

Lee Abbey London Safeguarding Policy

Lee Abbey London's safeguarding policy applies to all employees, community, agency workers and charity workers.

The purpose of the policy is to protect service users and children from harm and to provide all employees, community agency workers, charity workers, and residents with information about the safeguarding policy adopted by Lee Abbey London.

- Lee Abbey London operates a policy of not accepting guests under the age of 18. Unless they are accompanied by and supervised at all times by a parent or legal guardian who takes responsibility for their care. This policy is made known to all guests at the time of booking. Unless they are part of a verified youth group or school (aged 14 years and above) accompanied by their leaders who retain parental responsibility for these young people and agree to act in accordance with our document titled "Procedure for Youth group Residentials at Lee Abbey London" which is sent and verified with the group prior to confirming their final booking.
- Lee Abbey London does not provide any regulated activities for children.
- Lee Abbey London does not provide any regulated activities or services for vulnerable adults.
- Vulnerable adults are people who are 18 years of age or older who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

As part of our ongoing commitment to safeguarding, it is expected that the director, deputy director and Chaplain have an enhanced DBS check all senior staff appointments are subject to a basic DBS check.

Lee Abbey London has a responsibility to promote and ensure the welfare and safety of all employees, community, agency workers, charity workers, residents, children and service users.

It is the policy of Lee Abbey London to follow the Church of England's guidelines on safer recruitment and adopt best practice procedures.

Lee Abbey London is an acknowledged Church of England Community and operates in accordance with the House of Bishops Policy Statements "Promoting a Safer Church (2017)" and "Protecting All God's Children (2010)" and the diocesan Safe Guarding Policy "Promoting a Safer Diocese (2018)".

Lee Abbey London is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and adults at risk.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for those who have been affected by abuse.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

Lee Abbey London will:

- Create a safe and caring place for all.
- Listen to and take seriously all those who disclose abuse.
- Have a named designated Safeguarding Person (DSP) to work with the director and board of trustees to implement policy and procedures.
- Safely recruit, train and support all those within our staff and community to have the confidence and skills to recognise and respond to abuse.

- Display on the premises and on the website the details of who to contact if there are safeguarding concerns or support needs.
- Display and have procedures in place to report and inform appropriate agencies of anyone at risk of harm or causing harm to others due to their mental health.
- Maintain and keep a secure written record of any safeguarding concerns raised and any action taken.
- Take steps to protect young people, adults at risk and children when a safeguarding concern of any kind arises following the House of Bishops Guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies within 24hrs of a significant concern arising.
- Offer support to victims/survivors of abuse regardless of when or where it occurred.
- Care for and monitor any member of the wider Lee Abbey London Community who may pose a risk to young people, vulnerable adults and children whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that the Health and Safety Policy, Procedures and Risk Assessments are in place and that these are reviewed annually.
- Ensure the Lee Abbey London's social media platforms are monitored, and guidelines are followed.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Ensure that there is appropriate insurance cover for all activities undertaken by young people and v adults at risk and children undertaken in the community.
- Ensure that regular hirers of our halls have a safeguarding policy in place.
- Ensure all site contractors working in our building receive and sign a written statement of what behaviour is required when at work in our building regarding safeguarding
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Mental Health and Wellbeing:

All senior leaders will be trained as mental Health First Aiders. (The ALGEE action plan will be followed by them if an incident arises.)

Lee Abbey London will ensure that the details of sources support and mental health organisations are displayed in the building and in the residents' handbook.

The DSP will initially ask for the permission of the resident to share information with agencies that offer support.

Lee Abbey London will contact the NOK and University of any resident who they consider to be at risk of harm if the resident or team member is unable or too unwell to give this consent in order to minimise the risk of further harm.

Additional Information, Reporting and Guidance:

If the DSP is uncertain whether a matter should be raised with the DSA they should raise it in any event and keep a record of the discussion. If the concern is about the leader or DSP the matter should be raised directly with the DSA or Bishop.

Each person who works within the Lee Abbey London Community will agree to abide by this policy and abide by and carry out the instructions of the DSP or the DSA.

Lee Abbey London's Designated Safeguarding Persons is Rev Sue Cady suecady@leeabbeylondon.com mobile 07977219305

In her absence reports should be made to the HR Manager, Chris Barry on cbarry@leeabbeylondon.com or 07963960482.

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If the matter is so urgent that it cannot wait until after the weekend or Bank Holiday, contact must be made with the Police on (9)999.

If a resident or team member is at risk of harm to themselves or others due to their Mental Health please phone the ambulance service (9)999 and inform the DSP and trained Mental Health First Aiders onsite.

If you notice signs or symptoms of potential abuse of a child or adult, you should report this to your leader/manager (where appropriate) and seek advice and guidance from the diocesan safeguarding advisor and or the nominated safeguarding person above.

This must happen within 24 hours of identifying a concern.

(Please refer to the section titled safeguarding contacts).

Reporting form and guidance below



For advice and guidance on whether a referral is needed, in the first instance contact the Duty Diocesan Safeguarding Advisor (DSA), or your nominated area DSA, on 0207 932 1224 during office hours Monday-Friday 9-5pm. Between the hours of 5pm and midnight, please contact 31:8 on 0303 003 1111, option 2.

If you have immediate concerns about someone’s safety, please contact the police or your local authority Children or Adult Social Care Services.

Once completed, please submit this form to suecady@leeabbeylondon.com and a DSA will review it and prioritise according to risk and urgency.

Concern form Information record relating to concerns of abuse, harm, or neglect.	
Parish name:	
The person/s you are concerned about	Name: Gender: Age / DOB: Ethnicity: Address: Contact details: Parent /carer details if under 18 (name / address / phone number): Communication and access needs:
Details of what has or is happening (Please continue on a separate sheet if necessary)	The concern: How it came to light: Impact on the person: The person’s wishes:

<p>Details of what has or is happening (continued)</p>	<p>Are there any critical mental health issues: Yes/No</p> <p>Does anyone remain at risk for any reason? Yes/No</p> <p>Please give details if yes:</p> <p>Location / Time / Date of concern:</p> <p>Name, address and date of birth (if known) of anyone you suspect of causing harm, neglect or abuse:</p> <p>Any witness(es):</p>
<p>Actions</p>	<p>What action was taken and who has been informed?</p> <hr/> <p>Have any statutory agencies been informed e.g. police, social care or health? Yes / No</p> <p>If yes, which one(s)?</p>

	<p>Form completed by:</p> <p>Name:</p> <p>Mobile phone no:</p> <p>Email address:</p> <p>Date:</p> <p>Role:</p> <p>Signature (electronic):</p>
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Guidelines for Responding to an Allegation of Abuse

When a Safeguarding issue is raised it is important to record what is said or seen and what action was taken.

General Points

- Keep calm – do not appear shocked or disgusted
- Accept what the person says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the person
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the person may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the person as this can undermine any subsequent criminal investigation. If at any point a person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the person says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate,
 - "It isn't your fault and you are not to blame at all"
 - "I am sorry that happened to you"

“I will help you”

Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it”
- “Are you sure this has happened?”
- “Why?” “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the person (such as confidentiality).
- Never make statements such as ‘I am shocked!’ or ‘don’t tell anyone else’.

Concluding the conversation

- Reassure the person that they were right to tell you
- Let the person know what you are going to do next and tell them that you will let them know what is happening at each stage.

What is abuse?

Given the risk of abuse to children and service users, all employees and charity workers are to be alert aware at all times of the possibility of abuse towards people.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- physical abuse
- psychological abuse
- Emotional abuse
- neglect and failures to act
- sexual abuse
- threats of abuse or harm
- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care
- modern slavery.
- Sexual exploitation.
- Organisational abuse.
- Online abuse.
- Bullying and cyberbullying.sd

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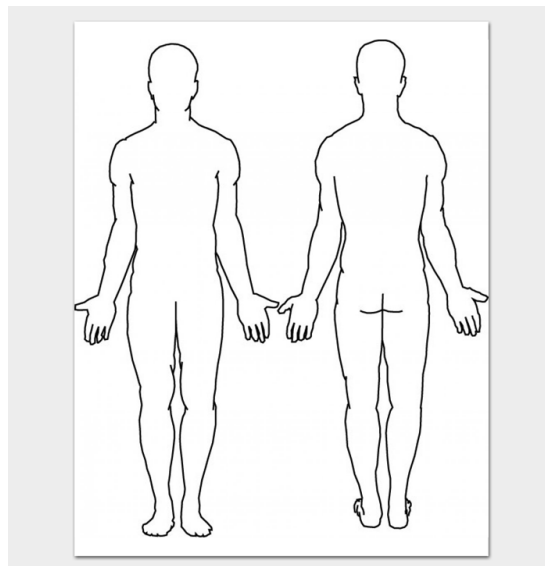
The abuse may come from employees, personal assistants, service users, relatives, neighbours, social workers, providers of support services etc.

Record of Concerns

<u>Name of Person Completing this form</u>	
<u>Name of Person the incident occurred to who is reporting the incident</u>	
<u>Address or Room Number:</u>	
<u>Contact details:</u>	
<u>If it is regarding a child</u> Parent/Carers details: Name(s): Telephone No(s):	
<u>What is said to have happened or what was seen?</u>	
<u>When and where did it occur?</u>	
<u>Who else, if anyone, was involved and how?</u>	
<u>What was said by those involved?</u>	

Were there any obvious signs e.g., bruising, bleeding changed behaviour?
Who has been told about it and when? As well as your intended Actions (shared with the person concerned).
Do the parents/carers know?

Please record any physical marks on the picture below.



Signed

Date

SAFEGUARDING CONTACTS

Designated Safeguarding Officer is the Chaplain, Deputy Director and Head of Pastoral Services (Rev'd Sue Cady, Email; suecady@leeabbeylondon.com Mobile 07977219305).

In Sue's absence please contact Chris Barry Email; cbarry@leeabbeylondon.com Mobile 07963960482.

The member of the Lee Abbey London Board of Trustees with responsibility for Safeguarding is David Morton. Davidjmorton2@gmail.com

The Director Mr James Fulford has responsibility for the implementation of this policy. jfulford@leeabbeylondon.com

DIOCESE SAFEGUARDING CONTACTS

safeguarding@london.anglican.org

Diocese Safeguarding Advisor: sarah.dale@london.anglican.org

Safe guarding helpline 9am-5pm 02079321224

Out of hours helpline run by thirtyoneeight (for the diocese) 03030031111

Lee Abbey London Contractors Induction

Whilst working on the Lee Abbey London premises I agree to abide by the following

Safeguarding Statement and behaviour.

Protection of our residents, who may be young and vulnerable adults is our highest priority.

I will not:

- work in a closed room with a resident or staff member on my own. *(If I need to work in a room alone I will leave the door open or ask the resident to leave, or get a chaperone).*
- have physical contact with a resident or guest
- take photos of anyone without permission
- post any content from Lee Abbey outside of Lee Abbey *(unless it is technical content for a technical recipient only).*
- befriend, exchange contact details with a resident or guest.