



Safeguarding Policy

This is to be read alongside the NTC Safeguarding Process Guidance

Statement of safeguarding principles¹

Preamble

For the purpose of this policy, safeguarding is defined as protecting the health and wellbeing of children, young people and adults at risk of harm. It is about implementing the necessary measures to prevent harm to children, young people and adults at risk of harm who are most at risk of abuse and harm. We believe that every person has a value and dignity that comes directly from humankind's creation in God's own image. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults, so far as is reasonably practicable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility in working with children, young people or adults at risk within or on behalf of the College, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes as required.² We also recognise our duty to develop and support safe practice in relation to those children, young people, or adults at risk with whom students come into contact as part of their Placement unit or other programme requirements.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

In all these principles, we will follow legislation, guidance and recognised good practice.

While it is impossible to ensure that a child, young person or adult at risk would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

¹ Adapted from the [Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain](#) (2023)

² Disclosure and Barring Service (DBS)

Safeguarding Protection Officer (Lead):	Louise Kenyon
Safeguarding Protection Officer (Deputy):	Joseph Boston
Director of Operations:	Pauline McKendrick

Introduction

Nazarene Theological College policy on the safeguarding of children, young people and adults at risk

Nazarene Theological College aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk.

This policy applies to all staff, students and volunteers who may be working with children and young people (people under 18 years of age) and adults at risk (i.e. as defined by section 59 of the Safeguarding Vulnerable Groups Act (2006) and/or those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom the College encounters through its teaching and research activities as well as through its offsite programmes.

This policy does not seek to discourage such activities. Instead, this policy seeks to support these activities and to offer assurances to both staff, students, volunteers, visitors and partner organisations. Through its implementation, the College seeks to protect children, young people and adults at risk and to keep them safe from harm when in contact with College students, faculty and staff (whether acting in a paid or unpaid capacity and on behalf of the College).

Aims and objectives

Nazarene Theological College wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and adults at risk with whom the College's work brings it into contact, recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents and guardians.

While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

The aim of this policy is to highlight areas that form the basis of the College's approach to safeguarding the well-being of children, young people and adults at risk and to set out a code of practice (see Appendix 1) for all faculty, staff, students and volunteers at the College who may work with them.

Risk assessment

All staff and faculty that intend to, or may be put in the position of, working with children, young people or adults at risk should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

A designated individual, in conjunction with the Safeguarding Protection Officer, should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or adults at risk, or before admitting [or employing] a person under-18.

All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

Recruitment, selection and employment procedures

The College is committed, to the best of its ability, to a safe recruitment policy for all employees and volunteers. References will be taken up before any appointment and the references must be from people not working or volunteering at the College.

Where a course of study involves a placement component, a DBS check will be done before any student is allocated to a placement. If the DBS raises any concerns, the Placement Manager must inform the Director of Operations before a placement is confirmed. A risk assessment will be done and a decision made as to whether or not it is safe for this student to complete that placement.

Nazarene Theological College will take all appropriate steps to ensure that unsuitable people are prevented from working with children. We will carry out risk assessments and put safeguarding measures in place where individuals pose a present risk to children, young people or adults at risk of harm.

Where the risk assessment has identified those students, staff or faculty have contact with children, young people or adults at risk that can be defined as 'regulated activity'³ (which might include regular processing of information), rigorous checks into their eligibility will be required.

Nazarene Theological College is registered with [thirtyone:eight](#) and will ensure that any work which is currently defined as regulated activity relating to children or adults at risk as defined by the Safeguarding Vulnerable Groups Act (2006) and DBS guidelines will be checked for relevant criminal convictions.

Dealing with suspicions or allegations of abuse

Concerns for the safety and well-being of children, young persons or adults at risk could arise in a variety of ways and in a range of different settings, including online media. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another organisation; signs of abuse or neglect (including self-harm) may be observed when teaching online. It is essential to act quickly and professionally in all cases of suspected abuse.

Any allegation by a child, young person or adult at risk against a member of staff or faculty member, another student or a volunteer should be reported immediately to the relevant designated individual who has responsibility under this policy. In dealing with any such allegation the College has a duty of care both to the child, young person or adult at risk concerned and to the member of staff, student or volunteer against whom the allegation is made. In addition to the reporting of an allegation, the College will also take appropriate action to minimise any risk.

Full guidance can be found in the NTC Safeguarding Process document.

Prevent: Protection of the risk of radicalisation and extremism

Terrorism is defined as the use or threatened use of violence for the purpose of advancing a political, religious, racial or ideological cause. Nazarene Theological College is committed to preventing students from being drawn into terrorism. Please see *Prevent Duty Policy (Extremism and Radicalisation)* for further information

Responsibility

The Senior Leadership Team will be responsible for reviewing and updating this policy. This responsibility may be devolved as appropriate.

The Director of Operations will advise on the employment of under-18 members of staff or volunteers and, in conjunction with the Senior Leadership Team will be responsible for monitoring their welfare. This responsibility may be devolved as appropriate.

³ Regulated activity as defined by the DBS

Where a student under the age of 18 is admitted to any course of study, the Registrar will advise the Director of Operations as soon as possible. Until the student is 19 years old, the Registrar, in conjunction with the appropriate NTC employees, will be responsible for monitoring the welfare of the students during their class time or time on campus.

Childcare arrangements of children on campus are the responsibility of parent(s)/carer(s). The parent(s)/carer(s) are responsible for making sure appropriate checks or references have been carried out, particularly when asking employees, volunteers or students to look after children.

Allegations or suspicions of abuse should be reported to the Safeguarding Protection Officer or the Director of Operations, if the allegation is against the Safeguarding Protection Officers.

Full guidance can be found in the NTC Safeguarding Process document.

They in turn will report to the Senior Leadership Team who will nominate a Co-ordinator, most likely to be one of the Safeguarding Protection Officers unless the allegation is against them, to deal on their behalf with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The Co-ordinator may also be required by conditions of the College Insurance Policy to immediately inform the Insurance Company.

Suspicions **must not be discussed with anyone other than those nominated above**. A written record of the concerns should be made in accordance with College procedures and kept in a secure place (see appendix 2).

The role of the Co-ordinator is to clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department/County Designated Officer (formally LADO) within 24 hours. **The Co-ordinator must not investigate allegations or suspicion. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.**

Allegations of Physical Injury or Neglect

If a child, young person or adult at risk has a physical injury or symptom of neglect, the Co-ordinator, Safeguarding Protection Officer or the Director of Operations will:

- Contact the Police on 999 if a person is in immediate danger.
- Seek medical help if needed urgently, informing the doctor of any suspicions
- Contact the relevant Designated Safeguarding Lead, Local Designated Officer or Children's Social Care Team if there is no immediate danger, you are concerned about a child's safety, they are afraid to return home, or if advice or information is needed. Advice can also be sought from thirtyone:eight

Not tell the parents or carers unless advised to do so having contacted Social Services.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight if unsure whether or not to refer a case to Social Services.

Full guidance can be found in the NTC Safeguarding Process document.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the **Co-ordinator/ Safeguarding Protection Officer** will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Family Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

It is, of course, the right of any individual to make a direct referral to the child protection agencies or social services.

Full guidance can be found in the NTC Safeguarding Process document.

Disclosure of a non-recent abuse⁴

Non-recent abuse [sometimes referred to as historical abuse] is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old. An adult does not have to report non-recent abuse but can be advised to report their allegation to the Police.⁵ Should an adult choose to report non-recent abuse, allegations should be responded to in the same way as any other safeguarding concern or allegation. That is because:

- There is a likelihood that a person who abused a child/children in the past will have continued and may still be doing so;
- Criminal prosecutions can still take place, despite the fact that the allegations are non-recent in nature and may have taken place many years ago.

Therefore, we will:

- Seek to ensure that there is a sensitive and effective response for survivors reporting non-recent abuse
- Treat all disclosures of non-recent abuse seriously
- Offer the survivor the opportunity to be heard and listened to
- Ensure that where disclosures allege criminal activity, and/or there is an on-going risk of significant harm to the survivor, a child or adult, this information will be shared with the Police or other public authorities. Start by calling 101 and briefly explaining what you're calling about so they can connect you to the right team.

CONTACTS

Role	Name	Contact
Director of Operations Prevent Lead	Pauline McKendrick	White House pmckendrick@nazarene.ac.uk 0161 445 3063 ext. 1950
Safeguarding Protection Officer (Lead)	Louise Kenyon	White House lkenyon@nazarene.ac.uk 0161 445 3063 ext. 1917
Safeguarding Protection Officer (Deputy)	Joe Boston	White House jboston@nazarene.ac.uk 0161 445 3063 ext.1902

⁴ Adapted from [NSPCC: Policy and procedure for children abused in specific circumstances](#) and [Church of Scotland Safeguarding Handbook 1](#)

⁵ <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/non-recent-abuse/>

Thirtyone:eight		info@thirtyoneeight.org 0303 003 1111
Manchester Adults and Children's Social Care		https://www.manchester.gov.uk/socialservices mcsreply@manchester.gov.uk 0161 234 5001
MCC Designated Officer before making a referral		https://www.manchestersafeguardingpartnership.co.uk/ 0161 234 1214 https://www.manchestersafeguardingpartnership.co.uk/help/ Report a Concern: https://www.manchestersafeguardingpartnership.co.uk/help/
Safeguarding Trustee	Iain McGookin	

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Related policies:	Prevent Duty Policy, Data Protection, IT Security Policy, Whistleblowing Policy, Safeguarding Process
Lead contact:	Safeguarding Protection Officer/ Director of Operations + Prevent Lead

Appendix 1

Code of Practice

The following code of practice applies to all College staff, faculty and students working with children, young people or adults at risk, whether acting in a paid or unpaid capacity:

- they will be seen as role models by the children with whom they are in contact at all times, including when they are off duty;
- all College personnel should, therefore, conduct themselves in accordance with the reasonable expectations of someone who represents the College;
- they should take care to observe appropriate boundaries between their work and their personal life. For example, communications they may have with or about children, physical contact, use of social and digital media, or use of vehicles to transport children, young people or adults at risk;
- they should seek advice immediately if they come across a child, young person or adult at risk who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- they should not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European, or international law.
- It is contrary to the policy of the College for those in a position of trust to have sexual relationships with those under the age of 18 for whom they are responsible. A breach of this is likely to be considered as a disciplinary matter. It will be referred to the Local Authority Designated Officer.
- If you are the recipient of any complaint or accusation from a child, young person or adult at risk, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a child, young person or adult at risk makes a complaint, or if there are other reasons to suspecting abuse, you should not attempt to investigate this yourself, but report your concerns to the designated Safeguarding Officer.
- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in this policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
- Although allegations should be reported on 'a need to know' basis, employees and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act 2018, as complying with the policy overrides such obligations.

Appendix 2

Record of Allegation or Suspicion of Abuse

Date and time of initial Report.....at.....

To: Responsible Person (Name):.....

Name of Claimant	Name and contact details child/young person/adult at risk	Place of alleged abuse

Names of people present:.....

Details of allegation or suspicion

Do not investigate but please give as much detail about the allegation or suspicion.

If you suspect abuse what alerted your attention to the situation.

Please include all names of the people involved:

Any further action taken?

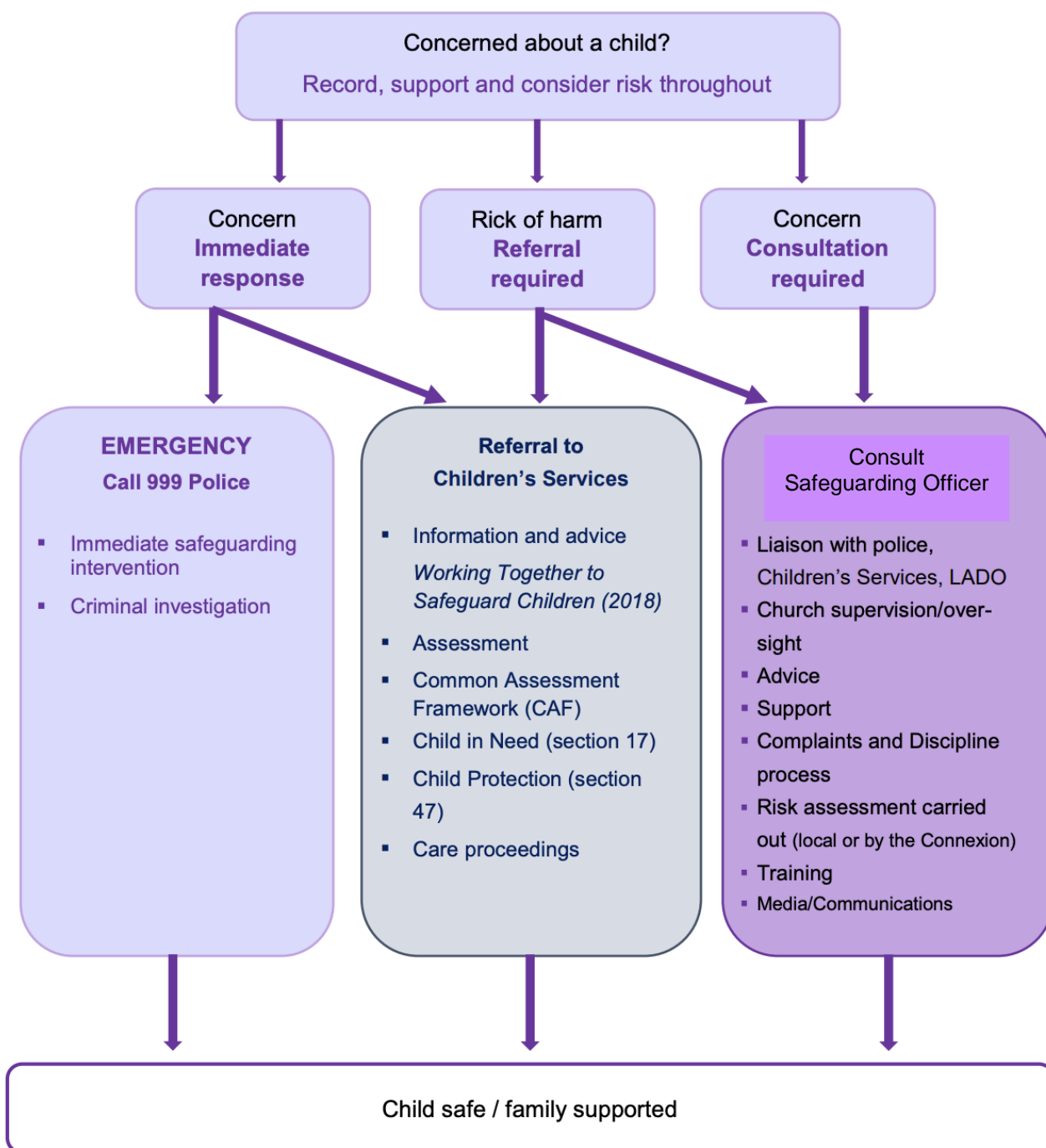
Name of person reporting the incident

(Capitals).....

Signed.....

Date.....

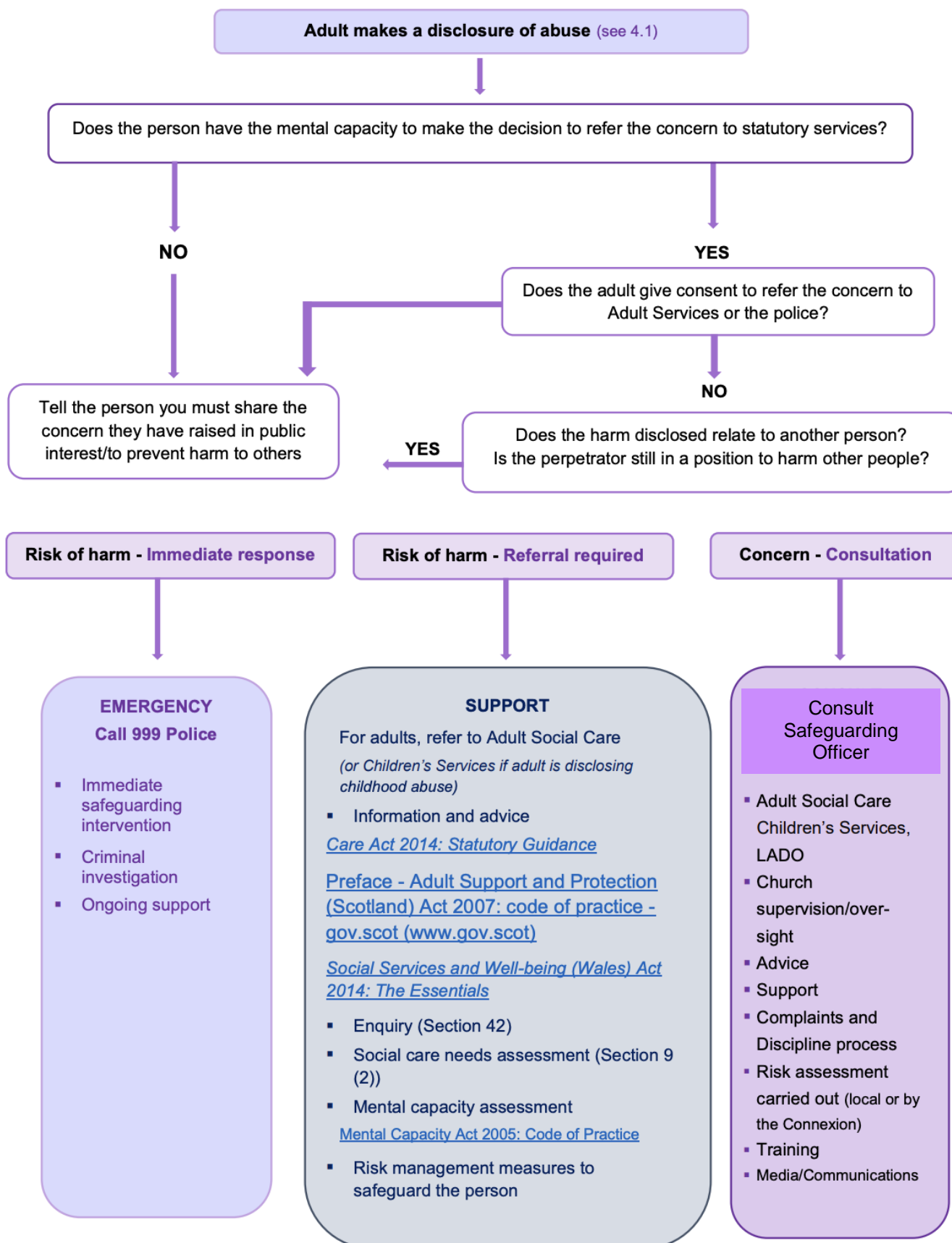
Flowchart – Response to concerns about a child⁶



⁶ Adapted from https://media.methodist.org.uk/media/documents/safeguarding_policy_and_procedures_for_the_methodist_church_in_britain_july_20_FdKXANA.pdf Page 27.

Appendix 4

Flowchart – Adult disclosure of abuse⁷



⁷ Adapted from

https://media.methodist.org.uk/media/documents/safeguarding_policy_and_procedures_for_the_methodist_church_in_britain_july_20_FdKXANA.pdf Page 28

Appendix 5

Definitions of Abuse

The following definitions serve as a guide and is not an exhaustive list:

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. Pastor). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.	

	Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Non-recent Abuse	Non-recent abuse (or historic abuse) is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

It is important to note that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. Also that there might be other reasons why most of the above are occurring.