information about the monk on a safeguarding plan, proper regard is to be given to the monk's civil and canonical rights regarding authorisation of the release of any confidential information.

In any circumstance where some parts of this schedule of information is not provided to the safeguarding supervisor, the Abbot will ensure that the Supervisor is cognisant of why such information was not provided and will keep a written record of why the information was not provided.

The Supervisor will:

- a) meet regularly with the monk for a formal review of compliance with the safeguarding plan;
- b) maintain all documentation of compliance and non-compliance;
- c) maintain documentation of imposing consequences for non-compliance;

ANNEX L

- d) maintain all logs and records required by the safeguarding plan;
- e) report all cases of non-compliance to the Abbot or his delegate; and
- f) provide regular updates to the Abbot regarding the monk's compliance with the safeguarding plan.

In addition to the regular updates the supervisor will provide to the Abbot, the safeguarding supervisor will meet annually with the Abbot, or more frequently if appropriate. At this meeting, the Abbot with the safeguarding supervisor will review the records made by the supervisor of the above-listed matters. The safeguarding supervisor will provide the Abbot with a copy of the record that has been reviewed in their meeting. If changes are required in the safeguarding regime of the monk on a safeguarding plan these will be agreed between the Abbot and the supervisor at this meeting.

In the event of regular or serious non-compliance by the monk in question with the terms of the safeguarding plan, the safeguarding supervisor shall inform the Abbot of Worth of the details of the situation, and the Abbot shall seek advice from the RLSS and/or from the Social Services LADO. In the most serious cases, the Abbot shall inform the Police and seek guidance from an appropriate child protection officer.

Notwithstanding the above, if either the safeguarding supervisor or the Abbot of Worth believes that a child may be in immediate risk of harm, the statutory authorities are to be informed immediately and directly.

Safeguarding Supervisor Checklist for Information and Acknowledgement of Receipt

Printed name of Supervisor:	
Printed name of the monk on a safeguarding plan:	

I acknowledge receipt of the following information about the above-named individual, who is on a safeguarding plan:

- relevant history of abuse of a child, children or an adult at risk;
- all allegations of misconduct, including those with adults;
- history of compliance with safeguarding plans;
- current progress in treatment, if applicable; and
- history of substance use and/or abuse, if applicable.

Where any of the above-listed information has not been provided to me, the reason(s) for non-provision has/have been explained to me and I accept the reason(s) as legitimate.

Signature of Supervisor:	
Date	

Protocol for monitoring the wellbeing of a monk who is living on a safeguarding plan & evaluating the monk's compliance with the safeguarding plan

When a monk of Worth Abbey is living on a safeguarding plan, whether at Worth Abbey or in another location, the Abbot of Worth will appoint a safeguarding supervisor for that monk (See: *Annex H Guidelines for the Supervisor of a monk on a safeguarding plan*).

The Abbot shall maintain regular contact with the monk on a safeguarding plan, and with the safeguarding supervisor of the monk. At least annually, he will meet in person with the monk and with the safeguarding supervisor.

The Abbot will have regard for the wellbeing of the monk on a safeguarding plan and will inquire of the safeguarding supervisor on this matter at regular intervals. He will keep a written record of such inquiries, and of any changes to the safeguarding regime of the monk that may follow.

As part of his regular responsibilities as supervisor of the monk on a safeguarding plan, the safeguarding supervisor will:

- meet regularly with the monk for a formal review of compliance with the safeguarding plan;
- maintain all documentation of compliance and non-compliance;
- maintain documentation of imposing consequences for non-compliance;
- maintain all logs and records required by the safeguarding plan;
- report all cases of non-compliance to the Abbot or his delegate; and
- provide regular updates to the Abbot regarding the monk's compliance with the safeguarding plan.

At the Abbot's annual meeting with the safeguarding supervisor, or more frequently if appropriate, the Abbot with the safeguarding supervisor will review the records made by the supervisor of the above-listed matters. The safeguarding supervisor will provide the Abbot with a copy of the record that has been reviewed in their meeting.

The Abbot will subsequently record in writing his informed assessment of the monk's wellbeing and his compliance with the safeguarding plan, along with any actions agreed with the supervisor and with the monk following from this annual review. The Abbot will retain this written record, along with any documentation provided to him by the safeguarding supervisor, in the personnel file of the monk on a safeguarding plan.



The Retreat Centre (St Bruno's)

CODE OF CONDUCT

and

RESPONDING TO DISCLOSURE

**Safeguarding of
Children, Young People,
Vulnerable Adults
& other Participants**

It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children, young people and adults at risk

YOU MUST...

- Treat everybody with respect
- Always be an example of good conduct that you would wish others to follow.
- Ensure that there is more than one person present during your activities with children, young people and adults at risk, and that you are within sight or hearing of others. All sensible precautions should be taken to ensure everyone's safety.
- Respect the right to personal privacy.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that even caring physical contact may be misinterpreted.
- Operate within this Code of Good Conduct and the procedures specified here.

YOU MUST NOT...

- Render yourself unfit for "duty as a helper" through the consumption of alcohol or the lack of sleep.
- Have inappropriate physical or verbal contact with others.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive / derogatory remarks or gestures.
- Jump to conclusions about others.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the Church to protect you.
- Believe 'it could never happen to me'.
- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Ignore the Safeguarding Guidelines and Procedures operating within the organisation.

WHAT TO DO...

If anyone discloses to you abuse by someone else:

- Allow him or her to speak without interruption, accepting what is said, but *do not* investigate or ask questions.
- Advise the person that you must pass on the information.
- Report the matter to the Event Organiser or to the Safeguarding Lead (contact details below).

If you suspect a participant is being abused, emotionally, physically or sexually:

- Report the matter to the Event Organiser or to the Safeguarding Lead (contact details below).

If you receive an allegation about any participant or about yourself:

- Immediately tell the Event Organiser or the Safeguarding Lead (contact details below).
- Try to ensure that no one is placed in a position that could cause further compromise.

In all cases:

- The listener must **record the conversation** as soon as possible. The record should reflect the conversation as accurately as possible, using the person's own words. The record should be signed and dated, noting the time and location at which it took place. The names of anyone else present should be included.
- **Report facts** to the Safeguarding Lead (contact details below).
- You must **refer**, you **must not investigate**. **Do not contact** the subject of the allegation.
- **Do not promise confidentiality**, as any information received may have to be acted upon by other authorities.

Contact Details for the Worth Abbey Safeguarding Lead:

Paul Bilton 01342 710368

Pete Emmott 01342 710303 (deputy)

Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3



SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

Approved by:

Worth School Governing Body

Worth Abbey Monastic Community

Date approved:

Worth School Governing Body 14th June 2013

Worth Abbey Monastic Community 28th April 2013

Revised October 2024

1. Rationale:

1.1 The Abbey Church is central to the life of the monastery and to the Benedictine ethos of Worth School. It is used formally for prayer six times a day; there is open access to guests, visitors, staff and supervised pupils who wish to attend. At other times there are adult volunteers who undertake duties (flowers etc.) and support staff (maintenance, cleaning etc.).

1.2 The Abbey Church is a public place of worship and is open day and night for private prayer.

1.3 The Abbey Church is also a place where the whole School can gather – for Mass on Sundays, at the start of term, on major feast days and for School events such as whole-School Assembly, Wednesday Worship, concerts, Speech Day and the annual Carol Service. In support of their development as members of the Church and the School, pupils are able to be involved as servers, ushers, choir members and helpers during liturgy and other events.

1.4 Individual houses also use the Abbey Church for group prayer at different times, with the day houses using morning or afternoon timings, and boarding houses normally gathering at 9.30pm. Moreover, the church is used for year group retreats and 'days of reflection'.

2. Policy Statement:

This protocol has been written to provide a formal understanding of how pupils and other young school visitors may access the Abbey Church and take part in activities within it, and how this should be managed in accordance with current best practice, in accordance with Worth School safeguarding and health and safety policies.

3. Specific details of pupil access:

3.1 The Abbey Church is open day and night, although pupil access is restricted to specific times, between 7.15 a.m. and 9.30 p.m., with the exception of boarding House prayers, which are supervised. Any pupil wishing to use the Abbey Church outside of organised School or House events, must be supervised by a member of School staff. This will normally be a Forerunner or a member of House staff. The School Chaplaincy also has spaces designed for pupil reflection and prayer and pupils are encouraged to make use of this space.

3.2 Monastic office (Lauds, Midday Office, Vespers, Compline) is open to pupils to attend from the body of the church: some come to Mass or Compline in the evening, for example, and those on monastery retreats come to all the offices.

Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3



SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

3.3 Boarders attend Mass in the Abbey Church on a Sunday evening at 8 pm, accompanied by their House staff.

3.4 The Church is used for whole-School Assemblies on Monday mornings (at 8.50 am).

3.5 The School choir rehearse before the Sunday morning Mass. They also rehearse and sing at different concerts throughout the year (e.g. Remembrance Concert, Lenten Concert)

3.6 Pupils involved in choir activities will be supervised at all times by the Director of Music, or another member of the School teaching staff. All adult members of the Abbey Choir, who are not members of the teaching staff, are not DBS checked, because the rehearsals or performances are conducted by the Director of Music, who supervises the pupils. In the event of the Director of Music not being present for a rehearsal or performance, he will delegate supervisory responsibility to another member of staff. A separate protocol (see appendix) governs pupil involvement in the Abbey Choir.

3.7 The 'Seminar Room' door must be kept open while pupils are present for choir robing. While pupils are present in this room, during robing, the room is supervised by a member of staff, as delegated by the Director of Music.

3.8 The Abbey organ is used occasionally by a small number of pupils preparing for an examination or performance, as arranged by the Music department. Pupils (accompanied by staff) are rehearsed in the Church for their different roles (serving, reading) at Mass or Wednesday Worship on a Wednesday evening, shortly before the service.

3.9 Pupils may occasionally come in for individual prayer, so long as they do so accompanied by a member of staff and remain in public areas of the Abbey Church. At no time may they access the balcony of the church unsupervised. The balcony is only unlocked and supervised by staff for School events (e.g. Speech Day events). It must be locked afterwards by a member of the School's pastoral staff, as designated by the Senior Deputy. Pupils must always be dressed suitably, as for a public building where members of the public may be present.

3.10 Access to the sacristy for pupils who act as servers is restricted to times immediately prior to services. The sacristy is not used by pupils for any other purpose. Supplies of hosts and altar wine are kept in a locked area; these and other sacristy items are not to be collected by pupils, unless under supervision by either staff, monks, or adult servers, assisting with the liturgy. Unsecured candles are in place in the Lady Chapel, as is customary in churches.

3.11 The servers' vestry door must be kept open at all times when pupils are present. All pupil Altar Servers will be accompanied by a member of School staff. Only DBS-checked, appropriate adults may access this room in the presence of pupils. All adult servers are DBS-checked by the parish and are briefed on safeguarding arrangements by the Parish Safeguarding Representative. Visiting servers are always accompanied by a server who has been DBS checked. Adult servers are managed by the Parish Priest and they are responsible for opening the door, when present.

3.12 The toilets located in the Abbey Church may be used by pupils when attending services or events held within the church complex but not at other times. In accessing these facilities, they

Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3

SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

must bear in mind the precautions detailed in the 'Simple Guidelines' for use of the Abbey Church.

3.13 The 'Unity Room', when unlocked, is deemed a public room within the Abbey Church.

3.14 Pupils should not access the Monastic Vestry at any time, other than those on duty for a public service and supervised by the Master of Ceremonies.

3.15 Pupils will be informed of a Protocol, 'Simple Guidelines' for conduct in the Abbey Church, each academic year; this information will also be published in the *Pupil Handbook* and a notice placed in houses.

4. Roles & Responsibilities:

Risk Assessment (Health and Safety Risk Assessments are reviewed every 12 months or sooner in the event of an accident, near miss, safety concern or change in best practice guidance)

Risk Assessment	Written by:
Abbey Church	Church Administrator
Student private use	Director of Mission
Student group use	Director of Mission
Student helpers	Director of Mission
Fire RA for Abbey Church	Estates Manager (as Fire Officer)

5. Accident/ Near Miss Reporting

Church Administrator, or Member of Staff in charge, or Member of the Medical Department, according to school 'Accident Reporting Procedures'.

6. Fire Safety Management (Estates Manager)

6.1 A fire risk assessment as required under the Regulatory Reform (Fire Safety) Order 2005 for the Abbey Church has been carried out and is reviewed annually. The ancillary rooms of the church are fitted with an automatic smoke detection and fire alarm system; sounding of the alarms is by continuously ringing bells and will initiate the usual fire evacuation procedures as practiced by the School on a termly basis. Activation of the alarm also notifies fire alarm responders to immediately investigate the incident and who will call and liaise with the emergency services as necessary. A team of alarm responders are assigned via a duty rota in operation 24 hours per day.

6.2 Portable fire extinguishers and means of escape signage are provided within the church building. A number of Worth staff, including members of the monastic community, have received training in the use of fire extinguishers.

6.3 Both fire alarm system and fire extinguisher equipment are serviced and maintained under contract, and in addition faults can be reported for attention via the Worth intranet system at any time.

Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3



SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

6.4 Due to the nature of the church services naked flames are regularly in use (candles etc.). A member of the monastic community is designated as the responsible person within the church to prepare, set out, supervise and finally extinguish such flames around the services where they are used.

7. First Aid (Head of Safety & Estates Projects)

7.1 A first aid equipment box is located within the Narthex of the church (the tea point area). A number of staff (teaching, support and monastic) are trained as first aiders and in addition many staff are trained to provide emergency first aid; the full list of those trained staff is distributed around the school on a regular basis.

7.2 Any use of the first aid kit should be notified to the facilities office to enable resupply of the equipment.

Also see accident reporting (above)

8. Safeguarding

8.1 Any concerns regarding the safeguarding of pupils and their welfare, must be reported to the School's Designated Safeguarding Lead, in accordance with the School's Child Protection and Safeguarding Policy.

Associated documents:

- 1) 'Simple Guidelines for Behaviour in the Abbey Church'; for distribution to pupils.
- 2) 'Briefing Note from the Open Cloister Coordinator for Guests'
- 3) 'Instructions for Guests' from the Monastery Guestmaster
- 4) 'Monastery Guests Safeguarding Policies' from the Monastery Guestmaster
- 5) 'Code of Conduct' for the Monastic Community
- 6) Worth School Child Protection and Safeguarding Policy
- 7) 'Briefing Note for Altar Servers' from the Parish Priest & 'Briefing Note for Eucharistic Ministers' from the Parish Priest

Appendix 1: Pupils who volunteer to become members of Worth Abbey Choir

1.INTRODUCTION

Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3



SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

This protocol should be read in conjunction with the School's "Child Protection and Safeguarding Policy". Its objective is to ensure that School safeguarding procedures are maintained for pupils who volunteer to become members of Worth Abbey Choir and take part in its activities.

2. PREREQUISITES

This assumes that the postholder of the position of Director of Music and Monastic Organist at Worth Abbey ("Abbey DOM") remains on the Worth Single Central Register and has no prohibition on carrying out a Regulated Activity relating to children defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012). The current postholder fulfils this requirement.

3. PROTOCOL

- The opportunity for pupils to take part in the activities of Worth Abbey Choir will be advertised to current members of Worth School's choirs and other Worth School pupils who may have interest in this activity (e.g. pupils who have singing lessons) via email by Worth School's Director of Music ("School DOM") during the Autumn Term and periodically throughout the rest of the academic year.
- Interested pupils will be asked to contact the Abbey DOM via the Abbey DOM's Worth email address, copying in the School DOM.
- The School DOM will also make parents of relevant pupils aware, via email, of the activity that has been presented to pupils.
- The Abbey DOM will report the list of pupils who have expressed interest to the School DOM and the School DOM will maintain a list of pupils involved in Worth Abbey Choir during each academic year.
- The School DOM will contact the parents of the pupils who have expressed interest in joining Worth Abbey choir to ask for the parents' email addresses to be shared with the Abbey DOM, making clear that the email address is only being shared for purposes related to Worth Abbey Choir and will be held compliant with Worth Abbey's GDPR policies in place at the time.
- The Abbey DOM will notify parents of day pupils in advance regarding pick-up/drop off times related to Worth Abbey Choir activities. The Abbey DOM will also notify the Boarding HsMs of the relevant houses of any boarding pupils involved.
- The Abbey DOM will ensure that any Worth pupils involved in Worth Abbey Choir are not left unsupervised (with the exception of the point below) in the Seminar Room "Choir Vestry" or Unity Room during the duration of the activity, from their arrival to their departure from Worth Abbey.
- Worth School pupils will proceed directly to the Choir Vestry upon arrival. Worth School day pupils will proceed directly from Worth Abbey to pick-up in the Abbey Car Park after any activity. Worth School boarding pupils will proceed directly to/from their boarding house.
- The Abbey DOM will register boarding pupils and email an attendance register to boarding HsMs directly after the activity has concluded, or wherever possible at the start of the activity.
- Any safeguarding concerns or incidents regarding specific Worth Pupils will be reported via *My Concern* by the Abbey DOM.

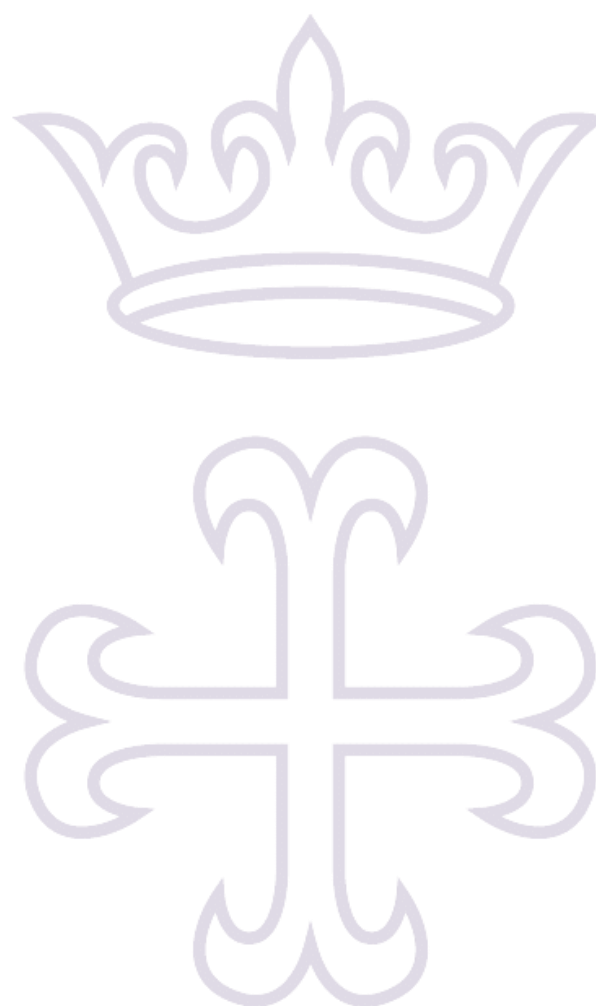
Protocol for Pupil Access and Pupil Activities in Worth Abbey Church

Section 3



SLT Owner: Senior Deputy	Receiver: All staff and pupils
Date: October 2024	Next Review: June 2027

- Any general safeguarding concerns or risks (e.g. a suspicious member of the congregation) will be reported to the Worth School DSL and Worth Abbey RSL by the Abbey DOM via email, who will coordinate a response to ensure additional measures to safeguard pupils as required.



Worth Abbey Policy for Visiting Priest or Religious

This policy applies to any Priest or Religious who is not a member of the monastery of Our Lady Help of Christians who applies to reside as a visitor or guest of the Abbot and monastic community at Worth Abbey for any period of time longer than one calendar month in any given year.

In such a case, the following guidelines apply:

1. The Visiting Priest or Religious must have the written permission of the Visitor's Bishop or Major Superior.
2. The Visitor's Bishop, or the Major Superior of the sending Institute, must send a letter to the Abbot of Worth affirming the Visitor's good standing and suitability and attesting to the lack of reports of inappropriate behaviour with minors.
3. The Visitor's Bishop, or the Major Superior of the sending Institute, must also provide his/her written opinion regarding the Visitor's moral and psychological attributes.
4. The Visiting Priest or Religious must provide a current enhanced DBS disclosure to the Abbot of Worth. A copy of this disclosure must be kept on file by the Abbot.
5. The Visitor's Bishop, or the Major Superior of the sending Institute, the Abbot of Worth and the Visitor will sign an agreement that includes:
 - The reason why the Visitor will be residing at Worth Abbey
 - A description of the Visitor's role at Worth Abbey (if any) and Worth Abbey's expectations of him/her while resident at Worth Abbey
 - A description of any work or volunteer assignments or ministries (if there are to be any) in which the Visitor will be participating while resident at Worth Abbey, especially those involving youth.
 - An indication of a probationary period, the expectations that will apply during that period, and any violation(s) that would merit immediate removal of the Visitor from Worth
6. Worth Abbey will provide the Visitor with a copy of the Worth Abbey Safeguarding Policy and will require that the Visitor sign a document acknowledging having received and read the Policy and agreeing to adhere to the Policy. A copy of this document will be kept in the Visitor's file, accessible to the Abbot of Worth.
7. When appropriate and at the discretion of the Abbot, the Visitor will be assigned a mentor/ supervisor within the monastic community and will meet with the mentor/ supervisor regularly. The mentor/supervisor will communicate regularly with the Abbot in respect of the Visitor and will always bring any concerns he feels about the Visitor promptly to the Abbot's attention.

Livery Yard: Safeguarding Code of Conduct

The protection of children, young people, adults at risk and other participants

It is the responsibility of each individual to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

We take the health, safety and well-being of all users of the Livery very seriously. Whilst your use of the Livery is at your own risk and is not regarded as "Regulated Activity" for the purposes of safeguarding legislation, we nevertheless require you to follow our Safeguarding of Children, Young People and Adults at Risk Policy in relation to your use of the Estate. Any failure by a Client of our Livery to follow the same provides us with an immediate right to terminate their Agreement and/or make a referral to a regulatory agency (including the Police) and/or take any action which we deem reasonably necessary to protect the health, safety and well-being of any person.

Please note that no student of Worth School is able to use the Livery, save that their parent(s) or person with parental responsibility for them may be a Horse Owner and subject to an Agreement with us regarding their own use of the Livery. In addition to this and in order to promote our approach to safeguarding through your use of the Livery, we require you to comply with the following protocols:

Must do (things you must do as part of your obligations under your Livery Agreement):	Must not do:
• Treat all other users of the Livery with dignity and respect. • Report any safeguarding concerns in accordance with the following section. • Ensure all children under the age of 18 are accompanied onsite at all times. We request parents/guardians to stay within 5m radius of their child as it is working farm with the usual hazards and machinery operating.	• Have inappropriate physical or verbal contact with others (whether sexual or otherwise), nor cause harm to or abuse any person (or facilitate another person to do the same). Harm or abuse can include through online forums, including social media. • Exaggerate or trivialise abuse issues, or fail to declare knowledge or awareness of the same (or allegation of the same). • Believe 'it could never happen to me' and take unnecessary risks or place yourself into situations which could expose yourself to risk of harm or abuse. • Believe that your status or position permits you to use the Livery in any way other than as permitted by this Schedule.

ANNEX Q

	• Take any unnecessary risk or chance or opportunity, when common sense, policy and practice requires or suggests another more prudent approach.
--	--

RESPONDING TO A DISCLOSURE OF ABUSE

WHAT TO DO IF...	
<i>Anyone discloses to you abuse by someone else:</i> • Allow him or her to speak without interruption, accepting what is said, but do not investigate or ask questions. • Advise the person that you must pass on the information. • Report the matter to the Religious Safeguarding Lead for Worth Abbey (Paul Bilton), but do not discuss the disclosure with any other person.	<i>You suspect a participant is being abused, emotionally, physically, or sexually:</i> • Report the matter to Religious Safeguarding Lead but do not discuss the disclosure with any other person.
<i>You receive an allegation about any participant or about yourself:</i> • Immediately tell the Religious Safeguarding Lead for Worth Abbey – Paul Bilton. • Try to ensure that no one is placed in a position that could cause further harm or risk of the same, or compromise any person or any further investigation of the matter. • Do not conduct any investigation of the matter yourself.	<i>You suspect that a child or vulnerable adult is at immediate risk of harm</i> • Contact the Police and/or Social Care Services without delay.

In all cases, once reported:

- The listener must **record the conversation** as soon as possible. The record should reflect the conversation as accurately as possible, using the person's own words. The record should be signed and dated, noting the time and location at which it took place. The names of anyone else present should be included.
- **Report the disclosure** to the Religious Safeguarding Lead for Worth Abbey – Paul Bilton, see below.
- You must **refer and report**, you **must not investigate**. Do not contact the subject of the allegation.

ANNEX Q

- **Do not promise confidentiality**, as any information received may have to be acted upon by other authorities.

CONTACT DETAILS

If you would like to discuss any matters or make a complaint, please see below for the contact details of the Worth Abbey Livery Yard management team.

In the first instance, please contact the Commercial and Hospitality Bursar: Emma Hickmott on 07881 341722 email: ehickmott@worth.org.uk

Or in their absence, please contact:

Worth Abbey Religious Safeguarding Lead – Paul Bilton on 01342 710368 pbilton@worth.org.uk

A complete version of the Safeguarding of Children, Young People and Adults at Risk Policy has been made available to you at the time of you entering into your Agreement and you confirm you have read and agree to its terms. A copy is also available from the Commercial and Hospitality Bursar.

Livery Yard Rules

Property and access:

1. Only Horse Owners and Sharers ("Clients") who have read and signed an Agreement with Livery Operator are permitted to attend the Livery unaccompanied and care for Horse. All other guests must be accompanied by Client at all times.
2. All Clients must be over 18 years old.
3. Clients are responsible for ensuring that the area around their stable and storage areas, the front of the tack room and other areas used by them are kept clean and tidy. These areas must be swept daily.
4. Communal areas around taps for washing horses' feet, soaking hay nets, storage areas and the manure heap, must also be swept regularly.
5. Only use the Livery for the stabling and grazing of Horse. Access will not normally be allowed between the hours of 22.00 and 06.00 without specific permission from the Livery Operator. There must be no unauthorised parking overnight.
6. Do not keep any other animal or bird anywhere on the Livery.
7. Dogs must be controlled at all times and kept on a lead, faeces removed and disposed of appropriately. Dogs are not permitted to be exercised on the Livery or wider Worth Abbey estate at any time, other than public footpaths.
8. Please park in the allocated vehicle areas and ensure your permitted visitors do likewise.
9. All vehicles are left entirely at owners risk and must be made available to be moved at the request of the Livery Operator at all times whilst on the premises.
10. Do not affix, erect, attach or exhibit on the Livery any sign or fixture unless you have the written consent of the Livery Operator.
11. Care must be taken by all to turn off lights when not needed. In frosty weather water must be turned off at stopcocks wherever possible, and end taps left open, especially at night.
12. Keep tack, feed and any other possessions we may allow you to bring on the Livery, in the places designated for them.
13. Look after all walls, fences, gates, locks, and other fixtures or installations at all times.
14. Do not touch, care for, photograph/video or feed anyone else's horse without their prior knowledge and consent.
15. Regularly pay attention to noticeboards and ensure you read all emails from Livery Operator.
16. The Livery Operator shall have right for himself or other WAP employees at all times and for all purposes without prior notice to the Horse Owner to enter upon all parts of the Livery.
17. No field moving, stable moving or loan outs without prior approval from the Horse Owner and Livery Operator.
18. Regularly check fencing and water troughs and report any issues including evidence of any pests.

ANNEX Q

Security

1. Please look out for yourself and others on all questions of security.
2. Please shut the tack room door on leaving and do not disclose the alarm code to anyone.
3. Clients must secure all locks and alarms if they are the last person to leave the Livery.
4. It is strictly not permitted to divulge combinations of locks or alarms to anyone who has not signed a copy of an agreement with the Livery Operator, nor to lend them Livery keys.
5. Keys and Fobs are the property of WAP; if lost or damaged, the cost of replacement must be covered by the Client. If a Client moves to another Livery or leaves, all Livery keys must be returned prior to, or on the final day of notice / occupancy.
6. Gates on the Livery and Estate must be kept closed unless Clients are otherwise advised. If gates on the Livery or Estate are found closed, they must be closed again after passing through. *This is particularly the case with gates onto the public highway.*

Feed and care instructions

1. The use of hosepipes for washing horses is not allowed, unless permission is sought, or for medical reasons. Washing with buckets of water is allowed.
2. Clients are required to clean up any untidiness they may make, including the manure left by their horses on the paddocks. Put waste in such other place as the Livery Operator shall reasonably direct.
3. To provide suitable rugs and blankets for the horse.

Facilities

1. Only Clients are authorized to hack on designated tracks through wider estate but must follow the guidelines below:
 - 1.1. They do so at their own risk – we are not responsible for your safety or the conditions of routes;
 - 1.2. It is understood that at certain times, in the interests of the welfare of the estate and safety, access will be closed so check before venturing out;
 - 1.3. Keep to trails that Clients have been granted permission for and please be thoughtful to other people;
 - 1.4. All Clients must be competent and preferably trained or accompanied by someone who is and is controlling the horse with a lead rope.
 - 1.5. All Clients names should be visible on the notice board including times that they left and returned.
 - 1.6. We request that all riders take a mobile phone with them in case they need assistance. Please ensure it has adequate battery and signal before you venture out.

ANNEX Q

2. Only Clients are authorized to use the Sand Schools when open, but must follow the guidelines below:
 - 2.1. You use the Sand Schools entirely at your own risk. You agree that you will inspect any facility immediately before you use it and that you will not use it if you are not happy with its safe condition.
 - 2.2. Clients are required to coordinate their use of the sand schools primarily using the TimeTree phone app or using the WhatsApp groupchat. Each Client can only book the same time slot a maximum of 2 times per week.
 - 2.3. There is a maximum of two horses in the large sand school at any one time, and one horse in the smaller sand school. Free-schooling and turning out of horses in sand schools is expressly forbidden without permission of the Livery Operator. Permission may be granted for horse welfare reasons or in periods of poor weather which restrict exercise options, or if recommended by a Veterinarian.
 - 2.4. Use of the sand school must be conducted in a safe and sensible manner.
 - 2.5. Planning permission conditions require that flood lighting of the main sand school is not used between 9.00pm and 6.00am.
 - 2.6. Clients are responsible for the removal of dung left behind by their horses, and for keeping the sand school gates shut at all times.
 - 2.7. If you move jumps or other equipment, you agree to return it to where you found it unless we have agreed that it may be left where you used it. Only use equipment when consent has been given by the owner. You use equipment at your own risk. If you damage their equipment, please be courteous and replace them.
 - 2.8. Once booked, you may cancel only on at least 24 hours-notice, as your booking may have prevented some other person from using it.
 - 2.9. Spectators are not permitted in the sand school at any time.
 - 2.10. All Clients are entitled to the peaceful enjoyment of the sand schools and as such all other Clients; and spectators should be courteous and helpful to each other. Please only watch if they have granted you permission.

Communication process

1. If you require urgent assistance, you may leave a message on the Farm Manager's telephone on 07747 606649. Please note that we cannot accept verbal instructions given to us around the Livery, nor can we guarantee that we are available personally. Available hours will be displayed on Farm Office door (generally 8am – 5pm, Monday – Friday).
2. If your instructions are not urgent, please email Farm Manager at tatkinson@worth.org.uk who will respond during his standard office hours.
3. The Farm Manager may feel it necessary to send group messages via the Livery Yard WhatsApp group. This is for urgent messages from the Farm Manager only. We ask that clients refrain from discussing or sharing any other matters on this group.

Foraging: Safeguarding Code of Conduct

The protection of children, young people, adults at risk and other participants

It is the responsibility of each individual to prevent the physical, sexual or emotional abuse of children, young people and adults at risk.

The Group Leader must:

- Wear their issued visitors or identity badge at all times.
- Maintain a list of all those on the Worth site at any time and hold this list for a minimum period of six weeks after each event.
- Explain to participants in the event where the Worth School boundary is before each event and inform them that they must not enter the School.
- Explain to participants that the Worth estate includes a Livery with farming machinery in it.
- Ensure that there is appropriate supervision of anyone under the age of 18 within the group. This will normally mean that they are with a parent/guardian who ensures they are within 5m radius of them.
- Ensure that appropriate care is taken of any adults who have declared that they are at risk of harm in any way.

Participants in the event and the Group Leader must:

- Treat all participants in the event with respect
- Follow any instructions they are given by the group leader
- Always try and keep their group leader in a line of sight
- Ensure they do not cross into the Worth School site or into the private Monastery gardens
- Only park their vehicle where they have been instructed to do so
- Not exercise their dog on the site
- Not enter the farm area and take steps not to startle any horses you encounter when you are on the estate
- Observe the no-smoking and no-vaping policy of the site
- Take any rubbish home with them

ANNEX R

RESPONDING TO A DISCLOSURE OF ABUSE

WHAT TO DO IF...	
<i>Anyone discloses to you abuse by someone else:</i> • Allow him or her to speak without interruption, accepting what is said, but do not investigate or ask questions. • Advise the person that you must pass on the information. • Report the matter to the Religious Safeguarding Lead for Worth Abbey (Paul Bilton), but do not discuss the disclosure with any other person.	<i>You suspect a participant is being abused, emotionally, physically, or sexually:</i> • Report the matter to Religious Safeguarding Lead but do not discuss the disclosure with any other person.
<i>You receive an allegation about any participant or about yourself:</i> • Immediately tell the Religious Safeguarding Lead for Worth Abbey – Paul Bilton • Try to ensure that no one is placed in a position that could cause further harm or risk of the same, or compromise any person or any further investigation of the matter. • Do not conduct any investigation of the matter yourself.	<i>You suspect that a child or vulnerable adult is at <u>immediate</u> risk of harm</i> • Contact the Police and/or Social Care Services without delay.

In all cases, once reported:

- The listener must **record the conversation** as soon as possible. The record should reflect the conversation as accurately as possible, using the person's own words. The record should be signed and dated, noting the time and location at which it took place. The names of anyone else present should be included.
- **Report the disclosure** to the Religious Safeguarding Lead for Worth Abbey – Paul Bilton, see below.
- You must **refer and report**, you **must not investigate**. Do not contact the subject of the allegation.
- **Do not promise confidentiality**, as any information received may have to be acted upon by other authorities.

ANNEX R

CONTACT DETAILS

If you would like to discuss any matters about the Estate at Worth or make a complaint

In the first instance, please contact the Commercial and Hospitality Bursar: Emma Hickmott on 07881 341722 email: ehickmott@worth.org.uk

Or in their absence, please contact:

Worth Abbey Religious Safeguarding Lead – Paul Bilton on 01342 710368 pbilton@worth.org.uk

A complete version of the Safeguarding of Children, Young People and Adults at Risk Policy has been made available to you at the time of you entering into your Agreement and you confirm you have read and agree to its terms. A copy is also available from the Commercial and Hospitality Bursar.