



## **WTC SAFEGUARDING and PREVENTION CODE OF CONDUCT**

The Designated Officer for Safeguarding and Prevention of Abuse is Janey Lawry-White.  
The Deputy Designated Officer for Safeguarding and Prevention of Abuse is Joe Bent.  
The Board Representative for Safeguarding and Prevention of Abuse is Laurence Singlehurst.

### **Statement of Intent**

It is the policy of WTC to safeguard vulnerable adults by protecting them from all forms of abuse and manipulation including physical, emotional and sexual abuse.

### **At WTC we are committed to:**

- ❖ Providing a safe and trusted environment for theological study including the care and respectful pastoral ministry for all students, Faculty, staff members, Hub Directors (HD) including vulnerable adults who engage with WTC.
- ❖ Ensuring that staff, Faculty and HDs accept and recognise their responsibilities to develop awareness of issues which cause harm to vulnerable adults.
- ❖ Signposting adults who disclose abuse towards agencies and organisations which can support them.

### **WTC aims to:**

- ❖ Reduce risks of significant harm to vulnerable adults (students, Faculty, staff, HDs) from abuse and exploitation, while listening to and supporting individuals
- ❖ Ensure that all staff, Faculty, HDs and students know that safeguarding is everyone's business, and that WTC has a responsibility to prevent, detect and report abuse and to respond appropriately by directing those in need to relevant services and organisations

WTC students study remotely, with the exception of Hub evenings and Residential weekends (totalling nine days a year). During Hub evenings, students are protected by the Safeguarding Policies of Hub locations. During Residentials, they are protected by this Code of Conduct.

This Code of Conduct also applies to WTC staff-members in pursuit of their work responsibilities in the office or elsewhere.

WTC provides tertiary education for adult students. They, together with staff, HDs and Faculty members are the subject of this Code of Conduct.

### **This Code of Conduct is based on WTC values and beliefs:**

- ❖ The inspiration and authority of Scripture in matters of faith and practice

- ❖ A priority on caring for the spiritual, physical and emotional well-being of our students, staff, Faculty and HD
- ❖ A commitment to relinquishing power, control and manipulation in relationships
- ❖ The complete equality of men and women in all spheres of life

**and on:**

- ❖ Human rights and the law
- ❖ Good safeguarding practice
- ❖ Learning from the past

**WTC will:**

- ❖ Promote a safe environment and culture at Hubs and at the Residentials for students, Faculty and WTC staff, and in the WTC Central office for WTC staff
- ❖ Ensure that all those providing pastoral and other support to students, Faculty and staff are aware of, and behave in accordance with, this Safeguarding and Prevention Code of Conduct and good practice
- ❖ Respond promptly to every safeguarding concern of allegation
- ❖ Share information about concerns with agencies who need to know with reference to vulnerable adults following the wishes of survivors
- ❖ Provide appropriate and safe pastoral care for survivors of abuse and other affected persons, while signposting them to statutory agencies who can help them in the longer term
- ❖ Care pastorally for those who are the subject of concerns/allegations of abuse and other affected persons
- ❖ Respond to those who may pose a risk to others
- ❖ Provide effective management oversight for staff, HDs and Faculty through supervision, support and training

**Contact Telephone Numbers**

The Designated Officer for Safeguarding and Prevention of Abuse is Janey Lawry-White (07952 351421).

The Deputy Designated Officer for Safeguarding and Prevention of Abuse is Joe Bent (07817 876075)

*Other relevant service contacts:*

Police Emergencies 999

Police Non emergencies 101

National Domestic Violence Helpline 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse.

Samaritans Helpline: 08457

Restored relationships <https://www.restoredrelationships.org/> is a Christian NGO working to end violence against women in the church.

**Guidelines for Faculty, HDs and WTC staff**

Faculty, HDs and staff must at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way consistent with WTC values.

- ❖ Treating everyone, and particularly vulnerable adults, with respect and dignity
- ❖ Always listening to what vulnerable adults say
- ❖ Valuing others and recognising the unique contribution each individual can make
- ❖ Use appropriate language
- ❖ Respecting individuals right to privacy - praying and providing pastoral care in a respectful manner (not invading personal space or involving physical touch with first asking if this is appropriate)
- ❖ Do not spend excessive time along with people on their own
- ❖ Not draw conclusions about others without checking facts
- ❖ Never trivialise or exaggerate abuse issues, make suggestive remarks or gestures to vulnerable people, even in fun

### **Reporting abuse**

If you have information about a safeguarding situation where an adult is in immediate danger or requires immediate medical attention call the emergency services on 999.

For adult survivors of abuse, it is their decision whether to report incidents and press charges. Survivors wishes should be followed.

When an allegation is made against a member of staff, HD or Faculty, the allegation must be passed to the Safeguarding or Deputy Safeguarding Officers and the Board contact informed.

Reports of all allegations and the response taken must be kept securely whether or not the survivor wishes to pursue a course of action.

### **Response to disclosure**

- ❖ Listen to the adult making the allegation, rather than questioning them directly
- ❖ Offer them reassurance without making promises.
- ❖ Take what they say seriously
- ❖ Allow them to speak without interruption
- ❖ Accept what is said. It is not your role to investigate or question
- ❖ Do not overreact
- ❖ Alleviate feelings of guilt and isolation while passing no judgement
- ❖ Advise that you will try to offer support, and ask if they wish to pass the information on
- ❖ Point the survivor to relevant organisations which can help (see telephone numbers above)
- ❖ Record the discussion accurately as soon as possible after the event
- ❖ Use the survivor's words/explanations - do not translate into your own words in case you have misconstrued what they are trying to say. Record any discussions or actions taken within 24 hours
- ❖ Do not discuss the disclosure with anyone except the principle Safeguarding contacts for WTC and the Board contact

### **Types of abuse**

1. *Physical abuse* - Including hitting, shaking, poisoning, burning or scalding and/or causing physical harm.
2. *Sexual abuse* - Includes forcing or enticing vulnerable adults to take part in sexual activities including penetrative or non-penetrative acts. Includes non-contact activities and involvement in the production of inappropriate sexual online images without prior permission of the person involved.
3. *Emotional abuse* - Persistent emotional maltreatment such as to cause severe and persistent adverse effects on emotional development, such as conveying that someone is worthless, bullying, causing them frequently to feel in danger.

### **Publicising the Code of Conduct**

This Code of Conduct will be available on the WTC Moodle and website. It will be reviewed annually by the Board. All members of staff, Faculty and HDs will be made aware of the details of this Code of Conduct annually.

Safeguarding Officers will receive appropriate training on a regular basis, at least every 2 years.

### **Responsibility for Safeguarding**

Everybody is responsible for being aware of safeguarding issues and knowing how to respond appropriately should an allegation or disclosure be made. Managers must manage risks and ensure that safeguarding policies and procedures are in place, reviewed once a year, available to the public and are known to staff, Faculty, HDs and students.

Trustees are accountable and responsible for putting things right if something goes wrong.

<https://www.gov.uk/government/news/review-your-charitys-safeguarding-and-governance-arrangements-charity-commission-advises>