St Mellitus College Safeguarding Policy and Procedures

Creating a safe space to work and to study is central to who we are at St Mellitus College. This policy is designed to both minimise the possibility for abuse to go unnoticed within our common life and to provide a framework that ensures that we respond well to any concerns about the safety of children or vulnerable adults.

In an emergency:

Contact the Police on 999

For urgent advice in office hours:

Sybil Omolabi (National Safeguarding Officer) – please note, working days are Mondays and Fridays only

Mail: safeguarding@stmellitus.ac.uk

Phone: 020 7052 0573

Sean Doherty (Executive Principal and Safeguarding Lead)

Mail: sean.doherty@stmellitus.ac.uk

Phone: 020 7052 0573

Out of hours advice:

Thirtyone:Eight

Phone: 0303 003 1111

Further contact details are found in Appendix Two

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1. Introduction and Policy Context

St Mellitus College (the College) is a community studying theology in the context of worship, prayer, and mission. Our students combine rich theological training with on-the-ground ministry experience. We offer context-based training for ordinands, and theological education for those offering for lay ministries and beyond, across 4 centres, with 3 sites. We are not a residential college; however, we do have 5 residential weekends and one residential week each academic year for ordinands.

The College does not routinely work directly with children, adults in need of support, or other groups generally understood to be at particular risk of abuse. If children attend events, they remain the responsibility of their parents/carers.

St Mellitus College's commitment to safeguarding children, young people and adults begins from the understanding that, while safeguarding is everybody's business, we have a special responsibility to foster a culture that enables everyone to flourish and that encompasses best practice, national policies and relevant guidelines in order to model this for those studying with us.

This current document does not replace any of the Church of England policy documents. Instead, it aims to explain how those policy documents should be read and adapted into our special circumstances. Our guiding principle is to adopt policies that best safeguard children and vulnerable adults and so this document, St Mellitus College Safeguarding Policy and Procedures, seeks to follow and interpret the requirements laid out in the following legislation, policy and guidance documents:

- Application of Safeguarding Guidance to Theological Education Institutions (May 24)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government, 2023)
- Statement of Government Policy on Adult Safeguarding (Department of Health, 2013)
- Keeping Children Safe in Education (Department of Education, 2026)
- Care Act 2014 and the Care Act guidance
- Church of England Safeguarding E-Manual: Promoting a Safer Church

- Protecting All God's Children: Safeguarding policy for children and young people (Fourth Edition, 2010)
- Promoting a Safer Church: Safeguarding policy statement for children, young people and adults (2017)
- Promoting a Safer Church: House of Bishops policy statement (2017)
- Responding Well to those who have been Sexually Abused (2011)
- Practice Guidance: Responding to Serious Safeguarding Situations (2025)
- Safeguarding Code of Practice: Safer recruitment and People Management (February 2026)
- Safeguarding and Clergy Discipline Measure (2016)
- Responding Well to Domestic Abuse: Policy and Practice Guidance (March 2017)
- Promoting a safer church policy statement
- Practice Guidance: Safeguarding Learning & Development (April 2024)
- Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church (2015)
- Safeguarding Records Retention: Records management toolkit (Dec 2015)

All updates to Church of England policies or guidance are regularly added to the Safeguarding E-manual on the Church of England website here.

2. Commitment to Safeguarding

Section 11 of the Children Act 2004[1] places duties on a range of organisations and individuals to ensure that their functions, and any services that they contract out to others, are discharged regarding the need to safeguard and promote the welfare of children. The range of organisations includes faith organisations:

> *Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children as described in Working Together (Chapter 2 paragraph 4).*

[1] https://www.workingtogetheronline.co.uk/chapters/chapter_two.html#:~:text=in%20this%20chapter.-,Section%2011%20of%20the%20Children%20Act%202004,promote%20the%20welfare%20of%20children.

The Charity Commission's guidance requires charities and trustees to prioritise safeguarding:

> *Protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit. As part of fulfilling your trustee duties, you must take reasonable steps to protect from harm people who come into contact with your charity.*
>
> *This includes:*
>
> - *people who benefit from your charity's work*
> - *staff*
> - *volunteers*
> - *other people who come into contact with your charity through its work*.[2]

The Church of England works in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so, the Churches subscribe to the following three foundational principles to which, in partnership, the College also subscribes:

1. The care and nurture of, and respectful pastoral ministry with, all children, young people, and adults.
2. The safeguarding and protection of all children, young people, and adults.
3. The establishment of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse, and where they can find support and best practice that contributes to the prevention of abuse.

In particular, the College aims to:

- Reduce the risk of significant harm to children or adults from harassment, abuse, or other types of exploitation, whilst listening to and supporting individuals.
- Respond without delay to any allegation or suspicion of abuse, including cooperating with the police and local authorities in any investigation.
- Ensure that safeguarding is everybody's business, with this institution playing its part in preventing, detecting, and reporting neglect and abuse.
- Ensure that arrangements are in place locally to protect those less able to protect themselves.
- Care pastorally for victims/survivors of abuse and other affected persons.

[2] https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

- Ensure that our recruitment processes are fair, consistent and transparent, and follow good practice for 'Safer Recruitment';
- Challenge any abuse of power, especially by anyone in a position of respect and responsibility where they are trusted by others.
- Respond appropriately to those who may pose a present risk.
- Care pastorally for those who are the subject of concerns/allegations of abuse and other affected persons.

In all safeguarding matters affecting the Church of England, the College involves the local Diocesan Safeguarding team.
Safeguarding is on the agenda across our meetings. We provide a yearly report for the bishops of the dioceses in which our centres are located, and the Lead Bishop for Safeguarding. In addition, our provision is reviewed each year to provide an action plan for the following year.

Yearly Review of the policy is done by the safeguarding team. The Board review the policy at least once every 3 years.

3. Definitions and Scope

Children and vulnerable adults can be harmed by deliberate action (for example physical, sexual or emotional abuse) or by omission (for example neglect). Abuse can occur within all cultures, religions, and classes; it may occur at the hands of a stranger or, more frequently, at the hands of someone known to the individual, including those who occupy a position of trust; and it may occur in a variety of locations and settings - within the home, in a community setting or, increasingly, using digital technology. For more detailed definitions, please see Appendix 1: Types of Abuse.
The College believes that every individual has value as one made in the image and likeness of God. The aim of this policy is therefore to establish a safe working environment for all members of the College community.
This is necessarily a collaborative endeavour which will involve all members of our community. As such the College will endeavour to establish a safe, caring, and loving environment for all members of the College community through the implementation of this Safeguarding Policy and its associated procedures. This will include:

- Safer recruitment procedures.

- Appropriate training for all staff and students
- Awareness-raising within the College
- Support and protection of members of our community
- Working in partnership with statutory services or other partners to protect and promote the welfare of members of our community.

With respect to children and young people, a child is defined as anyone who has not yet reached their eighteenth birthday (including unborn children). The fact that a child has reached sixteen years of age, is living independently or is in Further Education, is a member of the Armed Forces, is in hospital or is in custody does not change his/her status or entitlements to services or protection. The College expects parents to take responsibility for the welfare of their children whilst on College teaching days or visiting residentials.

A vulnerable adult is someone eighteen years old or over, who (whether or not they consider themselves to be so) may be at risk by reason of age, illness or disability; it also includes any adult who has been put at risk by their situation or circumstances, such as by discrimination or as a victim/survivor of abuse. In this connection, the College accepts the definition as outlined in Safeguarding and Clergy Discipline Measure (Jan 2016):

> *A person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired*.[3]

Where the College believes that an adult (whether a student or a member of staff) falls into this category, then it will arrange a meeting for that individual with the College Safeguarding Officer and Formation Tutor to discuss what support can be provided.

Where this involves support for academic reasons the student will discuss the matter with the Academic Registrar and information will be shared with limited staff members only to the extent necessary to assist with studies, vocational formation, and personal welfare.

The College will fully support those with capacity in making their own decisions. It will always listen to the wishes of the adult, but where capacity is in question it will not always be able to respond in accordance with them.

4. Matters outside the Safeguarding Policy

[3] https://publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf

The College recognises that it has a responsibility to provide a healthy and nurturing environment that promotes the wellbeing of students and staff and address harm that may fall below the current legal threshold for statutory reporting to statutory services. To meet this threshold, a concern must be raised of harmful behaviour towards a child or vulnerable adult. Where this criterion is not met, a person who is not a child or vulnerable adult may nonetheless experience, for example:

- Bullying and / or harassment
- Coercive, controlling, or manipulative behaviour
- Unlawful discriminatory behaviour

The College takes all such matters extremely seriously. The procedure for reporting any such concerns that are outside the scope of this Safeguarding Policy can be found on Moodle.[4]
Where there is uncertainty about whether the concern is covered by this policy, the procedures below should be followed, and the Safeguarding Officer will make the determination, taking advice from the appropriate Diocese Safeguarding Officer(s).

5. Responsible Officers

The Executive Principal holds overall responsibility for safeguarding within the life of the college. The National Safeguarding Officer (NSO) holds operational responsibility and is the primary contact for advice, reporting and training. The NSO reports directly to the Executive Principal.

Centre Directors/ Centre Leads can receive safeguarding concerns on the relevant teaching day and liaise with the National Safeguarding Officer. They also frequently take the lead in ensuring that pastoral support is in place for those involved.

Contact details for all the above can be found in Appendix Two.

6. Awareness and Prevention of Abuse

Students:

- All prospective students are required to complete a self-declaration of any criminal records.
- All ordinands, and those independent students who are in placements as part of their studies are required to complete a DBS check prior to starting training.

[4] https://stmellitus.commonawards.org/course/view.php?id=748#section-13

- All ordinands will receive compulsory safeguarding training as part of their programme.
- All independent students are required to complete Basic Awareness and Foundation online safeguarding modules.
- The Safeguarding Policy and Procedure is available in secure electronic form through the Student Handbook on Moodle.
- Safeguarding is taught in pastoral ministry modules to increase theological confidence in articulating safety.

Recruitment of Staff:

All appointments within the College will be subject to a recruitment process, vetting checks, and a mandatory probation period. Recruitment procedures will include:

- A clear, written job description and person specification for each post.
- Completion of a confidential self-declaration form as part of the application for posts with teaching and pastoral responsibility.
- Consistent interviewing and assessment methods, including discussion of safeguarding.
- The uptake of written references and appropriate follow up.
- Verification of identity and relevant qualifications prior to appointment.
- Completion of a DBS Check, where appropriate to the role (including overseas criminal records check, where appropriate);
- Repeat of DBS Check, where appropriate to the role, after 3 years of employment.
- Appropriate induction, supervision, training, and support. All staff complete Basic Awareness and Foundations modules.
- Completion of a designated probationary period.
- Staff will receive regular safeguarding training/updates from the College Safeguarding Officer, or another appropriate individual.
- The Safeguarding Policy and Procedure is available in secure electronic form through the staff handbook on Moodle.

Safeguarding Ethos within the College

The College will endeavour to build an appropriate ethos within its community, for example by:

- developing a culture of awareness in order to protect children and vulnerable adults
- modelling appropriate behaviour in all interactions with children and vulnerable adults
- providing information on where to seek help and on procedures for reporting suspected abuse (through this Policy and through safeguarding training).

- developing a culture where everyone's voice is heard and where those who find it difficult to make their voice heard are supported to do so
- taking seriously any safeguarding concerns or disclosures and responding proportionately and in a timely manner
- displaying the Safer Church poster with contact details for sources of referral and support, both internal and external, at each teaching day and college event.

Use of the College IT Network:

All staff, students and volunteers will be expected to read and abide by the College's Acceptable Use of email and IT Policy.[5]

Arrangements for College Placements:

All full-time ordinands are based in a church context for the duration of their training. Placements are arranged in conversation with the Diocesan Director of Ordinands in their sponsoring diocese. The placement must have safeguarding policy and procedures in place and ensure that any activities involving children are subject to risk assessment and safeguarding guidance and legislation. All ordinands are required to familiarise themselves with these policies and agree to adhere to them. Any perceived conflicts of interest or contradictions should be brought to the attention of the NSO before the placement starts, or if that isn't possible then as soon as is practicable afterwards.

7. Action in Cases of Suspected Abuse

If it is necessary to take immediate action to protect life, then the person involved should dial 999 to contact the police and/or ambulance service as necessary, and follow the instructions given.

Concerns about a child, young person or adult may present themselves in several ways. No member of staff or student should ever carry out their own investigation into an allegation or suspicion of abuse, past or present since action of this nature may interfere with a formal investigation later. Instead, the following procedures should be followed:

- The person in receipt of an allegation of abuse (whether historic or current, and whether from the person at risk themselves or from a third party), or who suspects that abuse may

[5] https://stmellitus.commonawards.org/mod/page/view.php?id=26036

be taking place, should make an immediate, careful record of what they have seen, heard, or become concerned about. They should ensure that they do not promise confidentiality to the person concerned. They should seek to check that they have an accurate record of the names and contact details of anyone involved *where this is possible*.

- In cases involving the suspected abuse of a child or vulnerable adult, or if it is uncertain whether the matter amounts to this, the concern should be reported immediately (and no later than 24 hours) to the NSO.
- If the concern in any way involves the NSO, then the report should be made to the Executive Principal. If both are unavailable or the subject of an allegation or concern, then the matter should be reported to the Safeguarding Trustee. If no College Representative is available, please contact ThirtyOne Eight (details in Appendix II).
- Suspicions must not be discussed with anyone other than the above-named.

The College will support the NSO in taking any action that is required (either immediately or subsequently) with respect to the alleged or actual abuse of a child, young person or adult. It accepts that any information in the possession of the NSO will be shared in a limited way, on a need-to-know basis, and that this may include referral to the appropriate local and diocesan authorities.

Support for those affected by abuse

The College will endeavour to offer appropriate pastoral care and support for any member of the College community who has been the victim of abuse or otherwise affected by it. This will usually be done in tandem with local and church authorities and, where appropriate, may include appropriate referrals to other external support agencies (e.g., specialist counselling services, independent authorised listeners appointed by the Diocese etc.). Support will also be provided if required for those members of the College community who have been directly involved in the identification or reporting of alleged or actual abuse. Consideration may be given to the provision of funded support, where appropriate, although this should not be deemed to constitute an admission of liability on the part of the College.

Procedure if a student is accused/suspected of abuse:

Some actions as noted below will be taken “where appropriate”. In determining what is appropriate in any given situation, the College will take advice from the relevant Diocesan Safeguarding Team and/or from other safeguarding professionals or relevant authorities outside the College.

If a student is suspected or accused of abuse, the following action will normally be taken:

- Consideration will be given to the need to preserve evidence. In some circumstances, the student will not be notified of the allegation before the Diocesan Safeguarding Team have been consulted and/or the matter referred to the police or local authority.
- The student will be required to attend a meeting with the National Safeguarding Officer as soon as reasonably possible or according to Diocesan guidance of the allegation being made; if that is not practicable, for example because the student is away from the College at the time of the allegation and cannot come back (e.g. if they are overseas or at an unreasonable distance) then the meeting should be within 1 working day of when it becomes practicable.
- The Diocesan Safeguarding Team will be informed of the allegation as soon as reasonably possible or according to Diocesan guidance being made known to the College Safeguarding Officer. If the accused student is an Ordinand, then their sponsoring diocese will also be informed; if the accused student is an Independent then any relevant sponsoring agency will be informed.
- Where appropriate, the student's placement church (and, if different, their normal place of worship) will be informed of the allegation and the student may be withdrawn from ministry for as long as necessary during the investigation.
- Where appropriate, the student may be required to withdraw from classes and from use of college facilities (such as the Library) and to study remotely using recordings and lecture handouts made available via Moodle. This will be for no longer than is necessary and will be kept under review. In such cases the college will take account of the potential impact on the student of such a withdrawal and ensure support is in place.
- The College will report to and cooperate fully with the police and with the local and church authorities as required throughout the investigation.

These steps are intended to be neutral acts to facilitate investigation and to provide appropriate protections. A decision to take or not take any of these steps should not be taken to indicate the degree to which an accusation/suspicion is well founded. If the allegation is not upheld, then, subject to any risk assessment and necessary measures, any access and privileges that had been suspended will be restored. Where appropriate, the College may communicate the outcome to third parties in order to reduce the risk of any adverse inferences being drawn (including the Diocesan Safeguarding Team, the placement church, the place of worship and any College officers). In such cases, the College will use reasonable endeavours to agree timing, format, and wording of the communication with the student.

If the allegation is upheld, then the College will work with the Diocesan Safeguarding Team and other local and church authorities as necessary to determine the best course of action. Depending on the nature and seriousness of the offence, this may include:

- Expulsion of the student from the College.
- Allowing the student to continue their studies but subject to certain conditions (for example being subject to a risk management plan);
- Any other measures which the Diocesan Safeguarding Team recommend as the result of a formal risk assessment.
- Referral to the Disclosure and Barring Service (even if the student withdraws from study)
- Reporting the incident to the Charity Commission.

In all of the above, and in tandem with any relevant local authorities, the College will also endeavour to provide appropriate pastoral support and, if needed, specialist counselling for the student concerned, with a view to helping the student to deal with the issues which have arisen and any consequences that will flow from them in terms of future vocation, relationships with peers etc.

Procedure if a member of staff is accused/suspected of abuse:

If a member of staff is suspected or accused of abuse, the following action will normally be taken:

- Consideration will be given to the need to preserve evidence. In some circumstances, the member of staff will not be notified of the allegation before the Diocesan Safeguarding Team have been consulted and/or the matter referred to the police or local authority.
- The member of staff will be required to attend a meeting with the College Safeguarding Officer and Executive Principal as soon as reasonably possible or according to Diocesan guidance.
- The Diocesan Safeguarding Team will be informed of the allegation within 1 working day of it being made known to the College Safeguarding Officer.
- Where appropriate, the staff member's normal place of worship will be informed so that they may be withdrawn from ministry for as long as necessary during the investigation.
- Where appropriate, the staff member will be suspended. Suspension will not impact the pay and benefits the staff member is entitled to. Suspension will be for no longer than necessary and will be kept under review. During suspension, teaching, pastoral activities and administrative responsibilities will be covered by other members of staff or by visiting lecturers/temporary staff as required. In such cases the college will take account of the potential impact on the colleague of suspension and ensure support is in place.

- The College will report to and cooperate fully with the police and with the local and church authorities as required throughout the investigation.
- These steps are intended to be neutral acts to facilitate investigation and to provide appropriate protections. A decision to take or not take any of these steps should not be taken to indicate the degree to which an accusation/suspicion is well founded.

If the allegation is not upheld then, subject to any risk assessment and necessary measures, any access that had been suspended will be restored. Where appropriate, the College may communicate the outcome to third parties (including the Diocesan Safeguarding Team, the staff member's place of worship and any College officers) in order to reduce the risk of any adverse inferences being drawn. In such cases, the College will use reasonable endeavours to agree timing, format and wording of the communication with the staff member.

If the allegation is upheld, the College will work with the Diocesan Safeguarding Team and other local and church authorities as necessary to determine the best course of action.
Depending on the nature and seriousness of the offence, and taking into account the College's disciplinary policy and the advice of HR personnel, this may include:

- Termination of employment;
- Allowing the individual to continue in post but subject to certain conditions (for example being subject to a risk management plan, being withdrawn from pastoral/tutorial activities etc.);
- Any other measures which the Diocesan Safeguarding Team recommend as the result of a formal risk assessment;
- Referral to the Disclosure and Barring Service (even if the member of staff resigns):
- Reporting to the Charity Commission.

In all of the above, and in tandem with any relevant local authorities, the College will also endeavour to provide appropriate pastoral support and, if needed, specialist counselling to the member of staff concerned, with a view to helping him/her to deal with the issues which have arisen and any consequences that will flow from them.

Record Keeping and Reporting:

A complete record of any case will be maintained by the NSO. This may include notes and/or minutes of meetings or conversations; any decisions made and the reasons for them; and key

documents such as risk assessments or papers relating to disciplinary action. Records will be signed and dated, with the name and role of their author clearly shown.

In line with Church of England policy, records concerned with abuse will be kept for varying lengths of time according to the nature of the concern and the people involved. These records will be stored safely and securely by the NSO in accordance with the provisions of the Data Protection Act 2018 and the Church of England *Safeguarding Records Retention* guidance document. Within the College community itself, information will be shared by the appropriate NSO in a limited way and only on a need-to-know basis. The Safeguarding Officer operates independently but may consult freely with the Executive Principal on any safeguarding matter. All relevant safeguarding issues, along with information about any actions taken in response, will be reported by the NSO to the Executive Principal and may also be shared with a Trustee Safeguarding Representative where this is necessary to enable proper oversight of the NSO and ensure the proper oversight and discharge of all safeguarding responsibilities by the Board.

Retention of safeguarding records:

All case work records made for safeguarding purposes, including notes recording allegations and concerns, and how these are handled, advice received, action taken, decisions reached and eventual outcomes will be kept until 75 years after the last contact with the individual concerned, or in the case of an allegation against an employee, for 70 years after the employment ceases, whichever is later. Any records of activity involving children will be kept for 50 years after the activity ceases.[6] Digital records will be kept securely on a password protected site accessible only by the NSO and Executive Principal, and by the IT system administrator. Information sent in email form will wherever possible be encrypted or unidentifiable, and where sensitive information is unavoidably sent by unsecure email it will be removed from the email server as soon as possible and a copy kept securely with other digital records.

Complaints

Any complaints regarding the safeguarding process at St Mellitus will be dealt with promptly. Complaints should be directed to the NSO in the first instance. If the complaint is regarding the NSO, it should be directed to the Executive Principal. If it is regarding the Executive Principal, it should be directed to the Chair of Trustees and/or the Safeguarding Trustee.

[6] https://www.churchofengland.org/sites/default/files/2017-10/safeguarding_records-_retention_tool_kit_-dec_15_002_0.pdf

8. Prevent

The Prevent strategy is one of the four elements of CONTEST, the national counter terrorism strategy which was reviewed and updated in 2018. Prevent addresses all forms of extremism and has 3 strategic objectives:

1. Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
2. Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
3. Enable those who have already engaged in terrorism to disengage and rehabilitate.[7]

As a Higher Education Alternative Provider, St Mellitus College has located its Prevent duty under its ongoing Safeguarding responsibilities in a risk-aware approach to have due regard to our Prevent responsibilities. To comply with the Prevent duty, providers need to:

- assess the risks associated with Prevent and draw up a plan to mitigate these
- have effective welfare support systems, linking to DfE Prevent coordinators, local authorities or the police if necessary
- have systems for assessing and mitigating risks around external speakers and events on campus, while maintaining the existing duty to promote freedom of speech
- arrange ongoing Prevent training for relevant staff
- have an IT usage policy, and where appropriate a research policy, which cover the Prevent duty
- engage with students and ensure that students' unions and societies are aware of policies concerning activities on campus.[8]

To adhere to our legal obligations and to safeguard the health, well-being, and safety of individuals and St Mellitus College community of staff and students, St Mellitus College will:

- Embed our Prevent duty through the integration of Safeguarding and Prevent duties within the life of the College.
- Through its activities, systems, and culture, champion democratic values, the rule of law, equality of opportunity, freedom of speech, and the right to live free of persecution of any kind
- Where necessary work in partnership with external agencies to seek advice, share intelligence and safeguard individuals and the College community

[7] https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales

[8] https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/

- Provide effective systems for reporting concerns and working with vulnerable individuals following the reporting to CHANNEL procedures (see appendix 2)
- Provide training for staff, to recognize signs of radicalization and understand responsibilities and systems for reporting concerns. Training is provided through Staff development sessions and e-learning.
- Provide all students with access to welfare and safeguarding support via referral to counselling provision and Chaplains, and through their Formation Tutor who meets with them regularly to monitor academic, personal and formational development
- Through the College's educational work and value of generosity continue to celebrate our diversity, promote critical thinking, debate, and challenge
- Work with multi-agency teams to develop interventions for students identified as being at risk of radicalization
- Prohibit access to extremist material and monitor the use of Information technology through the St Mellitus College IT Acceptable Use Policy
- Monitor external speakers invited by the College to address students
- Comply with all monitoring requests from the Office for Students.

Appendix 1: Types of Abuse

For more details, see:

- Children: Working Together to Safeguard Children (2013, p.85)[9]
- Adults: No Secrets (paragraph 2.7)[10]

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

Physical abuse	May involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

[9] http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf

[10] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets__guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

Sexual abuse	Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult 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 or vulnerable adults 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.
Neglect/acts of omission	The persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Emotional/psychological abuse	The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as

	they meet the needs of another person. This could also include the inappropriate use of religious belief or practice, including the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing or deliverance ministries. Sometimes abuse falling within this heading is described as "spiritual" abuse. While not a distinct legal category, this term may describe the context within which the abuse occurs or its possible effects.
Spiritual abuse	See emotional/ psychological above.
Institutional	Occurs where the routines and regimes within care settings (day, residential, hospital or other institutions including TEIs) deny people rights, choices, and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of whistleblowing policies and lack of training.
Discriminatory	Abuse connected to racism, sexism, a person's disability, sexual orientation, religious belief (including absence of belief) or other protected characteristics.
Financial/material	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
Domestic Violence/Abuse	Physical, sexual, psychological, or financial violence that takes place within an intimate or family-type relationship and that forms a

	pattern of coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent.

Appendix Two: Important Contact Details

College Contacts

Executive Principal and Designated Safeguarding Lead	Rev'd Dr Sean Doherty Sean.doherty@stmellitus.ac.uk 020 7052 0573
National Safeguarding Officer and Deputy Safeguarding Lead	Sybil Omolabi safeguarding@stmellitus.ac.uk
National Prevent Lead	Dr Sara Schumacher Sara.schumacher@stmellitus.ac.uk
East Midlands Interim Centre Director	Rev'd Dr Jitesh Patel Jitesh.patel@stmellitus.ac.uk
London Monday Interim Centre Director	Rev'd Dr Ed Olsworth-Peter Ed.olsworth-peter@stmellitus.ac.uk

London Tuesday Centre Director	Rev'd Dr Marcus Throup Marcus.throup@stmellitus.ac.uk
Southwest Centre Lead	Rev'd Dr Liz Grier Liz.grier@stmellitus.ac.uk
Governing body representative	Rev'd Kate Wharton vicar@stbartholomewsroby.org.uk
Out of hours advice	Thirtyone:Eight 0303 003 1111
Police	Emergency 999 Non-emergency 101

Contact details for Social Services

Royal Borough of Kensington and Chelsea	Children: 0207 361 3013 Adult: 2027 361 3031
Nottingham City Council	Children:0115 876 4800 Adult: 0300 131 0300
Leicester City Council	Children: 0116 454 1004 Adult: 0116 305 0004
Exeter City Council	Children: 0345 155 1071 Adult: 0345 155 1007
Contact details for social care for any council not represented above can be located here	https://www.nhs.uk/service-search/other-health-services/local-authority-adult-social-care

Contact details for Prevent

Royal Borough of Kensington and Chelsea	Contact the LBHF/ RBKC Prevent team on: • Telephone: 020 8753 5727 • Email: prevent@lbhf.gov.uk
Nottingham City Council	Nottinghamshire Police Prevent Team: 101 ext. 800 2962/2963

	prevent@nottinghamshire.pnn.police.uk
Exeter City Council	Devon and Cornwall Police Prevent: tel:01392 225130 prevent@devonandcornwall.pnn.police.uk
National Police Prevent advice line	0800 011 3764

Diocesan Safeguarding Advisors

Diocese of London	Sarah Dale and Rebecca Kilpatrick 020 7932 1224 safeguarding@london.anglican.org
Diocese of Southwell & Nottingham	Danielle Brown 01636 817200mailto:Julian.hodgson@southwell.anglican.orgdanielle.brown@southwell.anglican.org safeguarding@southwell.anglican.org
Diocese of Exeter	Costa Nassaris 01392 294969/ 07809 339501 costa.nassaris@exeter.anglican.org
Contact details for diocesan safeguarding teams not represented above	https://www.churchofengland.org/safeguarding/diocesan-safeguarding-contacts

Appendix Three: Safeguarding Essentials

Recognise:

You may identify a concern yourself, or it may be disclosed to you by someone else. If it is disclosed to you, it is important to remember that you cannot promise confidentiality.

Respond:

If there is an immediate risk of harm, call 999.

Record:

What was said.

What you noticed.

When it happened.

Who was present.

Action taken.

Date and time of record.

Refer:

Use the contact details in this document to pass on the concern.

Updated: September 2026

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