Llangasty Retreat House Trust

Safeguarding Policy (D1)

9.10.26

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Section 1: Details of the organisation

Name of Organisation: Llangasty Retreat House Trust

Address: Llangasty Retreat House, Llangasty, near Brecon, Powys. LD3 7PX

Tel No: 01874 658250

General Email address: enquiries@llangasty.com

Chair of Trustees: Name:

Chair of Trustees -Contact

Safeguarding Lead Name: Sheila Cotterill, Manager

Safeguarding Lead Contact Telephone 01874 658250 **Email**:enquiries@llangasty.com

Safeguarding Trustee Name the Ven Alan Jevons Email alanjevons@cinw.org.uk

Membership of Denomination: Church in Wales

Denomination / Organisation Safeguarding Lead (if applicable):Church in Wales

Contact Details for Denomination / Organisation Safeguarding Lead (if applicable):

Charity Number: 1060743

Regulators: Charity Commission for England and Wales

Insurance Company: Ecclesiastical Insurance Company (Public Liability) *check if other cover*

The following is a brief description of our place of organisation and the type of work / activities we undertake with children and adults with care and support needs:

Llangasty Retreat House offers day and residential retreats to adults and accepts retreat bookings from groups. It is expected groups will have their own Safeguarding Policy. Adult retreatants cover a very wide age span and not all care and support needs are easily visible or declared in advance. As the House has 2 ground floor bedrooms, it is somewhere which can be visited by people with impaired mobility. It is very unusual for children to stay but on very rare occasions they have accompanied their parents. Retreatants might live either side of the Welsh/English Border.

Llangasty Retreat House Trust recognises the need to safeguard adults who visit the Retreat House and guard against the possibility of any form of abuse against adults or children in circumstances that the Llangasty Retreat House Trust is made aware of. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of adults who visit the Retreat House. We rarely welcome children or young people but recognise that there may be instances when we are involved with the

indirect safeguarding of children and young people through our work with adults, including their family members.

The Board of Trustees will have overarching responsibility for safeguarding within the charity, including referring to the Charity Commission for England and Wales.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

-those who lead do so by example

- are committed to the safeguarding of all

-those that work or volunteer are safely recruited and trained for their roles

-there are accountability structures

-with a Volunteer Agreement-the values of the organisation are embedded in the day-to day actions and behaviours of its people

-and there is open communication

Section 2: Governance and leadership

Our commitments

At Llangasty Retreat House Trust, including all staff members, volunteers, and trustees;

• We commit to providing a safe physical, emotional and spiritual environment for everyone who engages with our services.

• We commit to ensuring that all staff members, volunteers and trustees have access to this policy and have agreed to follow it

. • We commit to respectful pastoral care for all adults with whom we work.

• We commit to the safeguarding of people who may be vulnerable, supporting their wellbeing.

• We commit to safer recruitment processes (including relevant safeguarding training) for all new and existing staff members, volunteers and Trustees.

• We commit to promote safe practice for those in positions of trust.

• We commit to promoting the inclusion and empowerment of people who may be vulnerable.

• We commit to informing all staff members, volunteers and trustees at Llangasty Retreat House about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and/or report abuse that we discover and/or suspect.

• We commit to providing all staff members, volunteers and trustees with clear instructions and Safeguarding information in respect of their role, adequate resources and support, and regular opportunities for review.

As a Board of Trustees we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Board of Trustees, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory

guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by **Thirtyone:eight** (Our Ten standards | Thirtyone:eight).

Governance

The Llangasty Retreat House Trust Board of Trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (IICSA The Governance Institute, 2017).

The Board of Trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

(England and Wales (Charity Commission) -Reporting Serious Incidents

How to report a serious incident in your charity -GOV.UK

This Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all.
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people.
- and there is open communication.

Section 3: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

For the purposes of this policy, a child will be referred to as someone under 18 years old,

An adult at risk of harm will be defined in this policy, in accordance with section 126(1) of the Social services and Well-being(Wales) Act 2014, as an adult who:-

-is experiencing or is at risk of abuse or neglect;

-has needs for care and support (whether or not the Authority is meeting any of those needs);

-and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

This policy is in line with the following legislation:

- Working together to Safeguard People vol 1-6 (2022)

- Social Services and Wellbeing (Wales) Act (2014)

-Safeguarding Vulnerable Groups Act (2006)

The Children Act (1989 and 2004)

-Mental Capacity Act (2005)

Working Together to Safeguard Children 2026

The Care Act 2014

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse are included in this policy.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A self-declaration form has been completed and the relevant Disclosure and Barring Service checks (i.e. DBS (England and Wales),) have been completed where necessary. The Leadership will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.
- Qualifications where relevant have been verified.
- A suitable training programme and induction is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, including volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. This training will meet the National Safeguarding Training, Learning and Development Standards of Social Care Wales Gofal Cymdeithasol Cymru. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines

As an organisation we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

- We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

- We will ensure people with whom we have contact know who to talk to if they have a Safeguarding concern, including external concerns or concerns about a Llangasty Retreat House team member. This will be done by:

- Making the Safeguarding policy available on our website with information about how to report a concern.

- Sharing Safeguarding information on the In-room Information Sheet.

- Verbally highlighting the Safeguarding information available on our website at introductions to the Retreat House and at any other appropriate time in the course of the Retreat House's work.

- We will always listen to and take seriously any adult who reports abuse, past or present. • We will take appropriate action when a Safeguarding concern is raised.

- Any Llangasty Retreat House staff and volunteers who have a direct pastoral support role (including Safeguarding Lead/ Safeguarding Trustee) will complete relevant safeguarding training.

-As far as is reasonable and appropriate, we will always seek to meet with vulnerable adults in public spaces to help protect both them and the Retreat House team member from Safeguarding accusations.

- This policy will be reviewed every 12 months as part of our on-going policy review.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in APPENDIX 3

Section 4: Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding (please see APPENDIX 5). It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. The procedures set out below must be followed. However, in an emergency and if someone is at immediate risk of harm, report it to the police by dialling 999. In any other situation, keep both a note of the concern and a note of the contact/conversation. It is strongly advised the worker or volunteer should use the Cause for Concern form, but that must not delay a report. The Cause for Concern Form is found at APPENDIX 6.

The worker or volunteer in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: Sheila Cotterill, Manager (hereafter the "Safeguarding Lead")

Tel: 01874 658250

Email: enquiries@llangasty.com

The above is nominated by the Board of Trustees to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: the Ven, Alan Jevons (hereafter the " Safeguarding Trustee")

Tel: 01874 658298

Email: alanjevons@cinw.org.uk

If the concerns implicate the Safeguarding Lead and the Safeguarding Trustee, then the report should be made in the first instance to:

Name: the Ven.Mark Clavier

Tel:07531 856943

Email: markclavier@cinw.org.uk

The worker or volunteer can also contact **Thirtyone:eight** to get further advice if required:
Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the Cause for Concern form and share this with the Safeguarding Lead /Safeguarding Trustee/ Chair of Trustees as soon as possible. Please see a copy of the Cause for Concern Form in the APPENDIX 5.

The Safeguarding Lead may first ring the **Thirtyone:eight** helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or Trustee responsible for Safeguarding who may need to liaise with the insurance company or the charity regulator i.e. Charity Commission for England and Wales, to report a serious incident/raise a concern.
- Local Authority Designated Officer – LADO (England and Wales) or Allegations Managerment Co-ordinator if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Safeguarding Trustee should not delay referral to the statutory services, the police, or taking advice from **Thirtyone:eight.**

The Leadership will support the Safeguarding Lead/ Safeguarding Trustee in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from **Thirtyone:eight**, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead/ Safeguarding Trustee is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Disclosures

Whilst conversations with a member of the Llangasty Retreat House Team would normally be held in confidence, where a disclosure is made that could cause a child or adult to be at risk of significant harm, then it is necessary to seek advice and guidance from the appropriate person and to keep a written record of any action taken.

Such situations will include.

- Past abuse as a child where the perpetrator still has contact with children or adults at risk of harm.
- A person who may have committed abuse or is fearful that they have the propensity to harm.
- A person currently experiencing abuse, witnessing it, or indirectly involved.
- A person who may view or download indecent images of children or extreme abuse.

In addition to this policy, confidential support for all staff and volunteers will be readily available to advise regarding risk and appropriate action.

In the instance of a disclosure, remember the 3 Rs:

Receive what is being disclosed without shock/disbelief/judgement.

Reassure them that it is right to share, and that it needs to be shared with appropriate people to safeguard those involved; and

Record the conversation, making detailed, accurate notes immediately after. Notes should be strictly only what was disclosed, not the hearer's own perceptions or assumptions.

Whilst you cannot investigate or probe when an individual discloses a safeguarding concern, you can ask clarifying questions, for example:

- Do you want to tell me more about that?
- Did you say someone was with you?
- Anything more you want to share with me about this?

For disclosures relating to situations external to Llangasty Retreat House: We recognise our responsibility to assess the risk, and where appropriate, respond to and report abuse.

For disclosures relating to situations directly involving Llangasty Retreat House staff or volunteers: We recognise our responsibility to always respond to and report allegations of abuse to the appropriate statutory agency, and cooperation with any investigation.

Detailed procedures where there is a concern about a child:

Llangasty Retreat House Trust does not ordinarily work with or accommodate children, however there may be instances when concern for a child is identified or reported.

Allegations of physical injury, neglect or emotional abuse:

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/ Safeguarding Trustee will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (Wales) (or **Thirtyone:eight**) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home..If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (Wales).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by **Thirtyone:eight** (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (Wales).

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Safeguarding Trustee will:

- Contact the Children's Social Care (Wales) for children and families and Police on 101. The appropriate local council may be found via Find your local Council-Gov.UK)
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact **Thirtyone:eight.**
- Seek and follow the advice given by **Thirtyone:eight** if for any reason they are unsure whether to contact Children's Social Care (Wales) and Police. **Thirtyone:eight** will confirm its advice in writing for future reference.

Allegations of financial abuse:

- In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- Contact Children's Social Care (Wales) to report the concerns and the Police.

Detailed procedures where there is a concern about an adult at risk:

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse should be reported using the Cause for Concern Form.

If there is concern about any of the above, Safeguarding Lead/Safeguarding Trustee will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (Wales) or the appropriate local authority (Find your local council-GOV.UK) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, **Thirtyone:eight** can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead/safeguarding Trustee will:

- Identify support services for the Survivor i.e., counselling or other pastoral support.
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead/Safeguarding Trustee, will:

- Make a referral to the Local Authority Designated Officer – LADO or Allegations Management Co-ordinator, whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
- Share information about the concern with the Police.

Allegations of abuse against a person who works with adults with care and support needs:

The Safeguarding Lead/Safeguarding Trustee will:

- Liaise with Adult Social Care (Wales) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS following the advice of Adult Social Services.
- Share information about the concern with the Police.
- The Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead /Safeguarding Trustee will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -Lado or Allegations Management Co-ordinator whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within the Llangasty Retreat House Trust, contact **Thirtyone:eight** and in discussion with them will consider appropriate action with regards to the scale of the concern.

Reporting and record-keeping

We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely. Even when no action is to be taken, a record must still be made.

Upon receiving a reported concern or observation, the Safeguarding Lead/ Safeguarding Trustee should review any previous records received concerning the same individual. If previous records exist, the Safeguarding Lead/ Safeguarding Trustee may judge that there is sufficient evidence to prompt action. This should be done according to the procedures outlined above. Alternatively, reported concerns or observations will be securely filed as part of an individual's record.

In any instance when social work and/ or statutory services are contacted, Llangasty Retreat House Trust has a duty to report this to the Charity Commission and to their insurance provider.

Section 6: Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation (e.g. by pastoral care teams, through counselling agencies).

Please see below the details for the individual responsible for arranging wellbeing support/pastoral care:

Name: the Safeguarding Trustee

Tel: 01874 658298

Email: alanjevons@cinw.org.uk

Many external agencies provide specialist support that Llangasty Retreat House Trust is unable to provide. Instead, Llangasty Retreat House Trust will always seek to signpost individuals to appropriate sources of support.

e.g**. NSPCC** https://www.nspcc.org.uk Helpline: 0808 800 5000 Help@nspcc.org.uk 18 & under helpline: 0800 1111

Mind https://www.mind.org.uk Support line: 0300 102 1234.

Samaritans https://www.samaritans.org Helpline: 116 123 Visit: 13 Bow Street, B1 1DW

Working with those who may pose a risk.

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually at the Annual General Meeting.

Signed by: Position:

Signed by: Position

Date:

A copy of this policy is also lodged with:

Swansea and Brecon Diocese and Llandaff Diocese.

APPENDIX 1:

Safeguarding statement

Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Organisation:

Llangasty Retreat House Trust

The following statement was agreed by the Trustees on 29th October 2026.

- This Llangasty Retreat House Trust is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard People (2022) Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and Social Services and Wellbeing (Wales) Act 2014 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the Police, should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Leads for this organisation.

Sheila Cotterill,, Safeguarding Lead

The Ven, Alan Jevons, Safeguarding Trustee

A copy of this Organisation's policy can be seen on the website and at the Retreat House.

Signed by leadership/organisation*

Signed

_____

_____

_____

Date 29th October, 2026

APPENDIX 2

Definitions of Abuse together with signs and indicators – children

Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others;
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **financial abuse** - this category will be less prevalent for a child but indicators could be:

  -not meeting their needs for care and support which are provided through direct payments; or

  - complaints that personal property is missing.

- **neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation (CSE)
- Child on child abuse
- Radicalisation
- Female genital mutilation
- Domestic abuse
- Bullying
- Modern slavery Children

Definitions of Abuse together with signs and indicators – adults

Types of harm

Physical abuse

Description:

- assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- rough handling -scalding and burning
- physical punishments
- inappropriate or unlawful use of restraint
- making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- involuntary isolation or confinement
- misuse of medication (e.g. over-sedation)
- forcible feeding or withholding food
- unauthorized restraint, restricting movement (e.g. tying someone to a chair)

Possible indicators:

- no explanation for injuries or inconsistency with the account of what happened
- injuries are inconsistent with the person's lifestyle
- bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- frequent injuries
- unexplained falls
- subdued or changed behaviour in the presence of a particular person
- signs of malnutrition
- failure to seek medical treatment or frequent changes of GP

Sexual abuse

Description:

- rape, attempted rape or sexual assault
- inappropriate touch anywhere
- non- consensual masturbation of either or both persons
- non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- any sexual activity that the person lacks the capacity to consent to
- inappropriate looking, sexual teasing or innuendo or sexual harassment
- sexual photography or forced use of pornography or witnessing of sexual acts
- indecent exposure

Possible indicators:

- bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- torn, stained or bloody underclothing
- bleeding, pain or itching in the genital area
- unusual difficulty in walking or sitting

- foreign bodies in genital or rectal openings
- infections, unexplained genital discharge, or sexually transmitted diseases
- pregnancy in a woman who is unable to consent to sexual intercourse
- the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- incontinence not related to any medical diagnosis
- self-harming
- poor concentration, withdrawal, sleep disturbance
- excessive fear/apprehension of, or withdrawal from, relationships
- fear of receiving help with personal care
- reluctance to be alone with a particular person

Psychological and emotional abuse

Description:

- enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- preventing someone from meeting their religious and cultural needs
- preventing the expression of choice and opinion
- failure to respect privacy
- preventing stimulation, meaningful occupation or activities
- intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- addressing a person in a patronising or infantilising way
- threats of harm or abandonment
- cyber bullying

Possible indicators:

- an air of silence when a particular person is present
- withdrawal or change in the psychological state of the person
- insomnia
- low self-esteem
- uncooperative and aggressive behaviour
- a change of appetite, weight loss/gain
- signs of distress: tearfulness, anger
- apparent false claims, by someone involved with the person, to attract unnecessary treatment

Domestic violence

Description:

- Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those who are or have been, intimate partners or family members regardless of gender or sexuality
- 'honour' -based violence, female genital mutilation and forced marriage
- coercive behaviour can include:
- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support exploitation of resources or money

- preventing the person from escaping abuse
- regulating everyday behaviour

Possible indicators:

- low self-esteem
- feeling that the abuse is their fault when it is not
- physical evidence of violence such as bruising, cuts, broken bones
- verbal abuse and humiliation in front of others
- fear of outside intervention
- damage to home or property
- isolation – not seeing friends and family
- limited access to money

Financial abuse

Description:

- theft of money or possessions
- fraud, scamming
- preventing a person from accessing their own money, benefits or assets
- employees taking a loan from a person using the service
- undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- arranging less care than is needed to save money to maximise inheritance
- denying assistance to manage/monitor financial affairs
- denying assistance to access benefits
- misuse of personal allowance in a care home
- misuse of benefits or direct payments in a family home
- someone moving into a person's home and living rent free without agreement or under duress
- false representation, using another person's bank account, cards or documents
- exploitation of a person's money or assets, e.g. unauthorised use of a car
- misuse of a power of attorney, deputy, appointeeship or other legal authority
- rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Possible indicators:

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle
- unexplained withdrawal of funds from accounts
- power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- the person allocated to manage financial affairs is evasive or uncooperative
- the family or others show unusual interest in the assets of the person
- signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- recent changes in deeds or title to property
- rent arrears and eviction notices
- a lack of clear financial accounts held by a care home or service

- failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house

Neglect

Description:

- failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- providing care in a way that the person dislikes
- failure to administer medication as prescribed
- refusal of access to visitors
- not taking account of individuals' cultural, religious or ethnic needs
- not taking account of educational, social and recreational needs
- ignoring or isolating the person
- preventing the person from making their own decisions
- preventing access to glasses, hearing aids, dentures, etc.
- failure to ensure privacy and dignity

Possible indicators:

- poor environment – dirty or unhygienic
- poor physical condition and/or personal hygiene
- pressure sores or ulcers
- malnutrition or unexplained weight loss
- untreated injuries and medical problems
- inconsistent or reluctant contact with medical and social care organisations
- accumulation of untaken medication
- uncharacteristic failure to engage in social interaction
- inappropriate or inadequate clothing

Other recognised forms of abuse include:

Self-neglect

Description:

- lack of self-care to an extent that it threatens personal health and safety
- neglecting to care for one's personal hygiene, health or surroundings
- inability to avoid self-harm
- failure to seek help or access services to meet health and social care needs
- inability or unwillingness to manage one's personal affairs

Possible indicators:

- very poor personal hygiene
- unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/or dehydration
- living in squalid or unsanitary conditions
- neglecting household maintenance

- hoarding
- collecting a large number of animals in inappropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury

Modern slavery

Description:

- human trafficking
- forced labour
- domestic servitude
- sexual exploitation, such as escort work, prostitution and pornography
- debt bondage – being forced to work to pay off debts that realistically they never will be able to

Possible indicators:

- signs of physical or emotional abuse
- appearing to be malnourished, unkempt or withdrawn
- isolation from the community, seeming under the control or influence of others
- living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- lack of personal effects or identification documents
- always wearing the same clothes
- avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- fear of law enforcers
- withholding identity documents e.g. passports

(from Gweithdrefnau Diogelu Cymru Wales Safeguarding Procedures)

Also recognised as forms of abuse are:-

Extremism and radicalisation

• Cuckooing

• Mate crime

• Hate crime

• Stalking/harassment

• Spiritual abuse

• Romance fraud

APPENDIX 3:

Code of Conduct for supporting children, young people and adults with care and support needs

[Name of group / organisation] behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Date:

APPENDIX 4:

Partnership Agreement for Safeguarding between Llangasty Retreat House and

……..
(organisation making a booking) .

The Llangasty Retreat House Trust accepts bookings of the Retreat House from organisations. These organisations are usually faith based.

1. The Trust provides the Retreat House, food and staffing (especially for preparing and serving food).
2. The Trust has published its Safeguarding Policy on the Retreat House website. The Policy refers to both Welsh and English legislation, regulations and guidance.
3. It is expected that every organisation which makes a booking at the Retreat House will have a Safeguarding Policy.
4. Each organisation will provide a copy of or a link to its Safeguarding Policy.
5. It is recognised that the Policy will often be specific to a denomination e.g. Church in Wales, United Reform Church or a wider organisation e.g. Mothers' Union.

…… ……..
Llangasty Retreat House Date

…… ……
Date

Partnership Agreement for Safeguarding

APPENDIX 5:

Cause for Concern Form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child/Adult's name (subject of concern):

Date of birth/age:

Child/Adult: Address:

Date & time of incident: Date & time (of writing):

Your Name (print):

Role/Job title:

Signature:

Other members of the household:

Record the following factually:

Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc.

(Please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)

How did the concern come to light?

What is the child/adult saying about what has happened?

Any other relevant information. Previous concerns etc. Date and time of discussion with Safeguarding Lead5:

Check to make sure your report is clear to someone else reading it.

Please pass this form to the Llangasty Retreat House Trust Safeguarding Lead without delay.

Email:

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body Llangasty Retreat House Trust is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within Working Together to Safeguard Children and Young People, 2018 and the Care Act, 2014. (Refer also to the Llangasty Retreat House Trust Safeguarding Policy).

2. Essential principles of recording the information received/disclosed/observed:

a. Remember: do not investigate or ask any leading questions.

b. make notes within the first one hour of receiving the disclosure or observing the incident.

c. be clear and factual in your recording of the incident or disclosure.

d. avoid giving your opinion or feelings on the matter.

e. aim to record using the 4 W's and 1 H: When, where, what, why and how

f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.

g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

3. **What constitutes a safeguarding concern?**

Any incident that has caused or likely to cause significant harm to a child or adult can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

4. **Why do you need information regarding 'other household members'?**

It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. **Why is the view of the child/adult significant?**

It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. **Passing information to the Safeguarding Lead**

Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within Llangasty Retreat House Trust and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SL:

Date:

Time completed:

From whom:

Any advice sought, if applicable

Date:

Time completed:

Source of advice: name/organisation:

Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity.

1: Initial Assessment of concern following advice2

Action taken with reasons recorded (e.g. *Referral completed, monitoring advice given to appropriate staff, CAF etc.)*

Date:

Time completed:

By whom:

Referral

To whom

Signposting to other community resources

Pastoral Care and other support from LRH

Ongoing Monitoring

Parent/carer informed?

YES:

Who spoken to:

Date: Time:

By whom:

NO:

Detail reason:

Any other relevant information

Name of Safeguarding Lead:

Signature:

OVERVIEW OF ACTIONS:

S.No.

Date:

Outcome (if known):

Service currently involved:

Ongoing support offered by C+ (this can include monitoring)- include dates.

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. **Importance of consent from parents/carer or adults (in the light of mental capacity**)

– With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2**. Initial assessment**

- Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?

3. **Overview of actions**

- Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

APPENDIX 6: Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us (Llangasty Retreat House Trust), and you

(ENTER VOLUNTEER NAME)

in relation to your voluntary work. This is used alongside the work outline for your voluntary role. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

Part 1. Llangasty Retreat House Trust

We, Llangasty Retreat House Trust, accept the voluntary service of (ENTER VOLUNTEER NAME).

Your role as a volunteer is to help continue the ongoing work and ministry of. Llangasty Retreat House Trust and to provide additional support to the staff and trustees of the organisation as needed.

We commit to the following:

1. Induction and training

- To provide thorough induction on the work of the Llangasty Retreat House Trust, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role.

- As part of your induction you will be made aware of the .Llangasty Retreat House Trust Volunteer Policy which provides full details of both your, and our responsibilities.

2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.

- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems

-To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

-To reimburse the following expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the Volunteer Policy:

- Any out-of-pocket expenses in relation to your work if agreed in advance by your supervising member of staff and upon production of receipt.

- (add other expenses relative to the Volunteer Role)

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

7. Problems

. To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.

- In the event of an unresolved problem, to offer an opportunity to discuss the issues with a member of the Board of Trustees.

Part 2 The Volunteer

I, (ENTER VOLUNTEER NAME), agree to be a volunteer with Llangasty Retreat House Trust and commit to the following:

1. To help .Llangasty Retreat House Trust fulfil its vision and purpose through the delivery of strategy.

2. To perform my volunteering role to the best of my ability.

3. To adhere to the organisation's rules, policies, procedures and standards, including health and safety procedures.

4. To maintain the confidential information of the organisation and of its clients, in line with the charity's Confidentiality and Data Protection Policies

5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.

My agreed voluntary time commitment is to be reviewed annually on or before 31st December.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to: (ENTER VOLUNTEER NAME)

……..... Volunteer signature Date:

(ENTER STAFF NAME)

……..... On behalf of Llangasty Retreat House Trust

Date:

Policy created using the Thirtyone:eight Model Safeguarding Template.

(needs to be applied to footer on every page)

. Powys County Council is the appropriate local authority and referrals may be made by email (csfrontdoor@powys.gov.uk) or, during office hours, using the Powys County Council online reporting from or calling 01597 827666. The out of office hours contact telephone number is 0345 0544847.