

SAFEGUARDING POLICY

Last Reviewed:	January 2026
Review Period:	Annual

Raising a Concern – Key Contacts

We encourage and welcome anyone raising a concern if they see or feel something related to St Luke's isn't right. These concerns may come from our staff, beneficiaries, volunteers, partners or members of the public.

You can raise your concern with either:

Jacqueline Ede

Director of Wellbeing and
Safeguarding Lead

Jacqueline.ede@stlukesforclergy.org.uk

OR

Tim Ling,
CEO

Tim.ling@stlukesforclergy.org.uk

If your concern relates to either of these people, or you feel unable to approach them, you should raise your concern with Tim Thornton, the Lead Trustee for Safeguarding via safeguardingtrustee@stlukesforclergy.org.uk

However, if a child or adult is in immediate danger, please contact the relevant emergency service where it is safe and appropriate to do so.

Report a safeguarding issue

If you need to report a safeguarding issue to St Luke's, you can do so by contacting the Safeguarding Lead or completing the [safeguarding report form](#).

Safeguarding Lead:

Jacqueline.ede@stlukesforclergy.org.uk

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1. St Luke's Purpose and Values

St Luke's for Clergy Wellbeing (St Luke's) aims to help clergy flourish in their ministry, in turn, developing healthy churches that enable communities to be transformed.

To realise our vision, our work is focussed across three core areas:

- Preventive – proactive, creative initiatives to enhance clergy wellbeing, reduce stress and build psychological health.
- Restorative – one-to-one treatment and care for individual clergy and their families.
- Advocacy – promoting clergy wellbeing and sharing learning between dioceses to foster best practice in clergy wellbeing.

Our work is delivered by a dedicated team of paid staff, and contractors, underpinned by our four values:

Collaboration – Integrity – Creativity – Compassion

These values shape how we engage with our beneficiaries, support one another and pursue our mission – to be the Church's independent evidence-based wellbeing advocate, building communities of practice whilst caring for those broken in ministry.

We endeavour to live out our values in all that we do.

2. Safeguarding Commitment

As an organisation concerned with Christian principles and ministry, the belief that human beings are made in the image of God and we should use our power, skills and resources for good is at the heart of our safeguarding commitment.

We are committed to:

- Developing a culture of awareness of safeguarding to help protect everyone.
- Ensuring everyone working for and with St Luke's understands their responsibility to keep people safe.
- Preventing harm and reducing risk of abuse.
- Ensuring that any behaviour of any individual who may pose a risk to children and adults is managed appropriately so that all are protected.
- Recruiting staff, contractors and volunteers carefully to minimise risks.

- Providing appropriate training to those who work for us and with us so that they can keep people safe.
- Complying with UK legislation and guidance relating to safeguarding of children and adults.
- Working collaboratively with statutory and non-statutory agencies to safeguard those at risk.
- Implementing this policy consistently and reviewing our practice.

3. Policy Scope

This policy applies to all St Luke's staff, trustees, volunteers, contractors and representatives.

4. Legal Basis and Guidance

This safeguarding policy is based on the following areas of relevant law and guidance:

- Care Act 2014
- Children's Act (2004)
- Children and Young Persons Act (2008)
- Safeguarding Vulnerable Groups Act (2006)
- Equality Act 2010

5. Safeguarding responsibilities

Everyone within or representing St Luke's has a personal responsibility to create a safe environment free from abuse and harassment and to report any concerns they have or are reported to them.

There are some individuals within St Luke's who have specific safeguarding responsibilities. These are:

Trustees	The Trustees are responsible for proactively safeguarding and promoting the welfare of the charity's beneficiaries. They are responsible for reviewing this policy regularly and reporting serious incidents to the Charity Commission, or delegating this to the CEO
CEO:	The CEO will ensure that safeguarding is central to St Luke's activities. They will lead and champion a culture of integrity, transparency and accountability

Safeguarding Lead	The Safeguarding Lead is responsible for developing our safeguarding practice and taking appropriate action when abuse is disclosed, discovered or alleged.
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Any of the individuals with a specific responsibility for safeguarding as described within this document who is involved in a safeguarding case as the alleged perpetrator or alleged victim will not fulfil their safeguarding responsibility in relation to that case. The decision about who to replace them will be made by the CEO or the Chair of Trustees.

6. St Luke's work with adults at risk

St Luke's beneficiaries include:

- Serving and retired clergy of the Anglican Communion and churches in full communion with it
- Families of clergy – spouses or civil partners, widows and widowers
- Ordinands
- Deaconesses, Church Army officers, and full-time stipendiary lay workers licensed by a bishop
- Anglican missionaries, monks and nuns

We recognise that while the above groups of adults may not normally be categorised as at risk ([see Appendix 1 for definition of adults at risk](#)), under the legal definition, they could still be in a vulnerable situation and require safeguarding support.

We do not typically carry out work which is regarded as [regulated activity](#) with the beneficiaries accessing our services e.g. personal care or health care activities.

7. St Luke's work with children, and/ or young people

Children/young people are not able to refer themselves for our services therefore we do not work directly with children or young people.

However, a parent or responsible adult of a child may refer the child.

[See appendix 1 for definition of child.](#)

8. Our Service Providers

Whilst St Luke's doesn't work directly with adults at risk or children and young people, we do refer our beneficiaries onto services or individuals who do work with them directly.

As part of our commitment to safeguarding we seek to do due diligence by ensuring the following:

- A written agreement is in place between St Luke's and the Service Provider setting out expectations including the necessity of following relevant, named professional standards.
- There is appropriate and valid insurance in place, with records of cover expiry dates held and requests for updated evidence routinely sent.
- Copies of qualifications for pastoral supervisors and reflective practice group facilitators are requested and checked.

St Luke's works closely with the Anglican Church including the Church of England, Church in Wales and the Scottish Episcopal Church. Where required we will work collaboratively with these institutions in relation to the safeguarding practice of our wellbeing programmes in the relevant Diocese and Provinces. However, we are independent from them.

9. Safer Recruitment

We are committed to following safer recruitment processes for the recruitment of our paid employee positions as a way of keeping people safe. This means we will:

- Have responsibilities for paid roles set out in a written job description.
- Follow the Disclosure and Barring Service (DBS) guidance for assessing whether roles require a DBS check and at what level.
- Make it clear where a role does require a DBS check, that the appointment will be subject to the check.
- Recruit for paid roles using an application form, which will provide details of two references.
- Have at least two people on the panel for interviewing.
- Ensure references for appointed candidates are satisfactory before them starting work.
- All staff complete an induction and successful probationary period.
- Renew DBS checks every three years.
- Ensure staff receive regular and relevant safeguarding training depending on their level of responsibility,

10. Safeguarding Training

All our staff complete basic safeguarding training during their probation period. This will cover as a minimum understanding the importance of safeguarding, recognising and responding to disclosures and reporting and recording concerns. All staff are required to read and familiarise themselves with this policy as part of their induction.

Those with designated safeguarding responsibilities, or in a role requiring a police check, will receive training at an advanced level which will cover as a minimum in addition to the above: key safeguarding legislation, responding to concerns and reports and ensuring organisational compliance.

Given the Christian ethos of St Luke's, and our desire to ensure we create a safe culture, the CEO will receive safeguarding training which covers in addition to the above, the role of leaders in creating healthy cultures in a faith-based setting.

All our trustees complete basic safeguarding training, every three years. At least two trustees, including the Lead Trustee for safeguarding, receive a higher level of safeguarding training, which where possible will include the Church of England Leadership or Senior Leadership training as this incorporates culture and leadership responsibility.

Training will be provided by approved or accredited organisations and renewed every three years, or sooner if key legislation changes or develops.

11. Managing Concerns (Procedure)

Please also look at our [procedure flowchart](#) at the end of this policy.

11.1 Receiving Concerns or Disclosures

Under no circumstances should an individual carry out their own investigation into an allegation or concern of abuse.

If a safeguarding concern or disclosure is made to you, you should follow the below steps:

- 1. Recognise** that abuse may be taking place. Listen to the individual.
- 2. Responsibility.** It is your responsibility to listen and report. Do not promise confidentiality, or that you will keep the information a secret. Instead listen to what is being said and explain you need to pass the information on to people who have responsibility for responding to disclosures.
- 3. Record** in writing the information you have received when it is appropriate to do so.

- 4. Report** the concern to the Safeguarding Lead, or if it relates to the Safeguarding Lead, to the CEO. If it reports to both individuals, to the Chair of Trustees, or Lead Trustee for Safeguarding. The individual receiving the report will then **Refer** the concern to external agencies and seek advice/guidance on next steps.

You should not share the information related to the concern or disclosure, with anyone else other than those named in this policy.

If you believe someone is in immediate danger, and it is safe and appropriate to do so, you should call the Police on 999. After you have done this, you should follow steps 2 to 4.

11.2 Reporting Concerns

Under no circumstances should an individual carry out their own investigation into an allegation or concern of abuse.

If you have a safeguarding concern, you should report the concern to the safeguarding Lead, or if it relates to the Safeguarding Lead, to the CEO. If it reports to both individuals, you should take the matter to the Lead Trustee for safeguarding.

If you believe someone is in immediate danger, and it is safe and appropriate to do so, you should call the Police on 999.

You should report the concern using the safeguarding report form below, or direct to the Safeguarding Lead in person, via phone or on email.

11.3 Responding to Concerns – actions of the Safeguarding Lead

All concerns will be taken seriously.

Once the Safeguarding Lead is made aware of a concern, they will take external safeguarding advice. This advice will be followed, unless a decision to do otherwise is made by the Lead or the CEO. Where the Lead and CEO disagree on what action to take a trustee will be briefed and included in any decision making. A record of decision making in writing must be retained.

In all cases, consideration will be given as to whether a referral to the DBS and/or the Charity Commission is required, as well as the charity's insurers. This matter will be reviewed regularly considering any new information related to the case.

If the Safeguarding Lead is advised to do so, they will make referrals to the appropriate statutory services without delay, and always within 24 hours. Depending on the advice, and context, a referral may be made to the police, social

service, or the Local Authority Designated Officer (LADO), or equivalent in the UK nations other than England.

The advice of the statutory agency must always be followed, and St Luke's will not investigate the matter of concern unless asked to do so by the appropriate statutory agency.

The Safeguarding Lead will liaise with the statutory agencies about the timing of any internal investigations and implementation of St Luke's disciplinary procedures, such as suspension.

11.4 Internal Investigations

Once a concern which has been referred to the statutory agency has been completed, an internal investigation may be necessary to take place.

Where the individual of concern is an employee, the investigation may take place under the disciplinary process. In these circumstances, the Safeguarding Lead with the CEO, if neither are involved, must consider whether it is appropriate to suspend the person against whom allegations have been made.

Investigations will be carried out by an appropriate individual within the Chairty or may be undertaken by someone independent to St Luke's. The investigator should be someone with experience of undertaking investigations of a safeguarding nature, or similar, or must have training to be able to do so.

11.5 Support

St Luke's is committed to offering pastoral care, whilst also working with statutory agencies as appropriate.

We will offer support to all parties known to us who are involved in a safeguarding case. This will include the alleged victim(s), the alleged perpetrator(s), and where necessary the individual(s) reporting the allegation. We will discuss with the individuals what support is most appropriate for them, and where possible a designated person will be appointed to provide support who is appropriately trained and resourced to do so and does not have any other formal involvement with the case.

In cases where statutory services are involved, this will be done in collaboration with them as to decide what the most appropriate support is.

In some circumstances, support may be needed later as well immediately. St Luke's will consider providing longer-term support and signposting to services in this situation.

A list of organisations offering support is provided at the end of this policy.

11.6 Confidentiality

All information relating to safeguarding concerns will be managed in a confidential and sensitive way.

This must not prevent or delay relevant information about abuse or concerns being shared with the Safeguarding Lead when following the procedures to safeguard a child or adult at risk of harm.

12. Data Protection

The requirement to keep data confidential will be adhered to in all safeguarding matters and personal data will be shared only when there are legitimate grounds for doing so.

Full and accurate records will be maintained during the undertaking of a case. These records will be stored electronically within the safeguarding folder. Access to this folder is limited to employees who have a specific responsibility for safeguarding.

All safeguarding records will be kept in line with our data retention policy,

13. Complaints

If you are not satisfied with how our policy has been put into practice you can contact the CEO, or a Trustee.

Employees of St Luke's are encouraged to use the charity's whistleblowing procedure to raise concerns about any form of illegality, injustice or breach of health and safety which has occurred or is likely to occur. Full details are contained within the Staff Handbook.

14. Related Policies

- Disciplinary
- Whistleblowing
- Data Protection
- Anti Bullying and Harassment

15. Review of Policy and Procedure

This policy will be reviewed on an annual basis by the Safeguarding Lead, or when there are changes in legislation, guidance, external requirements or changes in working practice.

The policy will be signed off by the CEO and the Trustees.

Appendices

Appendix 1: Definitions

Child:

In England, Northern Ireland and Wales, a child is someone who has not yet reached their 18th birthday. Once they turn 18, they are legally an adult.

In Scotland, the definition of a 'child' varies according to the legal circumstances. Part 1 of the National guidance for child protection in Scotland explains that a child is generally defined as someone under the age of 18. But in some child protection contexts, including children's hearings and child protection orders, a child is someone who is under 16.

Despite the differences pertaining in Scotland, St Luke's defines children as those being under the age of 18.

Adults at Risk:

An adult at risk is¹:

- An adult aged 18 or over
- With care and support needs (whether or not the local authority is meeting them)
- At risk of, or experiencing, abuse or neglect related to those needs
- Unable to protect themselves from that abuse or neglect

An adult at risk of abuse may:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

Regulated Activity:

Regulated activity refers to certain roles that involve working with children or adults at risk, such as teaching and providing care. Regulated activity is work that a barred person must not do.

¹ <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-and-procedures-you-need-to-have>

Regulated activity (children):

Regulated activities relating to children are split into two groups: work activities and places of work.

We follow the government guidance in relation to regulated activities with children:

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children>

Regulated activity (adults):

We follow the government guidance in relation to regulated activities with adults:

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-adults-in-england-and-wales>

Appendix 2: Types of Abuse and Neglect

Children:

We follow the NSPCC guidance in relation to types of abuse and neglect of children, which can be accessed here: <https://learning.nspcc.org.uk/child-abuse-and-neglect>

Adults at risk:

We follow the Age UK guidance in relation to what abuse is in adults: <https://www.ageuk.org.uk/information-advice/health-wellbeing/relationships-family/protection-from-abuse/>

Appendix 3: Safeguarding and Victim Support Services

In an emergency, contact the Police on 999. For non-urgent cases call 101.

	Association of Christian Counsellors (ACC) We hold a national register of counsellors who are Christian. Our register is accredited by the Professional Standards Authority (PSA) under its Accredited Registers programme. Website: https://www.acc-uk.org
	Minister and Clergy Sexual Abuse Service MACSAS supports women and men who have been sexually abused, as children or adults, by ministers, clergy or others under the guise of the Church. Free Helpline: 08008 01 03 40 Wednesdays 7pm to 9:30pm Saturdays 9am to 11:30am Website: https://www.macsas.org.uk
	National Association for People Abused in Childhood NAPAC (the National Association for People Abused in Childhood) offers support to adult survivors of all types of childhood abuse, including physical, sexual, emotional abuse or neglect. Call our free, confidential support line: 0808 801 0331 Monday to Thursday: 10 AM – 9 PM Friday: 10 AM – 6 PM Saturday and Sunday: Closed Website: https://napac.org.uk
	NSPCC We're the UK's leading children's charity. We've been working to stop child abuse and neglect for over 140 years. We're the only UK children's charity with statutory powers, which means we can take action to safeguard children at risk of abuse. If you have concerns about a child, you can contact Helpline by calling 0808 800 5000 emailing help@NSPCC.org.uk Website: https://www.nspcc.org.uk

Restored	Restored Restored is a Christian charity with a vision of a world where women live free from the fear of violence. https://www.restored-uk.org
	Safe Spaces Safe Spaces is a free and independent support service, providing a confidential, personal, and safe space for anyone who has been abused by someone in the Church or as a result of their relationship with the Church of England, the Catholic Church in England and Wales or the Church in Wales. Safe Spaces Helpline: 0300 303 1056 Monday to Friday: 09:00-21:00 Saturdays: 09:00-13:00 Sundays: 13:00-17:00 Safe Spaces is delivered by – First Light Website: https://safespacesenglandandwales.org.uk
SAMARITANS	Samaritans If you need someone to talk to, we listen. We won't judge or tell you what to do. Call: 116 123 Email: jo@samaritans.org Website: https://www.samaritans.org/how-we-can-help/contact-samaritan/
	The Survivors Trust a national membership organisation supporting specialist rape and sexual abuse services in the voluntary sector. Helpline: 0808 801 0818 Website: https://thesurvivorstrust.org



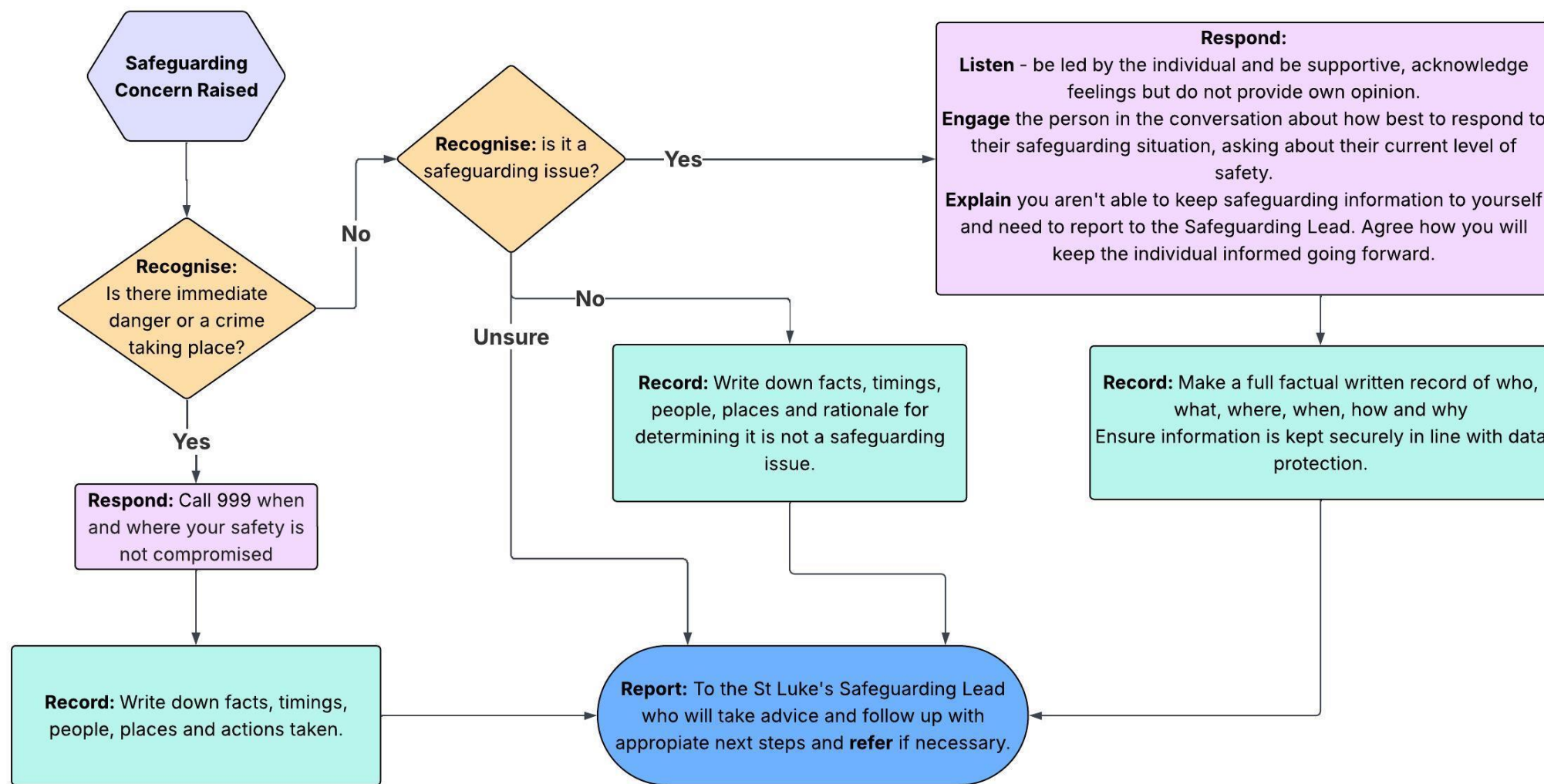
Victim Support is here to help anyone affected by crime.

Because we're an independent charity, you can talk to us whether or not you've reported the crime to the police.

<https://www.victimsupport.org.uk/help-and-support/get-help/>

Safeguarding Procedure

This procedure follows both the six principles of safeguarding, as outlined in St Luke's Safeguarding Policy, and the five R's framework of good practice: recognise, respond, record, report and refer.



Appendix 5: Safeguarding Report Form

This form should be used for reporting any safeguarding incidents or concerns related to St Luke's personnel or activities. It should, wherever possible, be completed by the person who has been disclosed to, witnessed the incident or was most directly involved.

Please copy the sections below into a new document, to save and send to us. Any documents saved and shared should be done so confidentially in line with GDPR.

Name of person submitting this report:	
Date form completed:	
Details of child, young person or adult at risk	
Name:	
Address:	
Contact Number:	
Gender:	
Date of Birth:	
Any further information	
Parents/ Carers Details	
Name	
Address	
Contact Number	
Contact Email	
Has the parent/carers been notified of the incident?	Yes No
If yes, please provide details:	

INCIDENT DETAILS

Date of the incident:	
Time of the incident:	
Location of the incident:	
Please describe the incident or concern. Where possible, try and include: - who was involved - what happened - how it happened - any injuries sustained - any behaviour witnessed	
Details of any actions taken	
Details of any witnesses	Name: Address: Contact Number

FURTHER INFORMATION

Please provide any further relevant information below

SAFEGUARDING LEAD TO COMPLETE

Case number assigned:	
Date form received by SL:	
Details of actions taken:	