

# Safeguarding Policy

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## Culture, Leadership and Capacity

### Introduction and Purpose

ERMC is grounded in the mission and values of the Church of England; it is fully committed to ensuring the safety and wellbeing of all children, young people, and adults at risk. In alignment with *Promoting a Safer Church* (House of Bishops, 2017), we recognise our Christian and legal duty to protect the vulnerable from harm and abuse. This safeguarding policy applies to all staff, volunteers, members of council, visiting lecturers, and students/external students engaged with the institution, whether on-site at the Cambridge office, teaching centres, residential locations (e.g. High Leigh Conference Centre and All Nations), online, or in external placements.

### Core Principles

Our safeguarding approach is underpinned by the following principles, drawn from Church of England national guidance. First, we affirm that the welfare of children, young people, and vulnerable adults is paramount. We commit to treating individuals with integrity and respect, listening carefully to concerns and views. Transparency, openness, and accountability are vital to maintaining trust and preventing harm. We actively collaborate with statutory authorities and seek guidance from professional safeguarding advisers when necessary. Proactive prevention, vigilant risk management, and reflective learning are central to our continuous improvement.

### Alignment with Church of England Safeguarding Guidance

ERMC adheres to the policies and expectations outlined in the Church of England's Safeguarding e-manual, the Code of Safer Working Practice, and the Clergy Conduct Measure. We commit to following all House of Bishops guidance and adopting the updated Safeguarding Learning and Development Framework implemented in January 2025. Compliance is not optional but a legal and ecclesial expectation, and all staff and students must act with due regard to national policy.

### Biblical and Theological Rationale

Safeguarding is not only a legal responsibility but a theological imperative. As Proverbs 31:8 commands, "*Speak up for those who cannot speak for themselves; ensure justice for those being crushed.*" The safeguarding of children and vulnerable adults reflects our call to embody the love, justice, and mercy of Christ in every aspect of ministry and formation.

### Written Agreement

All personnel associated with ERMC (including all staff, volunteers, members of council, visiting lecturers, and students) will be required to sign that they have read and will agree to abide by the policy when representing or undertaking activities connected with ERMC and in their local churches. Failure to do so could result in termination of any working agreement. The Safeguarding lead for ERMC will ensure that signed agreements are in place before 1) the start of the academic year or 2) the start of new contracts / agreements. These will be updated annually.

## Responsibilities and Oversight

The council holds ultimate responsibility for safeguarding oversight and must ensure annual policy review, resourcing of safeguarding training, and robust recruitment practices; to this end the council will ensure that there is a designated council member with a particular responsibility for safeguarding. The principal bears overall responsibility for safeguarding; operational responsibility for implementing safeguarding practices and liaising with Diocesan Safeguarding Advisers (DSAs) is the duty of the designated safeguarding leads. The Designated Safeguarding Lead coordinates responses to concerns, supports staff, maintains case files, and acts as liaison with diocesan and statutory authorities. All staff and volunteers are responsible for adhering to this policy, completing training, and reporting concerns.

### ERMC Safeguarding Responsibilities

Overall responsibility for safeguarding: The Rev'd Canon Alex Jensen (ERMC Principal)

Designated Safeguarding Lead (DSL): The Rev'd Charles Read (Director of Liturgy & Worship)

Deputy Designated Safeguarding Lead (DDSL): Vacant

Designated safeguarding council member: Prof. Joyce Hill

### External Partnerships and Diocesan Contacts

We maintain close working relationships with the safeguarding teams of the seven key dioceses that support ERMC. Where safeguarding concerns involve students or staff placed in one of these dioceses, ERMC's DSL will liaise directly with the relevant DSA and/or Diocesan Director of Ordinands (DDO) within 24 hours of the concern arising.

The contact details are appended to this policy.

## Prevention

### Safer Recruitment

We ensure that safer recruitment practices are followed rigorously. All appointments require a completed application form, identity verification, appropriate references, and a structured interview assessing safeguarding awareness. Where relevant, a Disclosure and Barring Service (DBS) check will be made. These checks are renewed every three years. All appointees must complete mandatory safeguarding training prior to commencement and engage in continued professional development, particularly for roles that involve regular contact with children or vulnerable adults. Information and records are stored on the Single Central Record (SCR).

### Safeguarding Training and Development

In line with the Church of England's Safeguarding Learning and Development Framework, all council members, members of staff and volunteers undergo training appropriate to their roles. The training is refreshed regularly and documented within institutional records. A learning needs assessment is conducted annually to ensure relevance and effectiveness. Visiting lecturers must ensure that they give evidence of having completed the relevant training within their own Diocese. Any personnel connected with ERMC who minister in schools must have read and agree to abide by *Keeping Children Safe in Education*.

Individual centre leads must ensure (with appropriate documentation) that any visiting lecturers have complied with all aspects of safer recruitment prior to delivering teaching.

## Social Media and Online Conduct

ERMC expects all staff, students, and volunteers to maintain professional boundaries when using social media, in line with ERMC's, diocesan and national policies.

## Working in Educational Settings

When engaging with educational partner organisations, we fully comply with statutory guidance including *Keeping Children Safe in Education* and *Working Together to Safeguard Children*. The Designated Safeguarding Lead (DSL) of the organisation oversees safeguarding in these contexts. We establish clear expectations and undertake risk assessments for placements, ensuring appropriate supervision and integration into the wider safeguarding culture of our institutional partners.

## Working in Children's and Youth Work Ministry

All ERMC students will be expected to seek and follow guidance from their own diocese when engaging in ministry with children and young people. In addition, UK-based students will be made aware of and agree to abide by the government guidance in *After-school clubs, community activities and tuition safeguarding guidance for providers* when engaged in ministering to children and young people.

## Record-Keeping and Data Protection

All safeguarding records, including DBS checks, training completion, concerns, and referrals, are securely maintained and stored in compliance with data protection law. These records are reviewed annually and shared only on a need-to-know basis. ERMC participates in diocesan safeguarding audits when requested and uses learning from incidents to improve systems and accountability. ERMC maintains a secure single central record which can be accessed by the principal, the registrar and the safeguarding leads. The SCR is audited annually.

## Complaints, Whistleblowing, and Transparency

ERMC provides clear guidance for students, staff, and stakeholders on how to report concerns, including anonymous whistleblowing channels. We are committed to transparency and to fostering a culture where it is safe to speak up. Complaints are handled in accordance with both internal procedures and those of the relevant diocese, ensuring independence and accountability.

## Recognising, Assessing and Managing Risk

### Procedures for Reporting and Responding to Disclosures

All concerns or disclosures of abuse or harm must be taken seriously and reported immediately to ERMC's Designated Safeguarding Lead / Deputy Designated Safeguarding Lead. The DSL will follow Church of England guidance outlined in the e-manual, including the procedures for responding to safeguarding concerns, managing allegations, and involving statutory agencies. Victims and survivors will be treated with dignity and provided with appropriate pastoral care and, where necessary, referrals to specialist services. ERMC is committed to maintaining confidential, accurate records and complying with national case management procedures.

Disclosures should be directed in the first instance to the DSL or DDSL. Any disclosure should be recorded as soon as possible in writing, with a time, date and signature. Where appropriate, the

DSL or DDSL will pass on any concerns to the relevant DDO and Diocesan Safeguarding Advisor, recording any action taken. Courses of action will be scrutinised to ensure that the correct procedures have been followed, particularly when passed on to the Diocese. This is made explicit and is in line with GDPR and ERMC's confidentiality policy.

Any disclosure relating to staff conduct should be directed to the principal; if the disclosure relates to the conduct of the principal, then it should be directed to the member of the council responsible for safeguarding.

## Managing Risk and Ensuring Safe Environments

Appropriate risk assessments are conducted for all activities. We pay regard to safe space principles, ensure adequate supervision, and maintain appropriate boundaries in all pastoral, spiritual, and educational engagements. Chaperones may be requested where necessary, and all safeguarding arrangements are monitored and reviewed regularly.

Students are encouraged to produce a risk-assessment for their placements, in line with the ERMC risk-assessment pro-forma.

## Victims and Survivors

### Responding to Victims and Survivors

In accordance with the Church of England's *Safeguarding Policy for Children, Young People and Adults* and the *Responding Well to Victims and Survivors of Abuse* guidance, ERMC is committed to ensuring that all victims and survivors of abuse are treated with dignity, respect, and compassion. We recognise the profound and lasting impact of abuse and aim to provide a safe and supportive environment where individuals feel listened to, believed, and supported. Our safeguarding procedures prioritise the needs and voices of survivors, ensuring timely, sensitive, and trauma-informed responses. We work collaboratively with statutory agencies and diocesan safeguarding teams to ensure appropriate support, signposting, and safeguarding actions are in place. ERMC actively promotes a culture of openness and transparency, where disclosures are taken seriously, and the welfare of victims and survivors remains central to our mission.

## Learning, Supervision and Support

### Annual Review and Continuous Improvement

This policy is reviewed annually by the council, with amendments made in consultation with safeguarding leads and diocesan advisers. Once agreed, a copy of the policy is sent annually to the Professional Safeguarding Partner DSA. We are committed to learning from safeguarding incidents and participating in diocesan and national reviews, including Practice Reviews and National Safeguarding Standards assessments. All changes are communicated to all staff, volunteers, members of council, visiting lecturers, and students and an annual action plan is developed to track progress through the annual audit.

### Related Policies

- Confidentiality Policy
- Electronic Media Policy
- Placement Learning Policy
- Whistleblowing Policy

## Policy Review

Date of policy: July 2025

Date adopted by Council: July 25

Date sent to Professional Safeguarding Partner DSA: July 2025

Date of Next Review: June 2026

## Appendices



### References and Guidance Documents

This policy is informed by the following national and statutory resources:

- *Church of England Safeguarding e-Manual*  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>
- *Promoting a Safer Church* (House of Bishops)  
<https://www.churchofengland.org/sites/default/files/2017-11/promoting-a-safer-church-policy-notes.pdf>
- *Code of Safer Working Practice* <https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf>
- *Safeguarding Learning and Development Framework (2025)*  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safeguarding-learning-and-development-framework>
- *Safer Recruitment and People Management Guidance*  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>
- *Working Together to Safeguard Children*  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- *Keeping Children Safe in Education (DfE)*  
[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)
- *After-school clubs, community activities and tuition safeguarding guidance for providers*  
[https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school\\_clubs\\_community\\_activities\\_and\\_tuition\\_safeguarding\\_guidance\\_for\\_providers.pdf](https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf)
- *National Safeguarding Standards (2023)*  
<https://www.churchofengland.org/safeguarding/national-safeguarding-standards>
- *Responding Well to Victims and Survivors of Abuse*  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse>

## Diocesan Contacts



### Diocese of Norwich\* (Professional Safeguarding Partner)

-  [safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org)  
 01603 882345 (leave a message; business hours)  
**Diocesan Safeguarding Adviser (DSA):**  
**Sue Brice** – 07958 377079, [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

#### Emergency referrals

- If someone is in immediate danger, call 999. Otherwise:
  - Norfolk: 0344 800 8020
  - Suffolk: 0808 800 4005
  - 0303 003 1111 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.



### Diocese of Chelmsford

-  [safeguarding@chelmsford.anglican.org](mailto:safeguarding@chelmsford.anglican.org)  
 01245 294444 (leave a message; business hours)  
**Diocesan Safeguarding Adviser (DSA):**  
**Danielle Law** – 01245 294472, [dlaw@chelmsford.anglican.org](mailto:dlaw@chelmsford.anglican.org)

#### Emergency referrals

- If someone is in immediate danger, call 999. Otherwise call:
  - 0303 003 1111 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.



### Diocese of Ely

-  [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)  
 01353 652747 (leave a message; quote Ely Diocese)  
**Diocesan Safeguarding Adviser (DSA):** (Currently vacant):
- **Assistant DSA:**  
**Sharon Gage** – 07507 741295, [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)

#### Emergency referrals

- If someone is in immediate danger, call 999. Otherwise:
  - 01353 652747 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.



### Diocese in Europe

-  [europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org)  
 +44 (0)7464 544 715 (leave a message; business hours)  
**Diocesan Safeguarding Adviser (DSA):**  
**Grace Fagan-Stewart** – +44 (0)20 7898 1163 / Mob: +44 (0)7425 536 259,  
[grace.fagan@churchofengland.org](mailto:grace.fagan@churchofengland.org)

### Emergency referrals

- If someone is in immediate danger, call emergency services. Otherwise:
  - +44 (0) 303 003 1111 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.

#### **Diocese of Peterborough**

-  [safeguarding@peterborough-diocese.org.uk](mailto:safeguarding@peterborough-diocese.org.uk)  
 01733 887000 (leave a message; business hours)



#### **Diocesan Safeguarding Officer (DSO):**

**Victoria Kellett** – 01733 887040 / 07484 424378, [victoria.kellett@peterborough-diocese.org.uk](mailto:victoria.kellett@peterborough-diocese.org.uk)

### Emergency referrals

- If someone is in immediate danger, call 999. Otherwise:
  - 0303 003 1111 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.

#### **Diocese of St Albans**

-  [safeguarding@stalbens.anglican.org](mailto:safeguarding@stalbens.anglican.org)  
 01727 818107 (leave a message; business hours)



#### **Diocesan Safeguarding Office (DSO):**

**Jez Hirst** – 07867 350 886, [safeguarding@stalbens.anglican.org](mailto:safeguarding@stalbens.anglican.org)

### Emergency referrals

- If someone is in immediate danger, call 999. Otherwise:
  - 0303 003 1111 which will forward your call to our partners at the [‘thirtyone:eight’](#) helpline.

#### **Diocese of St Edmundsbury & Ipswich**

-  [karen.galloway@cofesuffolk.org](mailto:karen.galloway@cofesuffolk.org)  
 07785 621319 (leave a message; business hours)

#### **Diocesan Safeguarding Officer (DSO):**

**Karen Galloway** – 07785 621319, [karen.galloway@cofesuffolk.org](mailto:karen.galloway@cofesuffolk.org)

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