

Quarr Abbey
Community of Benedictine Monks of the Solesmes Congregation
Ryde, Isle of Wight, PO33 4ES
SAFEGUARDING POLICY

1.- Policy Overview

Quarr Abbey is committed to safeguarding all children and adults.

For Quarr Abbey, this commitment directly relates to the fact that we are all made in the image of God and the Catholic Church's common belief in the preciousness, dignity and uniqueness of every human life. We start from the principle that each person has a right to expect respect, love, protection and encouragement.

Following on the safeguarding reviews in 2020, we are committed to the One Church Approach to safeguarding by implementing the changes needed and ensuring we respond to victims/survivors promptly and compassionately.

This policy also draws on the directions given by the Solesmes Congregation during its latest General Chapter and expressed in the document: *Protocole sur la Protection des Mineurs et des Personnes Vulnérables dans les monastères de moines de la Congrégation de Solesmes* (approved by the General Chapter on 4th May 2023).

2.- Scope

2.1.- This policy and procedure applies to all workers within Quarr Abbey – religious, lay people, volunteers and members of staff – regardless of their role or the activities they undertake.

2.2.- It is the responsibility of all at Quarr to prevent abuse, committed whether by action or by omission. Abuse in this policy refers to: physical, sexual, emotional, spiritual, neglect, self-neglect, organisational, material, psychological, financial, domestic, or verbal. Additionally, behaviour which effectively results in modern day slavery or where there is evidence of discrimination or radicalisation, needs to be recognised and addressed as a safeguarding issue, in accordance with the procedures outlined in Section 6.

3.- Training

3.1- All Quarr Abbey members will undergo Safeguarding Training in relation to both Children and Adults, as well as any other training relevant to their role. Listed below are the minimum standards for training in each role:

- Abbot: RLG Leader Training
- Safeguarding Lead: Safeguarding Lead Training
- Board Members: Trustees Training
- Community members who work with public: Advance Safeguarding Training
- Community members who do not work with public: Basic Safeguarding Training

3.2- Quarr Abbey members and Board members will undertake regular refresher training.

4.- Roles and Responsibilities

4.1- The Board of Trustees

The Board has a duty to maintain appropriate governance and oversight of Safeguarding in line with this policy and national guidelines. Certain functions of the Board will be delegated to staff members, as indicated below.

4.2- The Abbot

The Abbot is responsible for ensuring appropriate policy, procedures and best practice are in place for the effective delivery of safeguarding, including any related to due diligence checks. Certain functions of the Abbot will be delegated to members of the Religious Community or the Staff, as indicated below.

4.3- The Safeguarding Lead

The Safeguarding Lead has direct oversight of Quarr Abbey safeguarding policy and guidance, including management and oversight of documentation, case progression/management and the secure, legally compliant storage of safeguarding reports and related material as well as oversight of the relationship with and input of the RLSS.

4.3.1- The Safeguarding Lead may delegate some of this responsibility to the RLSS by passing the case to them but will remain as key contact for the case duration unless another individual is identified to assume case responsibility.

4.4- All other Roles

All have an obligation to ensure they know how to respond to safeguarding concerns by being familiar with the content of this policy and the procedure contained within it and any other associated policies and procedures.

4.5- General

Everyone involved in the work of Quarr Abbey has a duty to disclose to the Abbot or the Safeguarding Lead any safeguarding concerns that have been raised about them.

5. Practice Guidance

5.1- Action must be taken if a concern is raised that a child or adult is suffering or is likely to be suffering from significant harm. This includes, but is not limited to:

- Someone who is at serious risk of harm for self or others
- Someone who poses a serious risk of harm to someone else
- A concern about a child or vulnerable adult at risk of harm from someone else
- Concerns over someone's mental capacity

5.2- Action must also be taken in line with the Church's mandatory reporting policy. This means that action must be taken if there are reasonable grounds to suspect or believe that someone who holds any type of role within the Church is going to or has committed a crime, is going to or has caused harm, poses a risk or is otherwise unsuitable to work in a public facing role.

6.- Procedure

6.1- If Quarr Abbey becomes aware of a safeguarding issue, they should contact the RLSS Safeguarding Team and pass the concern and all associated records to them immediately. They should ensure that the person who made the Abbey aware of the issue knows that we are doing this.

6.1.1 The RLSS or the Safeguarding Lead who has casework responsibility should

- Ensure the victim/survivor or individual has been informed of the next steps
- Explain what will happen, given them options if possible and an indicative timescale
- Contact any relevant bodies
- Complete the safeguarding paperwork and ensure appropriate record keeping of all communications including phone calls, meetings and discussions in relation the case is recorded
- Inform the Abbot of the new safeguarding referral
- All referrals/reports outside of the RLSS should be made within 24 hours of receiving the information, unless there are exceptional circumstances to postpone making this referral/report
- The decision to delay a referral/report must be authorised by the Abbot

6.2- The RLSS will make recommendation about when to report to safeguarding bodies or external agencies based on risk and need, and the national policy guidance supplied by the CSSA.

6.3- Safeguarding bodies (not exhaustive)

- Internal Safeguarding Structures within the Catholic Church
- Local Authority Safeguarding team – Adults
- Local Authority Safeguarding team – Children
- Police 999
- Police 101
- GP
- Crisis Team
- RLSS Out of Hours Team
- Community Psychiatric Nurse
- Charity Commission
- CSSA
- Local Safeguarding Commission
- Local Safeguarding Designated Office (LADO)
- NSPCC
- DBS

7.- Whistleblowing

7.1- Quarr Abbey will encourage and enable anyone with a serious concern to raise the concern without fear of victimisation or disadvantage.

7.1.1- If that concern is in regard to malpractice, illegal acts, or omissions at Quarr Abbey or other religious institution relating safeguarding, then the RLSS should be made aware.

7.2- The action taken by the RLSS will depend on the nature of the concern referred. However, an investigation will be undertaken, if appropriate, followed by appropriate action and written feedback will be provided, including a rationale documenting the reasons why identified actions have been taken. This can be delegated to RLSS.

8.- Recording and Storage of Safeguarding Concerns and Case Files

8.1- Primary responsibility for the management of documents and safeguarding case files sits with the Safeguarding Lead who will ensure an accurate, auditable and secure record of any safeguarding concern or allegation referred to Quarr Abbey is maintained.

8.1.1- This record will include:

- Relevant contact details
- Details of how/when the concern or allegation was received
- Details of the concern itself
- Relevant historical information
- Identified past and present risk factors
- Any actions or investigation undertaken including those by Quarr Abbey or RLSS and from statutory agencies
- Rationale for actions and outcome of case.

8.2- All records are potential evidence in a criminal trial civil case or statutory/public inquiry and must be stored in a safe and retrievable format with an auditable record of provenance and integrity.

9.- Safer Recruitment Practice Guidance

9.1- Quarr Abbey will ensure that staff are subject to the appropriate Disclosure and Barring Service (DBS) checks (including enhanced DBS) in line with both statutory and Catholic Church requirements.

9.2- Appointments will be based on the person's experience, skills and ability to meet the set criteria and job specification of the specific job. It is essential to ensure that all documentation relating to the applicant is stored in a secure place and remains confidential.

9.3- Appoint to a role will not be confirmed until a satisfactory DBS disclosure check has been received and previous employment references confirmed as being acceptable.

9.4- On appointment, all new employees should be provided with and sign to say they understand all relevant policy and procedures, including a copy of this document and their responsibilities within it highlighted.

9.5- All persons seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

10.- Policy Review

This policy is approved by Quarr Abbey Board and will be subject to an initial review in September 2025 and then annually or sooner, where there is a significant change or need.