



March 2024

# Archbishop Holgate Hospital Trust

## Safeguarding Policy

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Authorised by	Trustees of Archbishop Holgate Hospital
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## Introduction

The Archbishop Holgate Hospital Trust understands that every person has a value and dignity which comes directly from the creation of humans in God's own image and likeness. Christians see this potential as fulfilled by God's recreation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Abuse can be Physical, Emotional, Psychological (Including coercive), Domestic, Sexual, Discriminatory, Financial.

Abuse is most often committed by a person the victim trusts. They are often a relative, friend or a person with some sort of caring role. Abuse can also be perpetrated by organisations. Abusers often rely on the fact that other family or staff members also have confidence in them. This often leads to complaints about abuse not being taken seriously and to investigations being perfunctory. This is particularly the case with elderly persons who may be known to have the symptoms of early dementia. It must be remembered that it is this very vulnerability that attracts the abuser.

Please read this Safeguarding Policy carefully and ensure that you understand it.

## Legislation

The Care Act 2014 places an individual's wellbeing at the centre of the care and support system. For older people receiving care, regardless of whether or not they fund that care, safeguarding is now a key issue. The Care Act places responsibilities upon social housing providers to look out for potential abuse and to work with Safeguarding Adult Boards to protect and implement safeguarding procedures.

## Our Objective

The Archbishop Holgate Hospital Trust commits itself to ensuring all residents<sup>1</sup> living in, and / or those visiting Archbishop Holgate Hospital (ABHH) accommodation are protected from harm.

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<sup>1</sup> Residents in this document includes all who permanently live on site: "Brothers, Sisters, Staff and their family.



## Our Aims & Actions

### We will do this by:

- Ensuring the care, nurture of, and respectful pastoral ministry with everyone connected with Archbishop Holgate Hospital.
- Carefully selecting and training all those with any responsibility within the community in line with safer recruitment principles including where appropriate, the relevant vetting and barring schemes. All Staff with substantial access to Residents will be expected to have an Enhanced DBS check funded by ABHH.
- Ensuring that all staff and Trustees have regular, high-quality training in Safeguarding theory and practice.
- Ensuring that all Contractors employed by ABHH with substantial access to residents will belong to an appropriate 'Safer Contractor Scheme' with properly vetted and DBS checked personnel.
- Responding without delay to every complaint which suggests that a child, young person or adult may have been harmed or is at risk of harm and cooperating fully with any subsequent investigation by the police or local authority.
- Working towards establishing a safe, caring community where there is 'informed vigilance as to the dangers of abuse.
- Seeking to work with anyone who has suffered abuse, developing with him or her, an appropriate ministry of informed pastoral care.
- Committing ourselves to promoting safe practice by those in positions of trust.
- Challenging any abuse of power, especially by anyone in a position of trust.
- For staff to be aware and take responsibility for reporting potential abuse to the appropriate person – see *below*.
- To ensure clear and accurate records are kept on the resident's file and on an administration file kept securely.
- The Trustees will appoint one of their number, preferably one with appropriate knowledge and expertise, as the Named Trustee.



## What is the Safeguarding – Action, Reporting & Escalation Process?

- Staff are reminded that all complaints should be treated as true until after the investigation is complete.
- The Investigator must remember that abuse is most often carried out by relatives, friends and staff who are known and trusted by everyone concerned.
- All complaints must lead to an investigation and must have a formal conclusion.
- The Investigator can never be the person accused and, if it is the Master that is named as abuser, the investigator cannot be a subordinate staff member.
- As soon as sufficient information is available the Master will contact the Chairman and Named Trustee, and will, at all times, give regular updates.
- In all instances the resident will be reassured and monitored regularly by the Matron (unless accused) to ensure the resident is not in distress.
- A report of abuse or potential abuse must be dealt with immediately and in any case within 24 hours.
- The Master must be informed of a reported safeguarding concern as soon as possible. In the event that the Master is absent the Clerk to Trustees must be informed as soon as possible.
- The Master (or Clerk to the Trustees in his absence) will gather as much information as possible without delay but commensurate with ensuring accuracy in gathering facts.

Depending upon the circumstances of the individual case:

- ensure the individual is safe
- if necessary, seek medical assistance
- ascertain the basic facts including
  - date, time, and place of alleged abuse
  - name of complainant
  - where different, name of person who has allegedly been abused
  - nature of alleged abuse



- description of any injuries observed
- account of the incident which has been given
- inform the appropriate person(s) as per the process below.
- if a complainant or informant requests that the information is kept secret, it is important that they are sensitively advised that cases of alleged abuse will be referred to the appropriate agencies.
- A meeting will take place between the Master, Clerk to the Trustees and Matron (unless any of those are necessarily excluded) to ensure all the facts are established as far as possible and to decide, given the nature of the report, if and when to contact external agencies. A record of the meeting will be made.
- In the event that external agencies are not involved the situation will be continually monitored by the Master and the Matron on a daily basis. The wellbeing and safety of the resident will be central to the decision-making process and their wishes will be taken into account in any action planning. Staff will work with health professionals and the police, if necessary, to ensure a successful outcome for the resident.
- Suspicion and accusations of abuse are not rare events. All complaints, even when it is not felt necessary to involve the local authority safeguarding department, must be seen and signed off by the Named Trustee responsible for Safeguarding.

**Ensure that the alleged perpetrator has no further access to the complainant – and, if appropriate to other individuals.**

## Who to contact

**In any case, where there is an adult or child in immediate danger call 999.**

The Master is responsible for Safeguarding across the site.  
Initial queries / reports / disclosures should be made to him.

The Master: Canon Andrew Sage  
Master's Lodge, Robin Lane WF9 4PP  
01977 610434  
07841 564680 (24 hrs)  
[Master@archbishopholgatehospital.org](mailto:Master@archbishopholgatehospital.org)



Any issues regarding the Master (or in his extended absence)  
should be made to the Clerk to the Trustees: Mrs Ann Uilyott  
Office, Robin Lane, Hemsworth, WF9 4PW  
01977 619797  
07540095564  
[Clerk@archbishopholgatehospital.org](mailto:Clerk@archbishopholgatehospital.org)

The Master or the Clerk may, when necessary, escalate to the Local Authority Designated  
Officer (LADO)  
Children 01226 772424 or 08449 841800 (24 hrs)  
Adults 01226 773300 or 08449 841800 (24 hrs)

In case of complaints regarding the Master, the Clerk should also escalate to the Diocesan  
Safeguarding Team as well as the LADO.  
[safeguarding@Leeds.anglican.org](mailto:safeguarding@Leeds.anglican.org)  
0113 353 0257

Named Trustee:  
Dr Jane Greaves  
[drjanegreaves@archbishopholgatehospital.org](mailto:drjanegreaves@archbishopholgatehospital.org)

Safeguarding Consultants to the Trust:

J&D Research & Development

Dr J David Greaves  
MB ChB, BSc, MD, MEd, FRCA, FRCAI, FFICM

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RN PhD MSc

Policy approved

  
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D Theaker, Chairman

Date 05/03/2024

Due for review

March 2026  
(internal review March 2025)



## Appendix – Definitions, Terminology and Helplines

### Definitions and Terminology

**Safeguarding is defined as the protection of a person’s health, wellbeing, and right to live in safety, free from harm, abuse, and neglect.**

- The term ‘Safeguarding Adults’ refers to all work done to help adults with care and support needs stay safe from abuse and neglect — it replaces the term “adult protection”.

For further definitions and terminology see:

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

### Helplines

- NSPCC: 0808 800 5000
- Childline: 0800 1111
- Stop It Now: 0808 1000 900
- NAPAC: 0808 801 0331
- Samaritans: 116 123
- Family Lives: 0808 800 2222
- National Domestic Violence Helpline: 0808 2000 247
- Action On Elder Abuse: 080 8808 8141