



RIDLEY HALL
CAMBRIDGE Est. 1881

Safeguarding Policy, Procedures and Guidance 2026/27

Ridley Hall Safeguarding Policy Statement

In accordance with the Church of England House of Bishops Guidance and Codes of Practice for Safeguarding, Ridley Hall is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

Ridley Hall will:

- Endeavour to create a safe and caring place for all.
- Have a named Designated Safeguarding Lead to work with the Principal and Trustees to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable adults.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken at Ridley Hall.
- Display in Ridley Hall premises and on the Ridley Hall website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support¹ to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Regularly review the implementation of the Safeguarding Policy, Procedures and Practices.

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

Ridley Hall appoints **The Revd Fiona Green as the Designated Safeguarding Lead** and **Mike Kelly and Anne Daniels as Designated Deputy Safeguarding Leads**.

¹ By signposting people to pastoral support at Ridley Hall, or to other relevant organisations for independent support, counselling and by seeking to be increasingly survivor centred and trauma informed.

Introduction

Ridley Hall is a Christ-centred community gathered around the study of theology and the pursuit of biblical wisdom. Generously grounded in the evangelical Anglican tradition, Ridley seeks to teach and form missional disciples to serve the Kingdom of God.

Our community includes many students: some who live on-site permanently, some who come in daily, some who are part-time, some who come in block weeks. It also includes occasional guests and all staff. Families of students and staff, including children, are also part of the community.

In addition Ridley Hall rents rooms and flats to external residents. Although this becomes their place of residence they do not join in with wider community life such as worship, meals and social events. They are not eligible for membership or use of the Common Room.

This document also explains how this policy is applied to these external residents (and occasional overnight guests by way of casual let of rooms) and the steps we take to safeguard all.

Main points of reference:

Church of England Policy and Practice Guidance

www.churchofengland.org/safeguarding/policy-and-practice-guidance

All the policy and practice guidance on the above page has been approved by the House of Bishops and must, where relevant, be followed by all Church Bodies* and Church Officers.**

Please note under section 5 of the Safeguarding and Clergy Discipline Measure 2016*** all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs **must have 'due regard'** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

**Church Bodies includes Ridley Hall Theological College.*

***A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.*

****The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.*

The Safeguarding E-manual

www.churchofengland.org/safeguarding/safeguarding-e-manual#na

The safeguarding policies on the e-manual have been updated and should be the first port of call for anyone seeking clarity in relation to a safeguarding action.

Safer Recruitment and People Management

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

This code imposes **requirements** on relevant persons to ensure the safer recruitment and ongoing management of those appointed to roles that work with children and vulnerable adults. It also provides **guidance** to relevant persons on how to comply with the requirements. Both the requirements and guidance should be read together. The appendices contain further background and good practice advice.

Parish safeguarding Toolkit

www.churchofengland.org/safeguarding/safeguarding-e-manual/parish-safeguarding-toolkit

Although primarily aimed at churches and parishes, this toolkit which is contained within the e-manual, offers a variety of useful information including how to respond to a disclosure, making referrals as well as guidance on things like social media, lone working etc.

Application of Safeguarding Guidance to Theological Education Institutions

www.churchofengland.org/safeguarding/safeguarding-e-manual/application-safeguarding-guidance-theological-education-institutions

This document is aimed at Theological Education Institutions (TEIs) that train people for licensed ministries (lay or ordained) within the Church of England. When considering the House of Bishops safeguarding guidance, it is clear that TEIs do not fit easily into this framework, aimed as it is at parishes and dioceses. This document does not replace any of the House of Bishops' safeguarding policy documents or dilute the requirement of church officers to comply with them. Instead, it explains how those policy documents should be read and adapted to the special circumstances of a TEI. It has been written by the Ministry Development Team (MDT) in consultation with the National Safeguarding Team (NST). Throughout, the guiding principle must be for the TEI to adopt policies that keep everybody safe.

FOR INFORMATION: List of related Ridley Hall policies

In addition to the above, you may find relevant or related information in the following codes and policies:

- Ridley Hall Code of Conduct
- Equality and Diversity Policy
- Harrasment and Bullying Policy
- Harrassment Sexual Misconduct Policy
- Disciplinary Procedure
- Data Protection Policy

Key Information:

Details of the Theological Training Institution: Ridley Hall, Ridley Hall Road, Cambridge, CB3 9HG

Website: <https://www.ridley.cam.ac.uk/>

Telephone: 01223 746580

Email: info@ridley.cam.ac.uk

Charity Number 1157004. Regulated by the Charity Commission.

Ridley Hall is in the **Diocese of Ely:** www.elydiocese.org

Contact Details:

Principal: The Revd Prebendary Dr Isabelle Hamley

Telephone: 01223 741070

Email: principal@ridley.cam.ac.uk

Chair of Trustees: Mark Sheard

Email: via: pa@ridley.cam.ac.uk

Ridley Hall Designated Lead for Safeguarding (children and adults) & Prevent:

Vice Principal: The Revd Fiona Green

Telephone: 01223 741065

Email: fjg32@cam.ac.uk

Ridley Hall Deputy Designated Leads for Safeguarding (children and adults) & Prevent:

Tutor: Ann Daniels

Telephone: 01223 741073

Email: ad849@cam.ac.uk

Tutor: Mike Kelly

Telephone: 07737 231429

Email: mk2365@cam.ac.uk

Ridley Hall Governing Body Representative for Safeguarding & Prevent:

Representative: Andrew Presland

Email: via: pa@ridley.cam.ac.uk

The contact details for the local Social Care Services:

Name of Authority: Cambridgeshire County Council

Children's Services:

Telephone: 0345 045 5203 (office hours), 01733 234724 (emergencies out of office hours)

Adult Services:

Telephone: 0345 045 5202 (office hours), 01733 234724 (emergencies out of office hours)

If you need to contact the Police:

Emergencies: 999

Non emergencies: 101

The contact details for the Ely Diocesan Safeguarding Team are:

Safeguarding Duty Messaging Service (for all referrals): 01353 652747

Out-of-hours contact - Thirtyone:Eight: 01353 652747

Diocesan Head of Safeguarding: Sarah Kennedy

Assistant Diocesan Safeguarding Adviser: Sharon Gage

Assistant Diocesan Safeguarding Adviser: Lisa Pearson

Assistant Diocesan Safeguarding Adviser: Jacqueline Jugg

Safeguarding Training and Parish Support Co-ordinator: Sarah King

Telephone: 01353 652735, 07776 661798

Email: sarah.king@elydiocese.org

Diocesan Safeguarding Administrative Support - DBS Checks (part time): Jackie Williamson

Telephone: 01353 652721

Email: safeguardingadmin@elydiocese.org

Diocesan Safeguarding Administrative Support - Training (part time): Kelly Nott

Telephone: 01353 652744

Email: safeguarding.training@elydiocese.org

The Church of England – National Safeguarding Standards

The Church of England has been in the process of developing a set of National Safeguarding Standards since 2020.

The approved version of the National Safeguarding Standards can be downloaded [here](#). The Standards are essential for the Church to understand the quality and, most importantly, the impact of its safeguarding activity. In addition, the Standards provide a simple construct which integrates the complexity of all safeguarding activity in the Church. All such activities, at all levels across the Church, will relate to at least one Standard. Thus, the Standards provide a means of connecting and integrating what might otherwise be experienced as disconnected activities and also enable the Church to easily communicate its commitment to safeguarding.

The Five Standards are:

1. **Culture, Leadership and Capacity:** Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.
2. **Prevention:** Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.
3. **Recognising, Assessing and Managing Risk:** Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.
4. **Victims and Survivors:** Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.
5. **Learning, Supervision and Support:** All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

Ridley Hall is committed to these standards and guidance and procedures have been developed with these in mind.

Ridley Hall recognises that all adults working with children, young people and vulnerable adults are in a position of trust. Ordinands and other ministry students are in a potential position of vulnerability, and those in positions of trust must ensure that they do not, even unknowingly, use their position of power and authority inappropriately. They must always maintain professional boundaries and avoid behaviour susceptible to misinterpretation. Particularly within a close mentoring relationship, there is the potential for the power imbalance to tip into spiritual abuse; for this reason staff in a TEI should not be spiritual directors or confessors to the ordinands in their college.

Ordinands and other ministry students are also often people with power, especially in placements where they are often viewed either like the clergy, or a member of a Leadership Team.

What to do on receipt of a safeguarding concern or allegation:

For more details please see here, and the flowchart on the next page:

www.churchofengland.org/safeguarding/safeguarding-e-manual/reporting-safeguarding-concerns-and-allegations/section-1-what-do-receipt-safeguarding-concern-or-allegation

The guidance offered by the Church of England and found via the above link has been amended for use at Ridley Hall as a TEI rather than parish, chapel or cathedral. Please see following pages.

The requirements and good practice advice in this Code refer both to **safeguarding concerns** and to **safeguarding allegations**. However, for ease of reading, the term concern is used throughout.

The following section sets out the requirements imposed on a **relevant person** when they receive a safeguarding concern or allegation about anyone. However, in line with a 'whole church' approach to safeguarding, **any person who receives a safeguarding disclosure** should act in accordance with these principles.

Requirements:

A relevant person must:

Recognise

- Be alert to the [signs and symptoms of abuse](#), by undertaking the required level of training and being familiar with the relevant guidance.
- Accept and take seriously what is being said, without displaying shock or disbelief and without investigating or asking leading questions.

Respond

- If there is an immediate risk of harm to any individual or urgent medical intervention is needed, report the matter to the police or other emergency services without delay.
- Establish whether the person disclosing needs support and record any support needs or wishes expressed by them.

Record

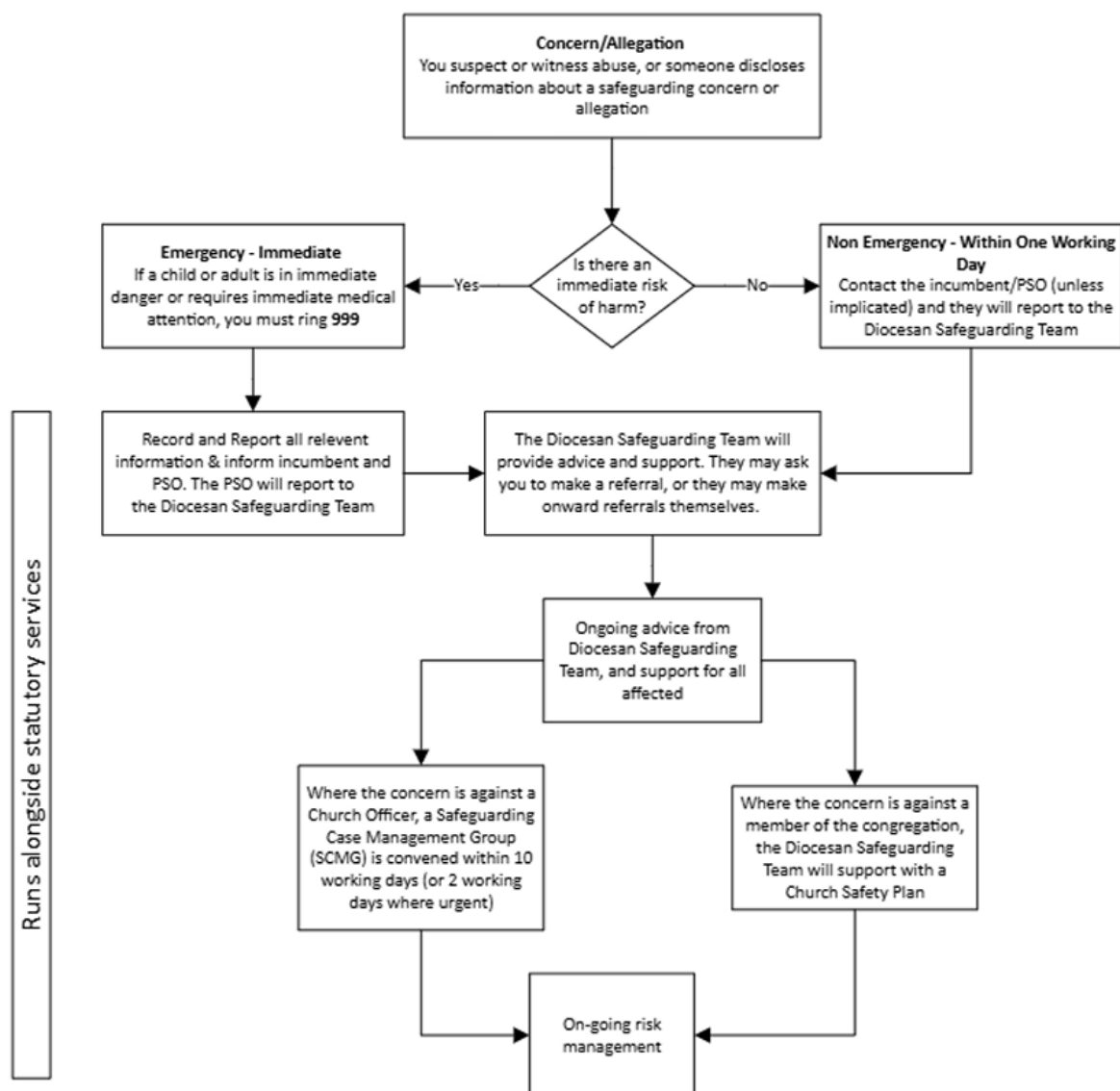
- Make a written record of the disclosure and inform the person making the disclosure that is what is being done. The record must be signed by the person receiving the allegation, timed and dated and it must include the location or the means (in person, online, phone call) through which the allegation was received. **Please use the Ely Diocesan form found on page 11.**

Refer

- If there is no immediate risk of harm or urgent medical intervention needed, the matter must be referred to the **Designated Safeguarding Lead** or their **Deputy**, and to the police or social services if required, within one working day.
- In all cases, all records that have been made must be included with the referral.
- The **Designated Safeguarding Lead of Ridley Hall or their Deputy** will contact the Diocese of Ely Safeguarding Team (and if appropriate, the Church of England National Safeguarding Team) for advice and action.

What to do on receipt of a safeguarding concern or allegation:

For the avoidance of doubt, and in relation to the flowchart below, where a **relevant person** receives a disclosure of a safeguarding concern or allegation, or suspects or witnesses abuse, this should be reported to Ridley Hall's **Designated Safeguarding Lead or their Deputy** within one working day, who will report to the Diocesan Safeguarding Team within 24 hours.



Safeguarding Incident or Concern Logging Form

Logging a Concern about a Child, Young Person or Adult at risk

(Insert TEI name and address)	Date of this Log:	dd/mm/yy
	Time of this log:	00:00
Child/Vulnerable Adult's Full Name:		
Address:	Phone no:	
	DoB:	
	Gender	
Date of Concern/Incident: dd/mm/yy	Time of Concern/Incident: 00:00	
Your Name:	Your role:	
Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary.		
Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.		
Action taken:		
Signature of reporting person:		
Form received by:		(Designated Safeguarding Lead)
Date:	Time:	
Proposed action by the Designated Safeguarding Lead:		

Safeguarding Training – who needs what?

Training Course	Required by	Notes	Who?
Basic	• All employees • Members of Governing body • All ordinands, and independent students studying for authorised or licensed lay ministry • All engaged in children's work		• Staff • Trustees • Most students
Foundation	• All staff with student-facing roles • All ordinands, and independent students studying for authorised or licensed lay ministry • Members of Governing body	'Student-facing role' means a significant part, or the major focus, of their job is face to face with students (e.g. teaching, assisting, supervising, pastoral care etc.).	• Principal • Vice Principal • Chaplain • Tutorial Staff • Domestic Bursar • Most students • Trustees
Leadership	• Any ordained member of staff • Any member of staff involved in delivering a leadership pathway and/or who supervises ordinands as pastoral tutor • Any member of staff with specific responsibility for safeguarding • Members of TEI Governing body • Ordinands, and independent students studying for authorised or licensed lay ministry, complete in final year	The recommendation is that any member of staff delivering a module with a 'context' focus and/or a placement element should complete this training. At a TEI, the voting members of the Governing Body are seen as equivalent to members of Chapter.	• Principal • Vice Principal • Chaplain • Tutorial Staff • Designated Safeguarding Lead • Deputy Designated Safeguarding Lead • Most students • Trustees
Senior Leadership	• TEI principals and any other members of the senior leadership team with responsibility for, and involvement in, safeguarding matters		• Principal • Designated Safeguarding Lead • Deputy Designated Safeguarding Lead • Chair of Trustees

Raising Awareness of Domestic Abuse	• All staff with student-facing roles • Ordinands, and independent students studying for authorised or licensed lay ministry, complete in first or second year • Members of Governing body	Also recommended for maintenance staff	• Principal • Vice Principal • Chaplain • Tutorial Staff • Domestic Bursar • Most students • Trustees
Safer Recruitment and People Management	• Any staff with line management responsibility. • Any staff involved in staff and/or student recruitment. • Ordinands, and independent students studying for authorized or licensed lay ministry,		• Principal • Vice Principal • Tutorial Staff • Most students • Domestic Bursar
Spiritual Abuse and Healthy Culture	• All staff with pastoral responsibilities		• Principal • Vice Principal • Tutorial Staff • Chaplain
Prevent Duty	• All staff with student-facing roles.	Also recommended for maintenance staff	• Principal • Vice Principal • Tutorial Staff • Domestic Bursar • Chaplain

DBS checks

- All tutorial staff need Enhanced DBS check (Child and Adult workforce). Previously non-ordained tutorial staff were not eligible for this. However, under the new system with uCheck, the role of 'Ordinand Tutor' has been included in the list of roles eligible for an Enhanced check.
- Other people needing Enhanced with barred list Child and Adult workforce are Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, Principal, Vice Principal, Chaplain.
- All other staff need a basic DBS check.

Risk Assessments

Ridley Hall will undertake safeguarding risk assessments for activities involving children, young people and adults at risk. This will be reviewed annually.

Ridley Hall's Implementation of Policy Practice and Guidance:

Safeguarding is everyone's responsibility, but people occupying particular roles, and particular groups of people associated with Ridley Hall, may have specific responsibilities to fulfil.

It is the responsibility of the **Governing Body** (Ridley Hall Trustees) to ensure that:

- there is a comprehensive Safeguarding strategy, and that any policy and guidance, and their impact and implementation, is reviewed at least annually by trustees.
- senior members of Ridley Hall's leadership team are appointed as Designated Safeguarding Lead and Deputy Designated Lead for Safeguarding, and that a Trustee Safeguarding Representative is appointed, to ensure procedures are in place for dealing with safeguarding issues.
- adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues.

It is the responsibility of the **Designated Safeguarding Lead**, along with relevant colleagues, to ensure that:

- all members of the Ridley community, and visitors, know who to contact if they have a safeguarding concern. In the main this will be the Designated Safeguarding Lead, or their Deputy. In the event of a concern being raised about the DSL or the Principal, the Trustee Safeguarding Representative should be contacted.
- safeguarding concerns, whether past or present, are taken seriously and responded to appropriately.
- in responding to serious situations, including when an allegation is made in relation to a member of the Ridley Hall community, the Designated Lead for Safeguarding shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes the Diocese in which Ridley Hall is located (Ely); for a student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with Ridley Hall, which must inform Ely DSA. For staff from other denominations, or those not ordained, other relevant bodies may be consulted.
- a log of all Safeguarding concerns is maintained and kept up to date. This log is electronic, on Ridley Hall's internal network, and is in a folder only accessible by the Designated Lead for Safeguarding and the Deputy Designated Lead for Safeguarding.
- an annual Safeguarding report is given to the Governing Body.
- current Church of England guidance and best practice is adopted by Ridley Hall and any policy or guidance documents produced reflect this.
- all staff, students, trustees and others in the community as appropriate keep up to date with relevant Safeguarding Training and DBS checks.
- that all staff and trustees are recruited safely, in line with Church of England requirements.

Application of guidance to external residents:

There are a number of people living on site at Ridley Hall who are not part of the residential community in the way that ordinands, lay and independents students, staff, and families are. Although they reside on site, they do not have access to wider community life – meals, library, common room, worship etc.

Ridley Hall is committed to keeping everyone safe so the following should be noted with regard to external residents

- All external residents must have 2 references taken up, sign a tenancy agreement, and have an accommodation induction.
- All external residents will receive a copy of the Ridley Hall Safeguarding Policy and details of how to report a safeguarding concern. Contact details for the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, and Ely Diocesan Safeguarding Team will be displayed within the accommodation.
- External residents will be informed of the safeguarding expectations applicable to all those residing on the site, including expectations regarding respectful behaviour, personal conduct and reporting concerns about the welfare of others.
- All external residents must comply with Ridley Hall policies relating to safeguarding, health and safety, sexual misconduct, harassment and bullying, equality and diversity.
- Concerns relating to the safety or welfare of an external resident, or concerns raised by an external resident about another individual, should be reported immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Where safeguarding concerns arise, Ridley Hall will work appropriately with statutory agencies, Cambridge University (as appropriate), sponsoring bodies and other relevant organisations in accordance with safeguarding and data protection requirements.
- Access to residential areas will be managed appropriately, and all visitors must comply with Ridley Hall visitor procedures.

Where a safeguarding concern relates to a student who is a member of the University of Cambridge, Ridley Hall may liaise with appropriate University welfare, safeguarding or student support services where this is necessary to protect an individual or manage risk, and in accordance with data protection requirements.

Application of guidance to occasional overnight guests:

From time to time, Ridley Hall may provide accommodation for visiting speakers, academic visitors, family members, friends of residents, prospective students and other guests.

Ridley Hall is committed to providing a safe environment for all who visit the site. The following arrangements apply to occasional overnight guests:

- The guest will be made aware of, and comply with, Ridley Hall policies, including expectations relating to safeguarding, health and safety, and respectful conduct.
- Appropriate records of overnight guests will be maintained, including the guest's name and dates of stay.
- Guests must remain within those areas of the site to which they have been granted access and must comply with any security arrangements in place.
- Where a guest is participating in Ridley Hall activities involving children, young people or adults at risk, appropriate safeguarding arrangements will be considered in advance and any necessary checks or supervision arrangements put in place.
- Any safeguarding concern involving an overnight guest, whether as the subject of a concern, a person raising a concern, or a person alleged to have caused harm, must be reported immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Ridley Hall reserves the right to refuse, restrict or terminate accommodation arrangements where safeguarding, welfare or safety concerns arise.
- Where necessary, Ridley Hall will work with statutory agencies, Cambridge University, dioceses or other relevant organisations to manage safeguarding concerns and risks appropriately.

Application of guidance to contractors and visitors:

Ridley Hall welcomes a range of contractors and other visitors to the site. Ridley Hall is committed to ensuring that all visitors and contractors contribute to a safe environment and that appropriate safeguarding arrangements are in place.

The following arrangements apply:

- All visitors and contractors must report to reception (or another designated point of contact) on arrival and comply with Ridley Hall signing-in and signing-out procedures.
- Visitors and contractors must wear any identification provided to them and adhere to any access restrictions that apply to particular areas of the site.
- Contractors undertaking work on site must comply with Ridley Hall safeguarding, health and safety, security and conduct requirements.
- Contractors and visitors should not have unsupervised access to children, young people or adults at risk unless this forms part of an authorised role and appropriate safeguarding checks and risk assessments have been completed.
- Where a contractor or other visitor to the site will have substantial contact with students, children, young people or adults at risk, Ridley Hall will consider what safeguarding measures are required which may include references, DBS checks, safeguarding training, supervision arrangements and risk assessments, as appropriate.
- Visitors participating in Ridley Hall programmes will be expected to uphold the values and standards of conduct of Ridley, including maintaining appropriate professional boundaries.

- Any visitor or contractor who becomes aware of a safeguarding concern, allegation or welfare issue should report it immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, or another member of staff.
- Any member of the Ridley Hall community who has concerns regarding the behaviour or conduct of a visitor or contractor should report these concerns promptly to the DSL or Deputy DSL.
- Ridley Hall reserves the right to restrict access to, or remove from the premises, any visitor or contractor whose conduct gives rise to safeguarding, welfare or security concerns.
- Where safeguarding concerns arise, Ridley Hall will work with statutory agencies, diocesan safeguarding staff, employers, contracting organisations and other relevant bodies, as appropriate, to manage and reduce risk.

Version 3 – 25/09/26