

Launde Abbey Policy and Practices for the Safeguarding of Children, Young People and Vulnerable Adults

First agreed 14th January 2022

Last updated 11th July 2026

To be read in conjunction with:

**House of Bishops Safeguarding Guidance and Codes of Practice
given in the E-manual, policy and practice guidance
(<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>);**

and the Launde Abbey Staff Handbook



REVISION HISTORY

Issue	Date	Description
1 st Draft	13/10/2018	First Draft of combined Safeguarding Policy for the Safeguarding of Children, Young People and Vulnerable Adults.
2 nd Draft	03/01/2022	Second Draft using the “Parish Safeguarding Handbook: Promoting a Safer Church”, (Church of England, 2018, revised 2019) as the principle document of procedure and practice.
Issue 1.0	14/01/2022	First issue. Approved by Trustees.
Issue 1.1	07/07/2022	Minor amendments to contacts to more accurately reflect the Launde Abbey relationship with the Diocese of Peterborough and their Safeguarding Team. The Safeguarding Training Matrix (Appendix D) has also been updated.
Issue 1.2	02/02/2023	Update of the Launde Abbey logo (whole document). Addition of Diocesan Safeguarding Officer for the Diocese of Peterborough (Appendix C).
Issue 1.3	13/01/2024	Edits to the Launde Abbey Safeguarding officers. Update to all key safeguarding contacts, Leicester Diocese, Peterborough Diocese, and any national contacts.
Issue 1.4	07/03/2025	Additional paragraph added to Safeguarding Policy Statement. Update of contacts for Safeguarding at Launde Abbey. Amended heading for section 3 to ‘Working with children’. Edit to first paragraph 3.3 ‘exclusively for’. Added Section 3.4 re: storage of records. Amended heading for section 4 to ‘Working with adults who may be vulnerable’. Significant additions and editing to sections 4.1, 4.2. Added Section 4.3 re: storage of records. Added ‘vulnerable adults to the 1 st paragraph section 8, ‘Safer recruiting’. Updated contacts for Peterborough Diocese under Other useful contact numbers. Changed name and contact details for Launde Abbey Safeguarding co-ordinators.
Issue 1.5	01/03/2026	Edits to the Launde Abbey Safeguarding officers, recognising the appointment of Anna Walker as Deputy Warden & Safeguarding Officer. Contact lists to external third parties have been checked and updated accordingly.

Issue 1.6

11/07/2026

Edits to all references to the CofE central safeguarding policy documents following a move to electronic guidance.

Inclusion of a new section 9 about recruitment of retreat leaders.

Inclusion of paragraph in the Safeguarding Policy Statement referring to the draft Use Agreement between the Parish of Loddington with Launde Abbey and the Trustees, in respect of the chapel; related updates in 3.1, 3.2, 4.2 and 5 with respect to reporting to the local Parish Safeguarding Coordinator.

Update of response procedure in 4.2 to include notifying the safeguarding trustee at the time of recording a pastoral concern.

DEFINITIONS

“Children” or “Child” refers to a person who is under 18 years of age

“Church” – see Launde Abbey. Note that Church of England published documents refer to the place to which the Policy applies as the church. In choosing to use the Church of England Parish Safeguarding Handbook as the basis of its own Safeguarding Procedures, the place where this Policy applies is Launde Abbey.

“Diocesan Safeguarding Officer” or “DSO” refers to the person appointed to the position of Diocesan Safeguarding Officer in the Diocese of Leicester, unless specifically identified otherwise.

“Incumbent” – see Warden. Note that Church of England published documents refer to the person responsible as the Incumbent but, within the context of Launde Abbey, the person responsible is the Warden.

“Launde Abbey” or “Launde” refers to the buildings and grounds of Launde Abbey.

“Parish” – see Launde Abbey. Note that Church of England published documents refer to the context of the Policy to be a Parish. Although Launde Abbey is part of the Parish of Loddington with Launde Abbey, in choosing to use the Church of England Parish Safeguarding Handbook as the basis of its own Safeguarding Procedures, the context of this Policy is Launde Abbey.

“Parish Safeguarding Officer” or “PSO” – see Safeguarding Co-ordinator. Note that Church of England published documents refer to this person as the Parish Safeguarding Officer. Launde Abbey has decided to follow the title practice adopted by the Diocese of Leicester.

“PCC” – see Trustees. Note that, in choosing to use the Church of England Parish Safeguarding Handbook as the basis of its own Safeguarding Procedures, the Trustees assume all responsibilities assigned to the Parochial Church Council within that document.

“Safeguarding Co-ordinator” or “the Co-ordinator” refers to the person appointed by the Trustees as Safeguarding Co-ordinator.

“Safeguarding Lead” or “Trustees’ Safeguarding Lead” refers to individual Trustee who has prime responsibility for monitoring safeguarding policy and practice at Launde Abbey.

“Trustees” refers to body responsible for Launde Abbey, and for all its staff, for the provision of services as a Retreat House and Conference Centre, and the for the maintenance of the building and its grounds.

“Vulnerable Adult” – Adult means a person who is 18 years of age or over. The definition of ‘vulnerable adult’ referred to in this document and in Promoting a Safer Church is taken from the Safeguarding and Clergy Discipline Measure (2016) and refers to:

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

“Warden” refers to the person who has been safer recruited to the position of Warden of Launde Abbey.

“Young Person” refers to a person who is 16 years of age or over and under 18 years of age.

SAFEGUARDING POLICY STATEMENT

This policy was agreed at the meeting of the Trustees of Launde Abbey held on 3rd July 2026.

Launde Abbey is a Christian Retreat House in the Diocese of Leicester. Launde Abbey's management team is headed by, and includes other, clergy licensed by the Diocese of Leicester and the Diocese of Peterborough.

The Abbey chapel is a Chapel of Ease in the parish of Loddington with Launde Abbey. However, the Trustees of Launde Abbey own the title deeds for the whole site including the chapel, Therefore the body with operational responsibility for safeguarding across the whole of the site, including the chapel, is the Trustees of Launde Abbey. The Diocese of Leicester, on behalf of the PCC of Loddington with Launde Abbey, has drafted a Use Agreement that makes clear the delegation of operational responsibility for safeguarding to the Trustees of Launde Abbey, and the responsibility of the Trustees to operate under suitable Safeguarding Policy and Practices (this document), including reporting when necessary to the person responsible for safeguarding in the parish and/or the Diocese.

The Trustees have decided to adopt the House of Bishops Safeguarding Guidance and Codes of Practice given in the E-manual, policy and practice guidance (<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>) as the basis for their Safeguarding Policy, and are committed to the nurturing, protection and safekeeping of the children, young people, and vulnerable adults in their care.

The online guidance documents for the Church of England should be read together with this Policy document to obtain a full understanding of the Launde Abbey safeguarding policy. However, reading this document alone should provide sufficient understanding of the intent of this policy and the reader should then refer to the E-manual, policy and practice guidance, when required, for additional clarity.

Terminology across the documents is interpreted as stated in the 'Definitions' above to reflect the combined purposes of Launde Abbey as a place of worship, a retreat house, and a conference centre.

In the past, Launde Abbey has referred all safeguarding matters to the Diocese of Leicester Diocesan Safeguarding Officer (DSO). This practice will continue for all matters that may involve clergy engaged at Launde Abbey. DSOs for other Dioceses or equivalent will also be notified in cases where clergy hold licenses to officiate from those Dioceses. In matters not involving clergy the Leicester DSO and Peterborough DSO will be consulted for their expertise and advice. The reporting procedures agreed in the Use Agreement will also be followed, namely the reporting to the local Parish Safeguarding Officer of any safeguarding concerns relating to the chapel.

All Launde Abbey staff and volunteers are subject to the terms and conditions of the Launde Abbey Staff Handbook and all matters will be dealt with in accordance with the procedures and practice of that handbook. The Handbook sets out the requirements of a positive work environment and the observance of rules and procedures at Launde Abbey. Failure to accept or observe this Safeguarding Policy and its practices, in addition to others in the Staff Handbook, will be dealt with either in accordance with this Policy or under the Disciplinary Procedure of the Staff Handbook, as appropriate.

The Trustees recognise that Launde Abbey currently organises few events or activities exclusively for children or young people. However, they are agreed that robust policy and procedures should be in place in preparation for those times to ensure the safeguarding of children and young people. Individual children and young people visiting Launde Abbey will also be protected by these procedures, and so all Trustees, staff and volunteers are expected to abide by them.

There are occasions when external groups want to organise activities for under 18s at Launde Abbey. In such cases they will be required to have their own safeguarding procedures and practices and provide evidence of such. They will be provided with a copy of this Policy and be required to confirm that their own safeguarding procedures are consistent with those at Launde Abbey. Launde Abbey will be entitled to decline access to such groups where Launde Abbey is not satisfied with the relevant standards of safeguarding are being provided.

On matters regarding the Safeguarding of vulnerable adults, Launde Abbey take the approach that where there is an issue of significant pastoral concern, a record may be kept of a conversation, to aid the on-going care of the guest concerned. This also allows for evidence to be collected, should the issue become a more serious matter, warranting reporting on to the Diocesan Safeguarding Officer.

POLICY

In accordance with the Church of England House of Bishops' Safeguarding Guidance and Codes of Practice, Launde Abbey is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within Launde Abbey.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- 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.

The Trustees adopts the House of Bishops Safeguarding E-manual, policy and practice guidance as the basis for its own safeguarding procedures and practice supplemented by those procedures and practices presented in this document. In doing so, Launde Abbey will:

- Create a safe and caring place for all.
- Have a safer recruited Safeguarding Co-ordinator to work with the Warden and the Trustees to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children, young people and vulnerable adults undertaken at Launde Abbey.
- Display in Launde Abbey premises and on the website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children, young people, and vulnerable adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including notifying the Diocesan Safeguarding Officer (DSO) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the Launde Abbey community who may pose a risk to children, young people and vulnerable adults whilst maintaining appropriate confidentiality and the safety of all parties.

- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within the Launde Abbey community will agree to abide by this policy and the guidelines established by Launde Abbey.

Launde Abbey appoints Graeme Ostah (Operations manager) and Anna Walker (Deputy Warden) as Safeguarding Co-ordinators

Issue 1.6

A black ink signature, appearing to read "S. Adshead", written in a cursive style.

Signed:

Stephen Adshead
Chair of Trustees

A blue ink signature, appearing to read "Alison Myers", written in a cursive style.

Signed:

The Revd. Alison Myers
Warden

On 11 July 2026

PROCEDURES and PRACTICES

1. Communicating the Policy and Procedures.

A printed copy of this Policy will be kept in the Main Reception at Launde Abbey. A copy of this Policy is also published on the Launde Abbey website.

An electronic copy of this document will be sent to all Trustees, staff (whether employed directly by Launde Abbey or another body), and volunteers. Each person who works at Launde Abbey will be asked to return a suitably annotated copy of the Declaration (Appendix A) from their personal email address to the Safeguarding Co-ordinator declaring that they agree to always abide by this Safeguarding Policy. A printed copy will be provided on request, and a signed copy of the Declaration will be required.

An electronic copy of this Policy and practices will be provided to those visitors or group organisers who have the responsibility for children, young people, or vulnerable adults at Launde Abbey. Each representative or organiser will be asked to return a suitably annotated copy of the Declaration (Appendix B) from their official email address to the Co-ordinator declaring that they understood that their own safeguarding policy provides protection to all relevant parties consistent with the Launde Abbey Safeguarding Policy. A printed copy will be provided on request, and a signed copy of the Declaration will be required. The declaration must have been received by Launde Abbey prior to activities beginning.

2. Contacts for Safeguarding at Launde Abbey.

Our Safeguarding Co-ordinators, to whom children, young people or vulnerable adults can talk about worries and concerns about possible child abuse and all safeguarding issues, are the Operations Manager Graeme Ostah and the Deputy Warden Anna Walker.

Other useful contacts and their details are listed in Appendix C.

Name Graeme Ostah
 Role Operations Manager and Safeguarding co-ordinator
 Address Launde Abbey
 Launde
 Leicestershire
 LE7 9XB
 Tel: 01572 717254
 Mob: 07768 374200
 Email: operations@launde.org.uk

Name The Revd. Anna Walker
 Role Deputy Warden and Safeguarding co-ordinator
 Address Launde Abbey
 Launde
 Leicestershire
 LE7 9XB
 Tel: 01572 717254
 Mob: 07484 118564
 Email: anna.walker@launde.org.uk

Name The Revd. Alison Myers
 Role Warden
 Address Launde Abbey
 Launde
 Leicestershire
 LE7 9XB
 Tel 01572 717254
 Mob: 07884 370933
 Email alison.myers@launde.org.uk

The Chair of Trustees of Launde Abbey is:

Name Stephen Adshead
 Address c/o Launde Abbey
 Launde
 Leicestershire
 LE7 9XB
 Tel 01572 717254
 Email: *****[mailto:](mailto:stephen.adshead@launde.org.uk)

Lead Trustee for Safeguarding:

Name Stephen Adshead
Address c/o Launde Abbey
Launde
Leicestershire
LE7 9XB
Tel 01572 717254
Email: *****

The local Parish Safeguarding Coordinator is:

Name Avril Wilkins
Email avrilwilkins1@gmail.com

The Leicester Diocesan Safeguarding Officer is:

Name Rachael Spiers
Address St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ
Tel: 0116 261 5341
Email: Rachael.Spiers@LeicesterCofE.org

The Peterborough Diocesan Safeguarding Officer is:

Name Victoria Kellett
Office: 01733 887040
Mobile: 07484 424379
Email: Victoria.kellett@peterborough-diocese.org.uk

3. Working with Children

Please refer to chapter “Safeguarding Children, Young People and Vulnerable Adults” in the E-manual for the statutory definitions of abuse and neglect of children and young people.

The E-manual also addresses the acts of responding to safeguarding concerns or allegations, and the provision of subsequent pastoral support. The following guidance is provided as a supplement and in addition to that advice.

3.1 Guidance to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child or young person, or by an adult who is disclosing or alleging historic child abuse then:

- ▶ Listen - and keep listening!
- ▶ Do not question or investigate – this is the job of the authorities; in particular, do not speak to the subject of the allegation.
- ▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- ▶ Assure them they are not to blame.
- ▶ Tell them what you are going to do - reassure them that the matter will be reported to those whose job is to keep children/young people safe. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- ▶ As soon as possible after the conversation, make careful notes of what was said, recording dates, times, events and when you were told.
- ▶ If there is immediate danger to a child or young person, contact Social Services or the Police.
- ▶ Report the incident to the Safeguarding Co-ordinator or the Warden immediately. If the allegation relates to the Co-ordinator or Warden or anybody related to them, report the matter directly to the Diocesan Safeguarding Officer (DSO).
- ▶ Do not discuss the incident with anybody else.
- ▶ The Safeguarding Co-ordinator or the Warden must then report the allegation or disclosure to the DSO within 24 hours for advice, inform the Trustees’ Safeguarding Lead, and inform the local Parish Safeguarding Coordinator if it relates to activities in the main Chapel. The DSO will advise on what needs to be done in line with Diocesan Practice Guidance. In the absence of the DSO, the appropriate Archdeacon should be contacted.
- ▶ Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.
- ▶ Do not talk to the media under any circumstances. The Chair of the Trustees and the person within the Diocese who has responsibility for external communications, as directed by the DSO, will handle any media statements.

- ▶ If a child or young person makes a disclosure by email or other electronic the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to “listen” and then passing on the disclosure via the appropriate channels.
- ▶ This guidance is the same for abuse which happened in the past, possibly many years ago.

3.2 Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice in another way, that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with the Safeguarding Co-ordinator or the Warden.
- ▶ The Co-ordinator or Warden must then report the concerns to the Diocesan Safeguarding Officer (DSO) immediately or at least by the end of the next working day and inform the Trustees’ Safeguarding Lead, and the local Parish Safeguarding Officer if it relates to activities in the main Chapel. Do not contact the Co-ordinator or the Warden if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Officer directly in this case.
- ▶ Record the dates and times of any observations which have been made and of the referral to the Co-ordinator, the Warden, the Trustees’ Safeguarding Lead, or the DSO.
- ▶ The DSO will act in line with Diocesan Practice Guidance and will advise whether to:
 - ❖ Report the concerns to Social Services and/or the Police, who will then investigate while the DSO liaises with Launde Abbey; or
 - ❖ Continue to observe closely – the process will then be repeated in the event of any more concerns.
- ▶ There should be close communication between the Co-ordinator, the Warden, the Trustees’ Safeguarding Lead, the Diocesan Safeguarding Officer and appropriate Archdeacon until the situation is resolved.

3.3 Registration

When any regular group or activity exclusively for children and/or young people takes place at Launde Abbey, details for each child or young person who takes part should be registered. In the case of an activity organised by an outside agency, Launde Abbey must be satisfied that that organisation keeps such a register.

For the sake of clarity, this *does not* include activities which would take place regardless of whether children are present or not, nor school visits accompanied by school staff. Neither does it include activities which are family focused and which children therefore attend with their parents.

Launde Abbey's own registration form will be reviewed annually and should include the following:

- ▶ Name and address
- ▶ Date of birth
- ▶ Emergency contact details
- ▶ Medical information
- ▶ Any special needs including activities that the child or young person is unable to take part in
- ▶ Consent for emergency medical treatment
- ▶ Consent for photographs and videos, if relevant.

All personal details and registration forms will be stored securely at Launde Abbey under the provisions of the Data Protection Act and will be accessible only to relevant staff and volunteers. Forms will not be used for any other purpose and will be shredded or disposed of securely when out of date or no longer in use.

4. Working with adults who may be vulnerable

It may not be clear from the information collected from a retreatant before arrival whether they are in some way vulnerable but this may become apparent after arrival or once the retreat starts. Ordinarily the following steps will be taken:

- a. To identify the risks that could cause the person harm. Normally this would involve a discussion with the retreat leader and informing the Deputy Warden or Warden
- b. To plan appropriately to manage and reduce the risks.
- c. To review regularly.

Please refer to the E-manual for the statutory definitions of abuse and neglect of adults and for guidance for responding to safeguarding concerns or allegations, and the provision of subsequent pastoral support. The following guidance is provided as a supplement and in addition to that advice.

4.1 One to One working with adults

In this instance, we are not referring to the casual conversations which take place over coffee but specific 1 to 1 meetings with a chaplain or programme leader which might arise:

- Out of an informal chat
- As a request to the duty chaplain
- Offered as part of a retreat
- Diary planned in advance

If the member of staff feels that what is being asked for is beyond their ability, they will refer the guest on to another colleague or do their best to signpost the person to a different service.

Guidance to be followed by the chaplain or programme leader:

- Assess which spaces are free at the morning meeting or by asking reception staff
- Never meet with people in bedrooms or enter a guest's bedroom
- If this is a private area e.g. an office, consider notifying the Warden or Deputy Warden, or the duty manager if they are not available, beforehand (or straight after if this is not possible) that the meeting is taking place
- If the meeting requires further contact with the guest, please notify the Deputy Warden of this and keep a copy of correspondence
- If there is a significant concern, which could have an impact on the further pastoral care of the guest, record it using the 'Pastoral concern or safeguarding issue' form
- Most of our work falls under 'pastoral concern' rather than 'safeguarding', but it is useful to record the conversation

4.2 Recording a pastoral concern or safeguarding issue

- Listen carefully and stay calm
- Do not interview the person, but question normally and without pressure, so that you can be sure that you understand what the person is telling you.
- Do not put words into the person's mouth
- Reassure the person that by telling you, they have done the right thing.
- Inform the person that you are making a record of their concerns, but that only those that need to know about it will be told. Inform them, to whom you will report the matter.
- Be concise and accurate, so your record can be understood by anyone not familiar with the person. Clearly differentiate between facts, opinions and judgements.
- These records will be accessible to other chaplains, with the permission of the Warden or the Deputy Warden, where it is deemed that this needs to be shared for the ongoing care of the individual.
- If you consider that the conversation may warrant contact with the Diocesan Safeguarding team, please notify the Warden or Safeguarding Co-ordinator immediately.
- The Warden or Safeguarding Coordinator will notify the Lead Safeguarding Trustee of the recording of a concern and of any actions taken within 24 hours, and will inform the local Parish Safeguarding Coordinator if it relates to activities in the main Chapel.

4.3 Storage of documented conversations

All 'Pastoral concern or Safeguarding issue' forms will be kept in a folder, in a locked drawer in the Wardens office. The keyholders for this drawer are The Warden: Alison Myers, and the 2 Safeguarding Co-ordinators: Graeme Ostah and Anna Walker.

They will be filed in alphabetical order, by surname, with a dated register of forms filed in the front of the folder.

These records will be accessible to other personnel, with the permission of the Warden or the safeguarding co-ordinators, where it is deemed that this needs to be shared for the ongoing care of the individual.

5. Procedure to be followed where a person with convictions for safeguarding offences, or who is under investigation, is regularly attending Launde Abbey

- ▶ Where it becomes known that someone attending Launde Abbey has been convicted of offences against children, or they have received a formal police caution, an agreement will need to be drawn up to minimize any risk to the safety of children, young people, or vulnerable adults also at Launde Abbey. If it becomes known that a person who attends Launde Abbey is subject to investigation for alleged abuse, then a temporary agreement will be needed until the outcome of the investigation is known.
- ▶ The Warden or the Safeguarding Co-ordinator must inform the Trustees' Safeguarding Lead of the situation, and also inform the Diocesan Safeguarding Officer (DSO), and the local Parish Safeguarding Coordinator if the person concerned is attending services or activities in the main Chapel.
- ▶ The DSO will act in line with Diocesan Practice Guidance and will advise whether an agreement needs to be in place. A risk assessment may be necessary. The DSO will advise and assist in the production of any risk assessment and/or agreement.
- ▶ If the person is a convicted offender, there will need to be liaison with the person's Supervising Officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it. The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the Trustees' Safeguarding Lead, and the DSOs for all relevant Diocese who will follow up in line with Diocesan Practice Guidance. The extent of the DSO's involvement will vary according to the nature of the information on the DBS check.

6. Reporting Allegations of Abuse Against Members of Staff or Volunteers

Launde Abbey recognises that an allegation of abuse against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

Launde Abbey recognises that the welfare of the subject of the alleged abuse is the paramount concern. It also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

All information, concerns or allegations should be passed without delay to the Safeguarding Co-ordinator and Warden. They will need to listen carefully, possibly discussing the matter with the subject of the alleged abuse and deciding whether these concerns:

- Are a safeguarding matter, in which case they will be dealt with under this Policy.
- Are solely a matter falling within the scope of the Staff Handbook, in which case they will be dealt with under the appropriate Human Resources (HR) procedures.
- Should be passed to an outside statutory body such as the police or the appropriate Local Authority Services.

The Safeguarding Co-ordinator and Warden should always liaise with the Trustees' Safeguarding Lead and seek advice from the Diocesan Safeguarding Officer of the Diocese of Leicester and inform the DSOs of any other relevant Diocese. See also Section 7 below.

If there is clear evidence that the subject of the alleged abuse has suffered abuse, then this should be reported as soon as possible to appropriate Local Authority Services as the lead agency. All Adult and Children Services Departments (or similar) have policies about safeguarding and will work in multi-agency collaboration with the health service and police.

Everyone should be alert to any situations where those working with children, young people and vulnerable adults are themselves at risk. Those engaged in such work often find themselves in challenging situations and need support, prayer and encouragement. Sometimes workers may be confronted with difficult behaviour on the part of those with whom they are working; they may have to face difficult decisions about incidents that may need to be reported to the statutory authorities. Trustees, staff and volunteers should always implement the codes of behaviour specified in the Staff Handbook in order to reduce such risks.

Not all concerns about the welfare or safety of a subject of the alleged abuse need the public authorities to be involved; sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful and then the matter should be dealt with through training or discussion. The choices of the subject of the alleged abuse should, if at all possible, be accepted. The response to any concerns should always be proportionate and appropriate to the issue. The Co-ordinator at Launde Abbey will always consult the Diocesan Safeguarding Officer before making these critical decisions and inform the Chair of Trustees.

7. Allegations or Concerns Involving Clergy.

All allegations or concerns involving clergy should be reported to and referred to the Warden, the Trustees' Safeguarding Lead, and all Diocesan Safeguarding Officers for those Dioceses where the member of clergy holds a license. The local Parish Safeguarding Coordinator should be informed if the allegation relates to activities in the main Chapel.

If an allegation involves the Safeguarding Co-ordinator, it should be reported to and referred to the Warden, the Trustees' Safeguarding Lead, and all Diocesan Safeguarding Officers for those Dioceses where the member of clergy holds a license.

If an allegation involves the Warden, it should be reported to and referred to the Trustees' Safeguarding Lead, the Chair of Trustees, and all Diocesan Safeguarding Officers for those Dioceses where the member of clergy holds a license.

If an allegation involves an Archdeacon or Dean, it should be reported to and referred to the Bishop of Leicester and the Bishop of the relevant Diocese.

If an allegation involves a Bishop, it should be reported to and referred to the Archbishop of Canterbury.

In all cases the lead person to whom the case is referred must determine whether it is a Safeguarding matter or one which should be dealt with under Human Resources (HR) procedures, or both, and deal with it accordingly.

8. Safer Recruiting

When appointing or recruiting leaders and helpers for work with children and young people, or vulnerable adults Launde Abbey will follow the guidelines set out in the Church of England Safer Recruitment and people Management Code of Practice, February 2026 (or any subsequent update):

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-code-practice>.

Templates for role descriptions, application forms and reference requests can be found under the different sections.

Those organising visiting groups of/including children or young people are expected to have recruited staff and volunteers in line with their own organisation's safer recruitment and safeguarding procedures. This includes ensuring that the appropriate DBS checks are carried out for staff and volunteers prior to any work with under 18s or vulnerable adults, in line with their own procedures.

9. Recruiting of Retreat and Quiet Day Leaders

The majority of our retreats and quiet days are given by visiting leaders. To ensure that we have carried out due diligence when it comes to their recruitment, the following practice is in place:

- For ordained clergy and licenced ministers in the Church of England, the Safe to Receive process will be followed through the Diocese of Leicester Bishop's Office.
- For those ministering in another denomination, a similar process between the Bishop's Office and the appropriate denominational or church body will be used.
- Where this is not possible or in other situations, two references and valid training certificates for the basic and foundations safeguarding courses (or equivalent) will be obtained as well as a self-declaration stating that they have no convictions or cautions and are not under investigation for any criminal offences.
- For all, a signed declaration will also be required to say that they have read and will abide by the Launde Abbey safeguarding policy.

10. Training

All Trustees, staff, and volunteers at Launde Abbey will be required to complete a level of safeguarding training appropriate to their level of responsibility and dependent the nature of their work at Launde Abbey. This training is to be commenced within 3 months of it being identified and completed in a timescale appropriate to the length of the training required.

A matrix showing the training required for all persons concerned is attached as Appendix D.

11. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings and locations where activities with children and young people may take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the Trustees or other appropriate organisation. Health and Safety issues observed by those working with children and young people should be reported to the person at Launde Abbey with responsibility for Health and Safety.

A First Aid kit and accident book will be available on site and will be checked monthly and updated as necessary. Launde Abbey Health and Safety procedures should always be followed.

All Health and Safety and First Aid procedures are reviewed annually by the Launde Abbey Estates Group and reported to and approved by the Trustees.

12. Implementation of the Policy and Reporting to the Trustees.

The Safeguarding Co-ordinator will be responsible for ensuring the practical implementation of the safeguarding policy and procedures. The Trustees retain ultimate responsibility for safeguarding and for shaping policy and procedures.

The Co-ordinator will liaise with the Trustees' Safeguarding Lead in accordance with this Policy on all safeguarding matters, and after any incident with safeguarding implications, taking care to preserve confidentiality as necessary.

The Co-ordinator will report bi-monthly to the Trustees on safeguarding matters.

The Trustees' Safeguarding Lead will be kept informed, at least on an annual basis, of all regular and one-off children's activities organised by Launde Abbey. This is necessary for them to fulfil their duties as charity trustees, and for insurance purposes.

13. Use of Social Media, email and texting.

All those involved in working with children and young people will exercise care in the use of social media.

They must be familiar with and follow the advice published for using social media with young people:
<https://www.churchofengland.org/advice-using-social-media-reach-young-people> (March 2020) or any updates to the Safeguarding Guidance and Code of Practice in the E-manual.

These procedures and practices for implementing the Launde Abbey Safeguarding Policy will be reviewed at least annually.

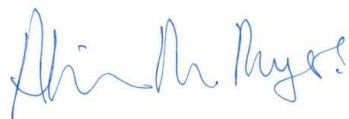
This issue (1.6) was reviewed by the Trustees of Launde Abbey on:

3rd July 2026, and approved on behalf of the board by the Chair of Trustees on 11th July 2026

A black ink signature, appearing to read "S. Adshead", written in a cursive style.

Signed:

**Stephen Adshead
Chair of Trustees**

A blue ink signature, appearing to read "Alison Myers", written in a cursive style.

Signed:

**The Revd. Alison Myers
Warden**

Appendix A

Policy and Procedures for the Safeguarding of Children, Young People and Vulnerable Adults Declaration

for trustees, staff, volunteers and retreat leaders

Name :

Role at Launde Abbey:

I declare that I have read and understood the Launde Abbey Policy and Procedures for the Safeguarding of Children, Young People and Vulnerable Adults, and I agree to abide by these policy and procedures whilst a part of the Launde Abbey team.

Signed:

Date:

Please return one copy of this signed declaration to the Launde Abbey Safeguarding Co-ordinator.

Appendix B

Child Safeguarding Procedures

Declaration 2

*for the leaders from external organisations to Launde Abbey
organising children's or young people's groups or activities*

Contact details for the main leader of each children's or youth group:

Name of group/activity :

Leader's name :

Leader's address :

Leader's telephone :

Leader's email :

Date(s) of visit/activity :

Nature of visit/activity :

Number/age of under 18s :

Number of supervising adults :

I declare that I have received and accept the Launde Abbey Policy and Practices for the Safeguarding of Children, Young People and Vulnerable Adults. I confirm that I have provided Launde Abbey with a copy of our own safeguarding policy and practices and that they are consistent with the Launde Abbey policy and practices. I will provide a copy of these policy and practices to all supervising adults and ensure that they abide by them whilst at Launde Abbey.

Signed:

Date:

**Please return one copy of this signed declaration to the Launde Abbey Safeguarding Co-ordinator
before your activities commence.**

Appendix C – Noting the information contained in this appendix will be published on the Launde Abbey website, and the details will be reviewed annually.

Useful Contacts for Children and Adult Services in Leicester, Leicestershire, Rutland and Peterborough

For any concerns about the immediate safety of a child, young person or vulnerable adult
call 999 and ask for the police

Or Social Services – Leicestershire...

First Response Children's Duty Team if there are urgent concerns about a child who needs a social worker or police officer today:

Call 0116 305 0005 (24 hour phone line)

Adult Social Care

Telephone: 0116 305 0004

(Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)

Emergency Duty Team

Telephone: 0116 255 1606

(Evenings, weekends, Bank Holidays)

Or Social Services – Rutland...

Email: childrensreferrals@rutland.gov.uk

Call: 01572 758 407

Open: Monday to Thursday, 8.30am to 5pm and Friday, 8.30am to 4.30pm.

Outside of these hours, call: 0116 305 0005

For those aged 19 or under, **Childline** can help with any issue – [visit their website](#) to speak to someone online, or call 0800 1111 (9am to midnight).

Early help services – Multi-Agency Referral Form (MARF)

[Find out about early help services](#)

A professional can complete a Multi-Agency Referral Form (MARF), or contact can be made with earlyhelp@rutland.gov.uk or call 01572 758 493.

Or Peterborough Multi Agency Safeguarding Hub (all hours)...

Members of the public who are concerned about the welfare of a child should contact the Multi-Agency Safeguarding Hub Cambridgeshire – 0345 045 5203 Peterborough – 01733 864180 (Out of Hours)

P'boro/Cambs 01733 234724 For immediate action (risk of personal injury or loss of life) – call the Police on 999/112 (or 101 for non-emergencies)

Other useful contact numbers are:

Leicester Diocesan Safeguarding Team:

Diocesan Safeguarding Officer, Rachael Spiers

M: 0793 081 9279 T: 0116 261 5341 Rachael.Spiers@LeicesterCofE.org

Assistant Diocesan Safeguarding Officer, Peter Holloway

M: 07930 887984 T: 0116 2615241 Peter.Holloway@LeicesterCofE.org

Assistant Diocesan Safeguarding Officer, Susan Erett

M: 07308 769806 Susan.Erett@LeicesterCofE.org

Safeguarding Team Administrator, Ariel Baker

M: 07943 469685 Ariel.Baker@LeicesterCofE.org

Safeguarding Training Officer, Louise Warner

T: 0116 2615383 M: 0772 9628319 Louise.Warner@LeicesterCofE.org

Peterborough Diocesan Safeguarding Team:

Diocesan Safeguarding Officer

Victoria Kellett

victoria.kellett@peterborough-diocese.org.uk

Assistant Diocesan Safeguarding Officer

Pia Cammarata

Mobile: 07484 424379

pia.cammarata@peterborough-diocese.org.uk

Safeguarding Support Officer

Louisa McCabe

louisa.mccabe@peterborough-diocese.org.uk

Diocesan Safeguarding Training Officer

Eve Copeland

Mobile: 07484 424378

eve.copeland@peterborough-diocese.org.uk

If there are concerns for a child, young person or vulnerable adult who is not in immediate danger:

Rev'd Anna Walker or Graeme Ostah, Safeguarding Co-ordinators for Children, Young People and Vulnerable Adults are available to speak to guests, staff and volunteers and can be contacted 07455 875271 or 07768 374200 or email anna.walker@launde.org.uk or operations@launde.org.uk

If Anna or Graeme are not available please contact Rachael Spiers, the Leicester Diocesan Safeguarding Officer, above. More information about Leicester Diocesan safeguarding policies and provision can be found at: <https://www.leicester.anglican.org/safeguarding>

Appendix D

Launde Abbey Trustee, Staff and Volunteer Training Matrix

	Basic Awareness	Foundation	Leadership	Safer Recruitment & People Management	Domestic Abuse
Safeguarding Co-ordinator	✓	✓	✓	✓	✓
Warden	✓	✓	✓	✓	✓
Clergy	✓	✓	✓	✓	✓
Senior Staff	✓	✓		✓	✓
Reception	✓	✓			
Accounts	✓				
Business	✓	✓			
Housekeeping	✓				
Kitchen	✓				
Dining	✓				
Garden & Maintenance	✓				
Trustees	✓	✓			✓
Trustees involved in Recruitment	✓	✓		✓	✓