



# Safeguarding Policy

Authors: Penny Roberts & Helen Ridding

## 1. Introduction

*“Learn to do right; seek justice. Defend the oppressed.” Isaiah 1:17*

Church schools in the Diocese of London educate more than 55,000 pupils. LDBS supports and serves these schools to be safe places where every child can flourish.

Our commitment to safeguarding is rooted in the Christian understanding that every child and young person deserves love, care and protection because each one is precious and made in the image of God. Keeping children and vulnerable adults safe is everybody’s responsibility.

Our approach to safeguarding says much about our organisational culture, the extent to which we value those we serve, and the extent to which we apply the same standards to ourselves as we apply to our schools.

There is a clear duty for everyone supporting or working with children and young people to safeguard and promote their welfare and an expectation that everyone who works for or represents LDBS will behave in an exemplary manner towards the staff and pupils with whom they come into contact.

This policy applies to all staff and contractors engaged by LDBS and its subsidiaries, and to SCITT students.

This policy does not apply to Church schools, because the responsibility for safeguarding in a school rests with the Governing Body or Academy Trustee.

In this policy, the word ‘children’ includes all children and young people up to 18 years of age.

We have adopted the KCSiE nomenclature: we use the term “must” when the person in question is legally required to do something, and “should” when the advice set out should be followed unless there is good reason not to.

## 2. Legislative Framework

LDBS is required by **Section 5A of the Safeguarding and Clergy Discipline Measure 2016** to comply with requirements issued by the House of Bishops on safeguarding children and vulnerable adults.<sup>1</sup> The Church of England has published a suite of policy and practice guidance to which the

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<sup>1</sup> <https://www.legislation.gov.uk/ukcm/2016/1/section/5>

LDBS has due regard<sup>2</sup> including training expectations set out in **Safeguarding: learning and development** published in 2021 under Section 5.<sup>3</sup>

Most LDBS work takes place in schools, so LDBS also works within the following statutory guidance and frameworks:

- **Keeping Children Safe in Education** sets out statutory guidance for schools and colleges on safeguarding children and safer recruitment.<sup>4</sup>
- **Working Together to Safeguard Children** sets out statutory guidance on inter-agency working to safeguard and promote the welfare of children.<sup>5</sup>
- The **Early Years Foundation Stage (EYFS) Statutory Framework** sets out the standards that schools and childcare providers must meet for the learning, development and care of children from birth to 5, including ensuring children are kept healthy and safe.<sup>6</sup>
- The **Ofsted Inspection Framework** sets out the basis on which inspectors judge whether safeguarding is effective in education settings.<sup>7</sup>

### 3. Expectations

#### 3.1 Staff of LDBS and its subsidiaries:

- Must work within the legislative frameworks listed above
- Must abide by the policies set out in the LDBS Staff Handbook including the Code of Conduct
- Must undertake safeguarding training during induction
- Must undertake refresher safeguarding training every three years
- Should support and promote a healthy Christian culture within LDBS in which openness, transparency and honesty lead to ongoing organisational learning and development

#### 3.2 Contractors carrying out work for LDBS or its subsidiaries:

- Must work within the legislative frameworks listed above
- Must abide by the policies set out in the LDBS Consultant Handbook including the Code of Conduct
- Must provide evidence of up-to-date safeguarding training
- Should support and promote a healthy Christian culture within LDBS in which openness, transparency and honesty lead to ongoing organisational learning and development

#### 3.3 Staff and contractors of LDBS and its subsidiaries who give advice to schools in relation to safeguarding:

- Must ensure that advice about appointments promotes safer recruitment practices
- Must ensure that advice about safeguarding policies and processes reflects the requirements of the relevant legislative frameworks
- Must attend safer recruitment training at least every three years
- Should ensure that advice reflects current best practice by maintaining their own professional development

#### 3.4. Staff and contractors who come into contact with children:

- Must hold an enhanced DBS certificate

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<sup>2</sup> <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

<sup>3</sup> <https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf>

<sup>4</sup> <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<sup>5</sup> <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<sup>6</sup> <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<sup>7</sup> <https://www.gov.uk/government/collections/education-inspection-framework>

- Must work within the school's own safeguarding and behaviour policy, and respond in line with the school's own policy in the event of a disclosure or incident
- Must not engage in any form of personal relationship with children or SCITT students
- Must not use mobile technology to contact or take photographs of children
- Must share any concerns noted during the visit with senior leaders, preferably the DSL or Headteacher, and ensure that this is noted in the Record of Visit e.g. 'concerns about the open gate were shared with the Headteacher'
- Should be alert to safeguarding concerns
- Should avoid physical contact with children

## 4. Specific Responsibilities

### 4.1 The Diocesan Director of Education:

- Shall be the Safeguarding Serious Incident Reporter
- Shall maintain a Single Central Register of all staff and contractors engaged by LDBS and its subsidiaries
- Shall appoint a member of the LDBS leadership team with responsibility for Safeguarding

### 4.2 The People and Culture Director:

- Must ensure safer recruitment practices are followed in the appointment and induction of all staff and contractors engaged by LDBS and its subsidiaries
- Shall provide advice to the DDE in the event of an allegation
- Shall provide support and advice to schools with safeguarding queries relating to school staff

### 4.3 The LDBS leadership team member with responsibility for safeguarding:

- Must ensure any photographs used by LDBS are used with the permission of the child's school and in line with the consent and safeguarding requirements of the school
- Shall be qualified to Level 3
- Shall oversee training for LDBS staff
- Shall provide advice for LDBS staff
- Shall provide support and advice to schools with safeguarding queries relating to children
- Shall maintain an open dialogue with the Diocese of London Head of Safeguarding to ensure a joined-up response to allegations or incidents involving both schools and clergy/churches
- Where possible, shall work closely with LA safeguarding link personnel to collaboratively support pupils and staff in LDBS schools.

### 4.4 The Programme Director of the SCITT:

- Must ensure that SCITT students receive appropriate training and are aware of this policy
- Must ensure that SCITT students who are young adults and/ or who are vulnerable are themselves safeguarded
- Must ensure that all SCITT staff and contractors understand that they cannot have any form of relationship with a student other than a professional one

### 4.5 LDBS SCITT students:

- Must hold an enhanced DBS certificate
- Must work within the legislative frameworks and the school's own policy when they are working in a school environment
- Must be alert to safeguarding concerns

- If someone makes a disclosure, should respond in line with the school's own policy

#### 4.6 LDBS trustees and Grow Education Directors:

- Must attend safeguarding refresher training for charity trustees once every three years
- Must approve the process for reporting serious incidents to the Charity Commission
- Must approve the process for dealing with a safeguarding concern or allegation that relates to a member of staff or a contractor of LDBS and its subsidiaries or a Trustee
- Should appoint one Trustee as the Trustee Lead for Safeguarding. This person will be the point of contact for the DDE or any member of staff or a contractor of LDBS and its subsidiaries wishing to raise a concern or make an allegation about the conduct of the DDE.
- Should periodically review the effectiveness of this policy

#### 4.7 The **Standing Committee of the LDBS Board**:

- Shall make decisions on behalf of the LDBS Board in relation to reporting safeguarding serious incidents to the Charity Commission insofar as any such decision requires a rapid response that falls outside of the usual meeting cycle

## 5. Responding to an allegation

5.1 If a member of member of staff or a contractor of LDBS or its subsidiaries or a SCITT student wishes to raise a concern or make an allegation against a member of member of staff or a contractor of LDBS and or subsidiaries within the LDBS working environment:

- They should raise the allegation with the DDE
- The DDE, in receipt of an allegation, will seek advice from the People and Culture Director to determine the nature of the allegation and will then follow the most appropriate policy and procedures (e.g., complaints, online behaviour, gross misconduct)
- The DDE will additionally consider the allegation with regard to the role and the possible impact on working in schools (KCSiE 2024). The DDE will determine, in the event of an investigation being required, the most appropriate person to carry out the investigation
- In all cases the DDE will follow policy and act fairly and openly
- If the allegation concerns the DDE, the complainant should contact the Trustee Lead for Safeguarding

5.2 If the DDE receives an allegation against a member of staff or a contractor of LDBS or its subsidiaries or a SCITT student involving pupils/students in a school:

- The DDE will contact the LADO within one working day of all allegations that come their attention, or that are made directly to the police, and will follow their advice
- The DDE will work with the LADO and any other agencies which may then become involved
- The DDE will determine, in the event of an investigation being requested, the most appropriate person to carry out the investigation.

The LDBS Safeguarding Serious Incident Reporter is **Penny Roberts**

The LDBS leadership team member with special responsibility for Safeguarding is **Helen Ridding**

The Safeguarding lead for LDBS trustees is **Monica Duncan**

Version: <b>02.1</b>	Approved by: <b>LDBS Board</b>
Approved on: <b>20.05.25</b>	Next review due: <b>Autumn 2027</b>



[London Diocesan Board for Schools] ([313000])

# Delegation by the members of the DBE: Reporting of Serious Incidents to the Charity Commission

Date: [23.03.22<sup>8</sup>]

Note that references to LDBS staff include members of staff and contractors of LDBS and its subsidiaries, and SCITT students.

## 1. Background

- 1.1 The members of the [LDBS<sup>9</sup>], as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner, in accordance with the Charity Commission's guidance<sup>10</sup>.
- 1.2 The House of Bishops has issued specific Church of England safeguarding guidance for DBEs, under s.5 of the Safeguarding and Clergy Discipline Measure 2016, which has been reviewed by the Charity Commission ("**DBE Safeguarding SIR Guidance**"). DBEs have a legal duty to have due regard to DBE Safeguarding SIR Guidance when reporting safeguarding Serious Incidents to the Charity Commission.
- 1.3 If a safeguarding incident is identified within the [LDBS] the incident must be responded to, reported and managed in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance or Code of Practice<sup>11</sup>, as the case may be.
- 1.4 If a non-safeguarding incident is identified within the [LDBS], such immediate steps or actions as may be required to secure and protect the [LDBS's] property, assets and reputation must be taken, in accordance with the [LDBS's] internal policies or procedures.

The members of the [LDBS] delegate the reporting of Serious Incidents to the Charity Commission in accordance with the resolutions in sections 2 and 3 below. There are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents to the Charity Commission to reflect the additional requirements in relation to reporting safeguarding Serious Incidents as provided for in the DBE Safeguarding SIR Guidance.

- a) Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
- b) Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

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<sup>8</sup> Insert date resolution passed.

<sup>9</sup> Replace all references to "DBE" in [ ] with the name of your DBE.

<sup>10</sup> [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614442/How_to_report_a_serious_incident_in_your_charity_-_GOV.UK.pdf)

<sup>11</sup> [Safeguarding e-manual | The Church of England Policy and practice guidance | The Church of England](https://www.churchofengland.org/safeguarding-e-manual)

2. DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the DBE Safeguarding SIR Guidance
- 2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for decisions relating to the reporting of any safeguarding Serious Incidents is delegated to [the Standing Committee of the LDBS Board<sup>12</sup>]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
- 2.2 [Penny Roberts<sup>13</sup>] is the DBE's nominated Safeguarding Serious Incident Reporter for the purposes of the DBE Safeguarding SIR Guidance.
- 2.3 *The following responsibilities relating to the reporting of safeguarding Serious Incidents are delegated to the DBE Safeguarding Serious Incident Reporter*
- a) Responsibility to decide, in consultation with the [LDBS Adviser with special responsibility for Safeguarding<sup>14</sup>] where appropriate, whether a safeguarding incident is sufficiently "Serious" in accordance with the DBE Safeguarding SIR Guidance for it to be reported to the Charity Commission.
  - b) Responsibility for informing the Trustee Group of the incident, the steps being taken to address it and whether it is sufficiently "Serious" to be reported to the Charity Commission.
  - c) If the DBE Safeguarding Serious Incident Reporter considers that an incident does NOT need to be reported to the Charity Commission, the DBE Safeguarding Serious Incident Reporter is responsible for informing the Trustee Group of the reasons for the decision not to report it to the Charity Commission. These reasons should be agreed with the Trustee Group and recorded in writing by the DBE Safeguarding Serious Incident Reporter.
  - d) Responsibility for reporting the safeguarding Serious Incident using the Charity Commission's online form.
  - e) Responsibility for sending copies of any safeguarding Serious Incident reports submitted to the Charity Commission on behalf of the [LDBS] to:
    - (i) the Trustee Group (or all the DBE members where appropriate);
    - (ii) the DDE (where appropriate);
    - (iii) [Martin Goodwin, Head of Safeguarding for the Diocese];
    - (iv) the DBE's auditors; and
    - (v) the National Safeguarding Team.
3. DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission
- 3.1 [<sup>15</sup>In order to facilitate an appropriate, confidential and timely response to any Serious Incidents, the responsibility for decisions relating to the reporting of any non-safeguarding

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<sup>12</sup> Include list of the smaller group of DBE directors with safeguarding responsibilities.

<sup>13</sup> If that person is on holiday, or is implicated in the alleged Serious Incident, the person holding the alternative role in clause 3.2 should be informed instead.

<sup>14</sup> Insert role of person to be consulted - this could be one or more of the DSA, the DDE or a safeguarding professional appointed by the DBE.

<sup>15</sup> Include if required/appropriate for your DBE.

Serious Incidents is delegated to [the Standing Committee of the LDBS Board<sup>16</sup>]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.]

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to the [DDE<sup>17</sup>] or [the Deputy DDE with responsibility for safeguarding<sup>18</sup>]*

- a) Responsibility for deciding whether, in accordance with the Charity Commission's Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission.
- b) Responsibility for informing the [Trustee Group] of the incident, and the steps being taken to address it and whether it needs to be reported to the Charity Commission.
- c) If the [DDE] considers that an incident does NOT need to be reported to the Charity Commission, the [DDE] is responsible for informing the [Trustee Group] of the reasons for the decision not to report it to the Charity Commission. These reasons should be agreed with the [Trustee Group] and should be recorded in writing by the [DDE].
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.
- e) Responsibility for sending copies of any Serious Incident reports submitted to the Charity Commission on behalf of the [LDBS] to the [Trustee Group (or all the DBE members where appropriate)] and to the DBE's auditors.

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<sup>16</sup> Include a list of the smaller group of DBE members who will have this responsibility.

<sup>17</sup> Insert role to reflect your DBE's policy.

<sup>18</sup> If the person in the previous role specified is on holiday, or is implicated in the alleged Serious Incident, the person holding the alternative role should undertake the responsibilities in their place.