

# **St Cassian's Retreat Centre**

## **Kintbury**

**St Cassian's is a safe and welcoming place for young people,  
where they can take time to reflect on their lives,  
with Christ as their Guide  
and St John Baptist de La Salle as their inspiration.**



## **Safeguarding Guidelines**

Revised: December 2019

The Trustees, Managers and Staff and all others working at St Cassian's are fully committed to protecting children, young people and vulnerable adults from physical, emotional and sexual abuse and from neglect. They will promote a safe environment for them.

This commitment is based in the dignity and uniqueness of every human person and in the belief that each one of us is made in the image of God. Each young person has the right to expect the highest level of care, protection, love, encouragement and respect.

**Introduction**

It is the responsibility of the Trustees, Management Committee, Director, Retreat Team, Brothers, Volunteer Team, Support Staff and all working in whatever capacity at St Cassian's Centre to ensure that the children and young people who use the Centre are safe from any harm.

It is the responsibility of the Director and Retreat Team to safeguard the adults and young adults who work with the children and young people using the service.

It is the responsibility of the Director, all employed staff and voluntary workers to safeguard the children and young people with whom they come into contact at the Centre.

The Director of St Cassian's and all who live and work there, are committed to the safeguarding guidelines set out in the Trustees' booklet "Safeguarding Guidelines for Lasallians". This booklet is updated annually.

The purpose of this policy is to explain how the Guidelines are applied to the work and activities of the Centre.

**Code of Practice**

- Any group of young people visiting the Centre must be accompanied by responsible adults of the same gender as the visiting group.
- LEA guidance on the ratio of staff/leaders to children or young people should be followed. The general rule of thumb given by the DFE is that for every ten or part of ten children or young people, there should be one adult.
- All those working with children and young people should be aware of potential risks in a situation which could lead to difficulties and/or embarrassment, accusations or temptations. For example:
  - Members of the volunteer team and/or employed staff will always travel in pairs when their presence is required in and around the sleeping quarters of a residential group and the young people are known to be present on residential corridors. The request for the presence of staff or volunteers should always be initiated by an adult accompanying the group.

- Under no circumstances will one adult (staff or volunteer) and one child or young person be together in private (for example in a one-to-one situation), driving someone in a car or during activities.
- Any form of physical contact between an adult and a child or young person should be at the instigation of the child or young person only. Whilst each situation will be unique, all forms of physical contact must be appropriate to the situation and carry no element of risk to the safety and welfare of either party.
- Employed staff and volunteers need to remember that good practice is in place to protect themselves as well as the child or young person.
- All children and young people should feel free to talk to parents, leaders, employed staff or volunteers if they have any concerns.
- If a child or young person discloses abuse or if an employed staff member or volunteer is observed behaving inappropriately, the prescribed procedure should be followed. **(See the ‘How to Deal ...’ section below.)**
- Safe recruitment requires that each member of staff or volunteer completes an application form, is interviewed, has at least one reference taken up (in the case of those who have direct contact with the children and young people this should be from a person who has experience of the applicant working with children and young people), and is appointed only after an Enhanced DBS Disclosure is received. Confirmation of employment or volunteering position is only given on successful completion of a probationary period. The DBS Disclosure will only be taken up if the post fulfils the Enhanced DBS process criteria.
- It is a requirement that adults leading visiting groups have DBS Disclosure at enhanced level.
- Adequate insurance cover is always held for activities at St Cassian’s.
- For particular service-led activities, an appropriate consent form has been received.
- First Aid kits are held on the premises and regularly and frequently checked.

*These Guidelines will be reviewed every year and each member of employed staff and volunteer team is made aware of the code of practice and guidelines. Training in Safeguarding of children and young people is given to all staff, including the Volunteer Team.*

## **House Rules**

1. All young people and accompanying teachers staying overnight at St Cassian’s are accommodated in single, double or, very occasionally, triple bedrooms, almost always situated in the “Wings” area of the Centre. Male and female visitors have separate accommodation.
2. The ‘Orchard Room’ can be used for accommodation should the visiting group require it. In these circumstances the young people using this room will be informed of where the nearest adult room is should they require attention during the night. Although there is a lock, Fire regulations do not permit the room to be locked. This ban applies to all bedrooms.
3. No member of the St Cassian’s team or domestic staff may enter this accommodation except in an emergency, under the direction of the Coordinator of the Retreat and in the company of appropriate staff from the relevant school, or another member of St Cassian’s staff.
4. At no time should young people visiting St Cassian’s be invited into the private areas of the house without the express permission of the Director.

5. Visitors to the Centre will be allowed to pass through the 'Private' signs to reach the nearest exit if the fire alarm is sounding.

### **What is Expected from Visitors and Users of the Centre**

1. Schools that book retreats at St Cassian's should ensure adequate and competent staffing. Two free staff places are granted for twelve young people. If female visitors are involved, then at least one of the accompanying staff must be female.
2. The accompanying members of staff are ultimately responsible for the safeguarding of their group.
3. At no time should staff or young people be present in the sleeping areas of members of the opposite sex. There may be an exception to this in the case of an emergency, but in such a case a member of staff of the same sex must also be present. If this occurs, a record of the incident will be kept on file and the matter reported to the Safeguarding Coordinator.
4. At no time should visitors go into the private areas of the house that are reserved for the resident community. These areas are clearly indicated with signs marked "Private".
5. As St Cassian's welcomes pupils from several schools at any one time, accompanying staff need to be clear that their responsibility is confined to their group only.

### **Procedures to be followed if Disclosures or Allegations are made within St Cassian's**

1. If a disclosure or allegation is made about a member of the accompanying staff, the Director, the Headteacher and the Safeguarding Co-ordinator shall be informed. The Director will discuss the matter with the Headteacher (who is not an employee of St Cassian's). The Centre will ensure that the person concerned is not in a one-to-one situation with a child and will cooperate fully with the advice given by the Headteacher and/or relevant Agencies. It is essential to ensure that the one making the disclosure is offered appropriate support and that the Safeguarding procedures for responding to any concerns or allegations are followed.
2. If a disclosure or allegation is made about the Director, the Deputy Director and the De La Salle Safeguarding Co-ordinator shall be informed as soon as possible. The Safeguarding Co-ordinator will inform the Trustees and any other relevant people and/or Agencies. He will be advised as to what actions to take. He will follow the safeguarding protocol, which may include reporting the matter to the Statutory Services. The Director will be obliged to withdraw from direct work with children and young people.
3. If the disclosure or allegation is made about the Deputy Director, then the Director and the De La Salle Safeguarding Co-ordinator shall be informed. The same safeguarding procedures should be followed as above following the advice given from the relevant parties as to the appropriate actions to take.
4. If a disclosure or allegation is made about a member of the Retreat Team or the Resident Community, then the Director and the De La Salle Safeguarding Co-ordinator shall be informed. The same safeguarding procedures as above will be followed.
5. If the disclosure or allegation is made about any other member of the Staff, the Director and the De La Salle Safeguarding Co-ordinator shall be informed. The person involved will, for the time being, have no further contact with the work of the Centre. (S)he will be required to withdraw immediately from the Centre pending an investigation. This matter will be referred to the Management Committee.
6. If the disclosure or allegation is made about another young member of a visiting group, the Director and the De La Salle Safeguarding Co-ordinator shall be informed. They, in turn, will inform the senior member of the accompanying staff and the Headteacher. The person named will be immediately returned to his/her school pending an investigation. The Centre will then co-operate with the school and the relevant agencies.

7. The Director of the Centre, along with the De La Salle Safeguarding Co-ordinator, will ensure that the person named receives all the support and guidance that the Centre and Trust are able to offer.
8. As a general rule, if a disclosure or allegation is made while a group is undertaking any activity at St Cassian's, the Director or Safeguarding Co-ordinator will inform only those of the visiting staff and staff of the Centre who need to know.
9. In the event that a disclosure of abuse, which does not relate to the Centre, is made by a retreatant while at St Cassian's, the person receiving the disclosure will report it immediately to the Co-ordinator of the retreat (a member of the Retreat Team). It is then to be reported to the Director as soon as possible, and to the De La Salle Safeguarding Co-ordinator.
10. The person receiving the disclosure must then record on paper the events as they happened. This is to be done as soon as possible, is to be signed and dated and given to the Co-ordinator of the Retreat. This document will be kept in a locked filing cabinet.
11. A copy of all reports will be given to the Safeguarding Officer of the visiting school which the young person attends.
12. If the De La Salle Safeguarding Co-ordinator cannot be contacted in the event of any disclosure or allegation referred to in this section, the matter must be reported to the Communications Officer.

*For any advice needed if inappropriate behaviour is suspected, or a disclosure or allegation has been made, whether it is inside or outside St Cassian's Centre, contact can be made with:*

The Director of St Cassian's Centre, Mrs Emma Biggins (01488 658267 or 07834562241)  
Safeguarding Coordinator for DLS, Mr Barry Hudd (07770 53869)

*Notices are prominently displayed giving details of contacts for Safeguarding matters.*

*A copy of this leaflet is given to all school staff accompanying retreat groups and to leaders of other groups of young people visiting St Cassian's.*

### **How to deal with the disclosure or discovery of abuse**

- Reassure the child or young person that they are in no way to blame for what has happened and that they have done the right thing in telling someone.
- Do not promise to keep things secret, but do promise to share the information only with those who need to know.
- Do not press the child or young person into giving more information, but allow them to speak freely. Do not ask for more details than they are willing to give.
- As soon as is practicable thereafter, write down what has been disclosed in a clear and detailed way. Include the names as given by the child or young person of anyone involved and dates, times and places. Sign, date and record the time the document is written.
- These and other relevant records will be kept in a secure file.
- Do not make anyone else aware of the disclosure except those named in the section below on confidentiality.
- Immediately speak to the member of Retreat Team who is co-ordinating the Retreat. (If you are a member of the Volunteer Team, speak to a Retreat Team Member; if a Retreat Team member, to the Director; if a member of the Support Staff, to the Director or Bursar/Office Manager).

- Following initial liaising with the adult responsible for the group of which the child/young person is a part, the Director will contact the Headteacher and the De La Salle Safeguarding Coordinator. Police and/or Social Services will be contacted if there is any immediate danger to anyone.
- In all cases the De La Salle Safeguarding Coordinator will be contacted if action has to be taken.
- The De La Salle Safeguarding Coordinator can be contacted by anyone at any time if there are concerns about the safeguarding of a child or young person. (*Mr Barry Hudd 07770 538693*)
- Anyone who receives a disclosure of abuse will be offered professional support and help.

### **Confidentiality**

An abuser will often use threats to ensure the silence of the victim. Any child or young person, therefore, who discloses abuse has taken a risk and broken the barrier of secrecy. By reassuring him or her and offering appropriate action you will be the means by which help can be found to prevent further abuse. Any allegation of abuse will be treated with the utmost sensitivity and seriousness. Even if it appears that the disclosure or discovery is trivial, malicious or frivolous, it must be reported.

Additional information, including the types of abuse and how to recognise the signs of abuse is covered during Safeguarding Training in Induction weeks.

### **The Use of Personal Computers**

Attention is drawn to the statement in the 'Guidelines' regarding Internet accountability in the use of Trust computers. Appropriate monitoring software has been installed in all Centre computers that are in common use. Similar responsibility in this matter will be expected from all Centre Staff in the use of computers which are for their personal use.

### **The Conference Area (“The Old Stables”)**

This area, attached physically to the Retreat Centre at St Cassian’s is, nevertheless, to be seen and treated as an independent entity. As such, anyone making use of these facilities is advised that it is not appropriate, because of required Safeguarding considerations, for members of their group to move beyond the allocated section into those areas that are the reserve of the Retreat Centre.

Approved by Management Committee

Date

Approved by Trustees

Date

Date for review. Annually

*(Approved by the Management Committee: December 2019)*

## **Safeguarding**

### **Steps to take if a Disclosure is made**

If a young person or visitor to St Cassian's makes a disclosure to you during a small group session then **you must:**

- listen to what is said and inform the person that you will have to pass on any information if you think (s)he is in danger or at risk of harm (do not ask leading questions or offer an opinion);
- inform the coordinator as soon as possible;
- record the disclosure, write it down – you can type up the report at a later date, but initial recording should show the time, date and be signed (use the language heard and only record the facts);
- discuss matters only with the retreat Co-ordinator or the Director.

If a young person or visitor requests to talk to you on your own **you must:**

- inform the Co-ordinator that you will be talking one-to-one to a retreatant and where you will be;
- meet the person in an open space, e.g., the main entrance, the Cedar Lawn;
- ensure that the Coordinator is 'around' during the subsequent conversation;
- listen to what is said and inform the person that you will have to pass on any information if you think they are in danger or at risk of harm (do not ask leading questions or offer an opinion);
- if the person then makes a disclosure follow the steps above.

Remember that our job is to keep the young people safe. You must inform the Co-ordinator or the Director as soon as possible. Remember that it is our job to **refer**, not to investigate.

*(Approved by the Management Committee: December 2019)*

**Preface**

At the Retreat Centre, workers may engage in periods of work in which they are alone with young people within the Centre grounds. This policy ensures that the workers within the Centre are safe<sup>1</sup>.

**Introduction:**

The Centre has a legal and moral responsibility to effectively and efficiently manage the risks associated with individual members of the Centre Staff working and engaging with young people on their own. The Centre must ensure the safety of their employees whilst carrying out their duties for the organisation.

The Centre must raise awareness amongst Staff of all systems, procedures and equipment that are utilised to reduce the levels of risk associated with working alone.

**Definition:**

A lone worker is defined, in the context of safeguarding, as someone who is working or engaging with a young person or young people without direct supervision from other Centre workers. This includes a worker from either the senior or young team in a room alone during small group time, small group night prayer, Emmaus walks, one-to-one conversations with young people or with other Staff, and Support Staff from the kitchen or office who may engage with young people on their own without any other Staff around.

**Policy Statement:**

The Centre is committed to ensuring compliance with legal requirements, using them as a minimum standard and seeking to exceed those standards in order to protect Staff. The Centre is also committed to ensuring a healthy and safe environment in which the work with young people is carried out appropriately in regards to safeguarding legislation, and effectively and professionally in relation to youth work core skills and values.

**Implementation:**

The safety of Staff is of paramount importance and the Centre will ensure that:

- Risk Assessments are undertaken for lone working which determines and prioritises actions and resources to minimize identified hazards.
- Procedures are developed and safe systems of work introduced which incorporate appropriate support systems. Advice and guidance training will be provided for all Staff covering personal safety and security aspects for lone workers. Training will cover issues such as: Emergency Response Procedures, Violence and Aggression, Personal Safety and Security and Support System Procedures.

**Responsibilities:**

Overall responsibility for the discharge of this policy lies with the Director. Specifically, the Director is responsible for:

- Ensuring consistent application of the policy
- Monitoring effectiveness
- Ensuring sufficient resources are available to support the application of lone worker systems across the Centre.

It is the responsibility of the Retreat Team to ensure that:

- All Centre Staff are familiar with the policy, any supporting procedure and guidelines and

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<sup>1</sup> Working alone in the context of health and safety is covered in the Centre's Health and Safety Policy.



understand the requirements.

- Risk assessments are undertaken and appropriate measures are in place to minimize identified hazards.
- All Centre Staff are given copies of the findings of the risk assessment and adhere to the control measures identified.
- All Staff are trained in any agreed procedures and safe systems of work.
- Sufficient resources are available to provide all the necessary equipment, knowledge and understanding to operate the lone worker system in place across the Centre.
- All Staff are to follow the procedures and safe systems of work developed.
- The procedures and safe systems of work are tested on a regular basis to ensure adherence and adequacy.
- All records of monitoring and incidents involving lone working are reported to enable the systems to be reviewed and revised.

All Staff must:

- Ensure they have read the policy along with any supporting information.
- Ensure they have read the outcomes of the risk assessments.
- Ensure they review the risk assessment on a retreat-to-retreat basis and inform the Retreat Team of any changes to the risk assessments.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts.
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

#### **Key Performance Indicators:**

- Risk assessments are completed for situations in which Staff work alone.
- Records are maintained of training undertaken.

#### **Procedure action:**

- Through the nature of the work carried out by the team at the Centre, various team members may be required, on occasion, to either pick up groups of young people from or drop them off at the local train station. This policy acts as a protection for the team members engaging with young people in this way. If there is only one young person to pick up, two team members will go in the car. If it is more than one young person, then only one team member can go given the car space. In such cases the team member travelling alone must inform one of the Retreat Team that he/she is leaving to go to the train station and report back on return.
- If anyone within the Centre, whether that is young team, Retreat Team, Brothers, Office Staff, Kitchen Staff or Grounds Staff, is in a car alone with young people then they must provide a written record of the date and time. There is a file for this purpose kept in the downstairs office.
- All Staff working with young people on a retreat must alert the retreat co-coordinator if, at any period during the retreat, they know that they will be working and communicating on a one-to-one basis with a young person, or a group of young people.
- Retreat co-coordinators should make it their priority to ensure the safety of their fellow retreat workers, in particular by making their presence aware during small group time and (of utmost importance) during the small group night prayers and affirmation sessions.
- No team member, whether that be senior or young team, should invite a young person to any 'private' area in the house, e.g., their bedroom, or suggest meeting in the young person's bedroom.

- They must suggest a meeting place that is in an open public area that can be accessed by the retreat workers.
- If a worker feels uncomfortable, uneasy, or unsure at any time, or at any point during a retreat, whilst working alone with either a young person or a group of young people, then they must not hesitate to alert the retreat co-coordinator, or the nearest available member of the Retreat Team, to the situation.
- The response will be negotiated and decided amongst the team. (e.g., the word red file indicates I'm in trouble and I need support.)
- All Staff must record and file any incidents of one-to-one conversations with young people for their own and the Centre's safety.

*(Approved by the Management Committee: December 2019)*

## **Policy on the Supervision of the Volunteer Team**

### **1.0 Purpose**

- 1.1 To be faithful to the Mission Statement.
- 1.2 To provide support and aid development on a professional, personal and spiritual level.

### **2.0 Procedures**

- 2.1 After Team training each Volunteer is allocated to a Retreat Team member. This is intended to be at a professional and objective level.
- 2.2 External Spiritual and Emotional support are also offered to each volunteer.
- 2.3 Meetings with their supervisor occur at regular intervals or at request of the volunteer.
- 2.4 Records are kept of the meetings.
- 2.5 We also recognise that not all supervision takes place in this formal process and can be with any member of the Retreat Team.

*(Approved by the Management Committee: December 2019)*

## **Policy on Group Work**

### **1.0 Purpose**

- 1.1 To ensure that all members of the Volunteer Team are offered opportunities to acquire the knowledge, skills and confidence needed to facilitate a Small Group.
- 1.2 To ensure that retreatants have the opportunity to reflect on the themes of the retreat and to enable them to contribute to the retreat experience.

### **2.0 Procedures**

- 2.1 At certain points during the retreat there will be an opportunity for the retreatants to enter into small group environment which will be delivered in line with Centre training and policies.
- 2.2 Small group sessions are facilitated by St Cassian's volunteers and overseen by the co-ordinator of the retreat.
- 2.3 Safeguarding issues arising in group work or elsewhere must be acted upon in accordance with St Cassian's Safeguarding Guidelines.

*(Approved by the Management Committee: December 2019)*

**1. Introduction**

The policy deals with relationships between:

- a. The Retreat Team and Volunteer Team members
- b. Support Staff and Volunteer Team members
- c. Visiting Teaching and Support Staff and Volunteer Team members
- d. Management Committee and Volunteer Team members.

**2. Purpose**

- a. To be faithful to the Mission Statement and Code of Conduct of the Centre and to maintain the Catholic and Lasallian ethos of the Centre.
- b. To ensure that St Cassian's Retreat Team members and Support Staff, visiting teaching and support staff, the Management Committee and young Volunteers have a clear understanding of their responsibilities.

**3. Definitions**

- a. A Retreat Team member includes the Director of the Centre and employed Retreat Team members.
- b. A member of the Support Staff constitutes any employee or volunteer who works at, or in support of the Centre.
- c. An inappropriate relationship constitutes:
  - i. a relationship that is romantic and/or sexual in nature;
  - ii. showing preference for a volunteer team member over others;
  - iii. action that is not in keeping with the Code of Conduct.

**4. Information**

- a. The Centre recognises that personal relationships between Retreat Team members, and between Retreat Team members and volunteer team members exist in many and varied forms. Most social and personal relationships will be beneficial, promoting valued working practices and positive community living.
- b. The Centre also recognises that, to provide a positive experience for visiting teaching or support staff, it is important for volunteer team members to develop appropriate relationships and to communicate effectively.

**5. St Cassian's Retreat Team, Support Staff and Management Committee must not:**

- a. Engage in inappropriate relationships with volunteer team members.
  - i. Including inappropriate physical contact
  - ii. Including inappropriate communication through text messaging, social media, phone conversations and other methods of communication.
- b. All non-work-related communication must be reported to the Director.

**6. St Cassian's Volunteer team must not:**

- a. Engage in inappropriate relationships with Retreat team members, support staff or Management Committee members.
  - i. Including inappropriate physical contact.

- ii. Including inappropriate communication through text messaging, social media, phone conversations and other methods of communication.
- b. All non-work-related communication must be reported to the Director.

**7. St Cassian's Retreat Team, Support Staff and Management Committee must:**

- a. Operate within the guidelines set out in the Safeguarding Guidelines
- b. Retreat team and support staff must attend annual Safeguarding training
- c. Management Committee members must be kept up to date with any significant changes in Safeguarding regulations and its effects on centre procedures.
- d. Report any inappropriate behaviour to the Centre Director who, in turn, must report to the Safeguarding Officer.
- e. Report directly to the Safeguarding Officer or, in his absence the Provincial Office (01865 311332) if the incident involves the Director of the Centre.

*(Approved by the Management Committee: December 2019)*

***(Reviewed and amended by the Management Committee: June 2020)***