

Wycliffe Bible Translators

Safeguarding policy and procedures

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1 Safeguarding Policy

1.1 Introduction

This Safeguarding policy has been drawn up in accordance with the Children Act (1989 and 2004), Working Together (2018), the Care Act (2014), Thirtyone:eight's 10 Standards, and the Code of Fundraising Practice (Fundraising Regulator 2021).

Everyone serving with Wycliffe, including all members, employees and volunteers, are required to comply with this policy, whether they are serving in the UK or overseas, whether they are assigned to Wycliffe or another organisation, and whatever the nature of their assignment.

This policy seeks to reflect God's character by promoting:

- protection for children and young people;
- protection for adults with care and support needs;
- justice for those who have been hurt;
- support for survivors.

The words 'children and young people' used throughout this document mean children and young people under the age of 18, as defined in the UN Convention on the Rights of the Child (UNCRC). Adults are defined by law as those aged 18 and over.

This policy is supported by the following documents:

- [Safeguarding - Member and staff behaviour](#)
- [Vulnerable supporters policy](#)

This policy, and its supporting document, are kept on the Workday Hub accessible to all members and employees. Volunteers are provided with a copy as part of their induction. Copies can also be obtained on request from any member of the People team.

1.2 Statement of commitment to safeguarding

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. The board of trustees plays a key role in safeguarding, and is responsible for ensuring that safeguarding is embedded throughout the organisation, including in Wycliffe's policies, values, standards and culture.

Positions of trust

All adults working with children, young people and those with care and support needs are in a position of trust. All those in positions of trust need to understand the power this can

give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

It is illegal for those in positions of trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

We aim to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example
- leaders are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- there are codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- there is open communication

We recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. They must be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”¹ We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

1.3 Working with or making grants to other organisations

Wycliffe will carry out appropriate due diligence when we work with, or make grants to, any other bodies, including:

- partners
- organisations we fund
- connected charities.

¹ Article 19 of the UN Convention on the Rights of the Child

We will make sure that any grant recipient or partner body has appropriate policies, procedures and practices in place. We will ensure there are clear lines of responsibility and reporting between all bodies involved. Where this is not the case, we should work with the organisation to achieve this in a culturally sensitive way. The safeguarding committee can provide support as needed.

Should a partner organisation receive a report of a safeguarding incident or concern involving a Wycliffe member, employee, volunteer, a dependent child, or an individual receiving member funding through us or working on a project funded by us, the partner organisation should be required to inform our Safeguarding Coordinator as soon as possible.

We will immediately inform a partner organisation, or the appropriate leader of any other partner organisation, of any reports received which involve:

- an alleged perpetrator who is currently, or has at any time been, a member of the partner organisation
- an alleged victim who is currently a member or the dependent child of a member of a partner organisation, or was a member or the dependent child of a member of a partner organisation at the time of the alleged incident.

1.4 Conduct

Wycliffe expects everyone serving with the organisation, including all members, employees and volunteers, to uphold the standards set out in our Code of Conduct. Everyone should demonstrate proper moral and ethical conduct toward all children and adults, in all circumstances and in all relationships. Everyone serving with the organisation has a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any abuse discovered or suspected.

Everyone serving with Wycliffe will be given a copy of this Safeguarding Policy and supporting documentation, and will be required to indicate, in writing, their acceptance of the policy and their commitment to following the guidelines and procedures. They must affirm their continued acceptance of the policy by re-signing the policy at least every five years.

Anyone taking an assignment with a partner organisation is also required to follow the safeguarding policies and procedures of the partner organisation to which they are assigned.

1.5 Eligibility for service, screening and induction

The following recruitment process will apply to all roles, as will the inclusion of DBS checks for positions where relevant. Where DBS checks are not relevant, the following points may still apply:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those shortlisted have been interviewed
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

No-one will be allowed to work with children or with those with care and support needs if they have a record of relevant offences in the UK or elsewhere, at any time in their past, or if they are barred by law from working with such groups.

All applicants will be screened as appropriate for their intended role. The Rehabilitation of Offenders Act 1974 requires that someone with a relevant conviction will not be given a post working with children or adults with care and support needs.

The programme of induction for everyone serving with Wycliffe will include engagement with this policy and related procedures, and of any other safeguarding matters relevant to their proposed role and location.

a. Regulated activity

Applicants for roles which involve regulated activity must agree to apply for an Enhanced Disclosure from the appropriate body (the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland). Anyone taking on new roles within Wycliffe or other partner organisations which involve regulated activity, or whose existing role is changed to include such activity, must apply for an Enhanced Disclosure from the appropriate body (the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland) before commencing the role.

The provision of support and assistance in the context of family and personal relationships is not regulated activity.

In cases where obtaining such a disclosure is not possible (e.g. due to current residence overseas) alternative approaches may be considered by the People team. For example, the individual will be informed of their right to apply for an International Child Protection Certificate, or relevant certificate from the country they have lived in, to request a basic

disclosure via Disclosure Scotland or Access NI, or to make a "Subject Access Request" to information held on the National Police Computer.

b. Non-regulated activity

If Wycliffe or a partner organisation requests a check for a role which does not involve a regulated activity, Wycliffe will request two character references for the individual concerned. Normally one referee should have lived and/or worked closely with the person within the last three years, while the other should have known the person well for at least three years. The referees will be asked specifically whether they have ever had, or ever known of, any concerns in relation to safeguarding matters. Where appropriate (dependent on the proposed role) an international child safety check would be required.

1.6 Events and online contact

a. In person events organised by Wycliffe

Attendance at residential events organised by Wycliffe is limited to those aged 18 and over, unless accompanied by a parent or guardian.

An unaccompanied 16 or 17 year old may attend a non-residential event (e.g. the Discover event) provided that a parent or guardian has given their written consent in advance of the event. The participant and the parent/guardian will be given the name of an event leader who will act as the first point of contact if there are any concerns in relation to the event. Anyone under 16 applying to attend a non-residential event must be accompanied by a parent or guardian.

Registration forms for all public events organised by Wycliffe will include a means of identifying attendees aged under 18.

b. Online contact with children and young people

In order to protect children and their families, we expect anyone who has online contact with children and young people as part of their work to behave as follows:

Regular or one-off contact requirements

- Anyone connecting with children and young people should have Enhanced DBS clearance and have completed Safeguarding training.
- The child/young person chooses to have this contact.
- Their parent/guardian must sign a consent form for any one-to-one online contact and understand this safeguarding policy.

- Purpose/goal of contact is clear to all participants and time frames set to allow all participants to re-assess the reason for the need for contact.
- Supervision and accountability of anyone with contact of children and young people must be in place.
- A meeting can take place in the following formats:
 - Parents of the child/young person are in proximity.
 - There are two or more children or young people involved in online contact at the same time.
- All parties should be fully dressed as if they were meeting in person.
- When on a call, the adult on the call should check who else is in the room and if that is appropriate or needed.

General requirements for private communication

This includes but not limited to: direct email, instant messaging, picture messages, phone calls, video messaging, etc.

- The Wycliffe adult must use a separate "work" phone that is designated for work and can be accessed by a supervisor or other accountability person.
- Identify the overall purpose/goal for communication.
- Parents are aware and able to monitor communication
- Communication with children on platforms where messages/video/photos are instantly deleted should not be used.
- Children and young people should be encouraged to communicate with their parents about the conversations that are happening
- When appropriate/possible, participate in group email/chats/communication

Recording information

- Conversations should not be recorded or photos taken during the conversation.
- Brief notes may be taken and stored securely on Workday if necessary to enable further care.
- Conversation via messaging should be kept on the work phone for accountability and reviewed periodically.
- Any safeguarding issues raised within conversations should be dealt with according to Wycliffe's policy and procedures.

Any online event organised by Wycliffe for children and young people under the age of 18 years is considered carefully. These events must be hosted by a minimum of two workers who have DBS clearance.

In order for an under 18 year old to attend an online event, parents/carers are required to read these guidelines on virtual communications with children and young people and sign a consent form to allow their child to participate. Please contact the TCK and Families Coordinator tmartin@wycliffe.org.uk for a copy of the consent form. Both the organiser

and parents/carers should follow this policy, help the event run as safely as possible and ensure that a child or young person is not left alone in a virtual room with another adult.

The parents are given contact details of the event organiser and details of the event.

For further information or to discuss a particular event please contact the TCK and Families Coordinator.

1.7 Reporting

Everyone is expected to report any concerns they may have regarding safeguarding issues regarding themselves or others, either to the Director for People or using the external service.

- **Website:** To file a report online please visit:
<https://www.safecall.co.uk/file-a-report/>
- **Telephone:** From the UK, phone 08009151571. From abroad, use this list of [global freephone numbers](#) and dial the one from your country.

Information about all concerns raised will be clarified as needed and referred on to statutory agencies where appropriate, investigated thoroughly and action taken in line with Wycliffe's safeguarding policies and procedures.

Confidentiality will be maintained to the fullest practical extent. The main exceptions are when the law requires disclosure, or when someone is at risk.

To ensure fairness Wycliffe make provision for the alleged abuser to have a staff representative or trade union representative to assist them throughout the investigation process.

2 Safeguarding procedures

2.1 Procedure

Phase 1 - Allegation is received

An allegation of abuse or neglect is received when someone voices it and a person (normally an adult) listens to it. An allegation may be made in a very informal context and in a one-to-one situation. Whilst the views and wishes of the child or adult making the allegation should be respected, their views and wishes can only be taken into account insofar as this is consistent with their safety and protection, and so you must not promise confidentiality.

As the listener to an allegation you must:

- Remember that all children and adults, whatever their circumstances, should be valued and listened to.
- Remember that both children and adults feel loyalty to their parents and other significant people in their lives and will not find it easy to say things that seem to incriminate others.
- Listen carefully and react calmly to what they have to say.
- Give them time to say all that they want to say.
- Take seriously what you are hearing, but avoid condemning the alleged abuser.
- Be aware that the person you are listening to may be frightened and may have been threatened and told not to tell what happened so:
 - Offer appropriate reassurance.
 - Affirm that it is right for them to tell/have told.
- As a result of voicing the allegation it may be that a safeguarding investigation and/or prosecution may happen. In order that the integrity of these processes should not be compromised, and any evidence protected, it is important that you listen well without interrupting, and ask as few questions as possible. If it is genuinely necessary to ask a question in order to ensure a clear understanding of what has been said, do NOT use closed questions (answered by 'yes' or 'no') or leading questions (e.g. questions which suggest something which was not specifically mentioned). For example, "Can you tell me where / when this happened?" is a better question than "Did this happen at home?" and "Can you tell me what happened next?" is a better question than "Did he/she do X?" Focus on using open questions, such as, "Is there anything else you want to say?"

Once an allegation is received, the person who heard the allegation, together with the 'designated person' should ensure the immediate safety of any alleged or possible victims as necessary .

The term 'designated person' refers to:

- For members assigned to a partner, their HR advisor or their delegate will be defined as the safeguarding officer in their assignment partner
- For staff (members,volunteers or employees) this will normally be the Director for People
- For a Wycliffe event, whether held on Wycliffe premises or at another location, the designated person is the Safeguarding Officer responsible for the premises/event who will then advise the event leader where necessary.

Phase 2 - Is the child or vulnerable adult in immediate danger?

The protection and safety of the individual making an allegation, and others who may be vulnerable to abuse by the alleged perpetrator, must be ensured. Not all cases will need active safeguarding action. In many cases the formal record of the allegation can be completed before any safeguarding action is taken, but in some circumstances safeguarding action may need to be taken before the formal record of the allegation is completed.

These actions may be taken by the Safeguarding Officer at their discretion:

- The alleged perpetrator should not be given, and must be denied, access to children or any adults who might be considered vulnerable. This may necessitate informing the alleged perpetrator that an allegation has been made and must now be investigated. However, the alleged perpetrator must not be told the nature or details of the allegation.
- In the case of physical abuse or neglect by a parent/guardian/relative, the Safeguarding Officer/designated person should not contact a parent/guardian/relative (unless they are certain that it will not harm the child further and that that person is not the alleged perpetrator) and seek medical attention if necessary. The doctor will then initiate any further medical action.
- When emergency medical attention is necessary this will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.

In the event of allegations of abuse at an event run by Wycliffe:

- The event leader (or deputy event leader, if the allegation is against the leader) will contact the Safeguarding Coordinator, or, in their absence, another member of the Safeguarding Committee (for contact details, see Step 3 below). The event leader

should then follow all advice given. The leader will not speak to anyone else about the details of the allegation.

- Under no circumstances should the event leader attempt to carry out an investigation into the matter. The role of the event leader is to collect and clarify the information required to report the allegation and provide this information to the Safeguarding Committee.

Phase 3 - Create formal record of allegation *in writing* within 30 mins of hearing allegation

The record of any allegation should be recorded on the [Cause for Concern form](#), written as soon as possible, preferably within 30 minutes of hearing the allegation.

It should include the following information:

- the name of the person writing the report
- the alleged victim's name and age
- the name of their parents or guardians (if a child)
- the nature and extent of any injury (if any)
- the present location of the alleged victim
- the alleged perpetrator's name and relationship, if known, to the alleged victim
- how and when (date and time) the allegation was brought to the attention of the person writing the report
- details of what was reported or suspected (dates, times, places, specifics of what happened). The spoken words should be quoted as exactly as possible.
- the date and time of writing the report
- who (e.g. supervisor of the person hearing the allegation) has been contacted and when.

Phase 4 - Inform *Wycliffe Safeguarding Coordinator* (or other member of the Safeguarding Committee) using the number below

After an allegation is received and recorded it should be sent, either directly or via the designated person, to Wycliffe's Safeguarding Coordinator, or, in their absence, to another member of the Safeguarding Committee.

During this reporting process, care must be exercised to protect both the alleged victim and the alleged perpetrator by restricting information access to those who need and have the authority to know.

All allegations received and recorded in relation to Wycliffe operations or events the context of day-to-day Wycliffe operations or at Wycliffe events **must** be reported to the Safeguarding Committee. A report must be made, irrespective of whether the person making the allegation, the person against whom the allegation is being made, or the alleged victim has any formal relationship to Wycliffe (i.e. as a member, employee, volunteer or the dependent child of a member).

In the case of the allegation being against a member of the Safeguarding Committee, that person will not take part in any discussions and should not, at this stage, have sight of the recorded allegation.

Should a partner organisation receive a report of a safeguarding incident or concern involving a Wycliffe member, employee, volunteer, a dependent child, or an individual receiving member funding through us or working on a project funded by us, the partner organisation should be required to inform the Wycliffe Safeguarding Coordinator as soon as possible.

Phase 5 - Safeguarding Committee meets within *two working days* and responds as appropriate

The person receiving the report will confirm its receipt in writing either directly to the author of the report, or indirectly, if the report has been sent via a supervisor. The Executive Director will be informed of the report and will inform the trustee with responsibility for Safeguarding.

Where there is an expressed concern but no evidence of abuse the Safeguarding Trustee will inform the other trustees at the next Board meeting. If there is likelihood of abuse, the Safeguarding Trustee will send all the Board members notification (without details) at the time, followed by any status updates, with details provided at the next Board. In a case of crime or serious abuse - the Safeguarding Trustee will send all trustees a notification (without details) and call an impromptu meeting to discuss as a serious incident, sharing necessary information.

The Safeguarding Committee will meet at the first possible opportunity (normally within two working days). Should urgent action be required before the Committee can meet, this will be taken by the Coordinator in consultation with the Executive Director and the trustee with responsibility for Safeguarding.

The Committee may co-opt other members as appropriate to the situation, e.g. another People Care Coordinator (PCC), but not anyone likely to be involved in providing pastoral support to the alleged victim, the alleged perpetrator or other members of their families. The Committee will also inform the relevant PCC(s) that a report has been received, and of any actions taken by the Committee. The PCC(s) will provide appropriate pastoral support to the alleged victim, the alleged perpetrator and other members of their families as required.

The actions of the Committee will depend on the nature of the allegation. The Coordinator or Committee may, if appropriate, request legal or other advice. Full written records will be kept of all information received and action taken.

Level of concern	Seek first advice: Thirtyoneeight or Bates Wells?	Inform local Safeguarding Board of the country in which the abuse has occurred, for advice?	Inform Wycliffe Board of Trustees	Inform other bodies as appropriate or as advised (eg another local safeguarding board link)?	Inform police in the location of the reported abuse?	Inform Charity Commission?
Expressed concern	Yes	Possibly depending on the report	Yes, Safeguarding Trustee provides them with a non-detailed report at the next Board meeting			
A likelihood of abuse	Yes	Possibly depending on the report	Yes, Safeguarding Trustee will send notification, status updates, and detailed report to the next Board meeting	Possibly depending on the report		
If the allegation is a recognisable report of abuse	Yes	Possibly depending on the report	Same as above.	Possibly depending on the report	Possibly depending on the report	Possibly depending on the report. See the CC list here
Criminal activity (eg sexual abuse, sexual activity with a minor, assault, accessing child pornography) has been reported	Yes	Yes	Yes, impromptu meeting called and details provided as needed.	Possibly depending on the report	Yes	Possibly depending on the report. See the CC list here
Abuse committed by Wycliffe staff or members overseas	Yes	Yes	Same as above.	Where relevant, in England and Wales, the LADO (Local Authority Designated Officer) would need to be informed about allegations against workers with children. Possibly depending on the report	Yes	Yes. See the CC list here

2.2 Liaison with partner organisations

Where we are working with a partner organisation we should, at the outset, check that safeguarding policies are of at least the minimum standard in the UK. Where this is not the case, we should work with the organisation to achieve this in a culturally sensitive way. The safeguarding committee can provide support as needed.

The Safeguarding Committee will immediately inform a partner organisation, or the appropriate leader of any other partner organisation, of any reports received which involve:

- an alleged perpetrator who is currently, or has at any time been, a member of the partner organisation
- an alleged victim who is currently a member or the dependent child of a member of a partner organisation, or was a member or the dependent child of a member of a partner organisation at the time of the alleged incident.

The safeguarding policies and procedures of the partner organisation will then be implemented as appropriate.

These procedures may include:

- Action to ensure that others who may have been victims, including those from other Wycliffe organisations, are appropriately protected and kept safe during any investigation.
- Carrying out an internal inquiry into the allegations to identify organisational failures. NB Such an inquiry will only take place after any UK police investigation has been completed, or in a case where the UK police do not take action.

2.3 Investigations

Wycliffe recognises that the police/social services have lead responsibility for investigating all allegations or suspicions of abuse in the UK. Wycliffe will not carry out its own investigation into any alleged abuse that could result in attributing blame to an individual if the police or social services are investigating. Wycliffe may however carry out an internal investigation should a safeguarding incident not meet the threshold for police investigation. Overseas, Wycliffe will use partner organisations or external investigative professionals.

The Executive Director, in consultation with the Safeguarding Coordinator, will consider whether an alleged perpetrator should be suspended from their role within Wycliffe for

the duration of the investigation. Such suspension does not imply guilt or blame and will be for as short a period as is reasonably possible. Social Services or the Police should be kept informed of any suspension as appropriate.

During an investigation, pastoral support will be made available to the alleged victim, the alleged perpetrator and other members of their families as appropriate. Care will be taken to ensure that this support does not prejudice the conduct or outcome of the investigation.

2.4 Action after an investigation

It is the responsibility of the Executive Director, in discussion with the Safeguarding Coordinator and the Board of Trustees, to ensure that an appropriate response to the findings of any investigation is made.

- If the allegations are proven to be true, appropriate action will be taken against the perpetrator in line with the organisation's disciplinary policies. This includes the possibility of dismissal from Wycliffe without the possibility of reinstatement. In the case of termination of membership, Wycliffe will inform the member's sending church(es) of the decision.
- If a safeguarding matter results in dismissal or termination of membership, this will be noted on the individual's file. The note will state that future references for employment etc. may only be written by a senior member of staff, normally the Director for People. Any reference provided will include the reason for dismissal or termination.
- If the allegations are proven to be true, the trustees will make a safeguarding referral to the Disclosure and Barring Service (or to Disclosure Scotland or Access Northern Ireland as appropriate). If the matter has not already been reported to the Charity Commission, the trustees should do so now.
- If the allegations are proven to be true in a case of child-on-child abuse, Wycliffe will cooperate with any other agencies involved to provide counselling and any other appropriate support to the family or families involved.
- In the case of an allegation being proven untrue, the alleged perpetrator should be reinstated to their previous position (if they had been suspended). All those who had been informed of the allegation should be informed immediately of the outcome.
- Counselling will be made available to the victim, the perpetrator, an individual who has faced a false allegation, and other members of their families as appropriate. Pastoral care may also be requested from sending churches.
- A child who knowingly makes a false allegation should receive counselling as appropriate.
- An adult knowingly making a false allegation will be subject to Wycliffe disciplinary process.

2.5 Non-recent historic abuse

Non-recent historic abuse is abuse that has taken place, but only comes to the attention of the organisation long after the abuse has taken place. Allegations can be made years after the alleged events.

Wycliffe will take seriously any allegations of non-recent abuse and will act appropriately in response to the findings of any formal investigations and/or court proceedings related to alleged non-recent abuse that is brought to our attention.

a. Alleged non-recent abuse outside the organisation

If the alleged non-recent abuse relates to a time before the possible victim or the alleged perpetrator were formally associated with the organisation:

- The person alleging abuse and/or the alleged perpetrator should be appropriately supported as far as is compatible with any relevant investigation.
- If children or others needing support and care could still be at risk from the alleged abuser, the appropriate statutory authorities should be informed to ensure measures are taken to protect children.
- If the alleged abuser has since served with a partner organisation, the partner organisation Child Safety Office or equivalent will be informed.

b. Alleged non-recent abuse within the organisation

If the alleged non-recent abuse relates to a time when the possible victim or the alleged perpetrator were formally associated with the organisation:

- The person alleging abuse and/or the alleged perpetrator should be appropriately supported as far as is compatible with any relevant investigation.
- If the alleged abuser is in the UK, and children or others needing support and care could possibly be at risk, then the statutory authorities (Local Safeguarding Board) should be informed. No further action should be taken by Wycliffe until the statutory bodies have completed their investigation and they have advised that their enquiry has come to an end.
- If the abuse is reported to have taken place while the alleged abuser was serving with a partner organisation, or while the possible victim was the dependent child of a family serving with a partner organisation, Wycliffe will inform the partner organisation, or the appropriate leader within the partner organisation.
- Where the alleged abuser is still formally associated with the organisation, the Executive Director and the Safeguarding Coordinator will consider whether that person should be suspended from their role within Wycliffe for the duration of the

investigation. Such suspension does not imply guilt or blame and will be for as short a period as is reasonably possible. Social Services or the Police should be kept informed of any suspension as appropriate.

- If the alleged abuse occurred outside the UK, then Wycliffe will cooperate fully with the relevant investigating authorities.

2.6 Confidentiality

Confidentiality will be maintained to the fullest practical extent. We will share on a strictly “need to know” basis except when the law requires disclosure, for the purposes of advice or required reporting.

All information will be stored in the confidential safeguarding file and only shared on a need to know basis. Records of all cases must be filed and files rationalised. Information sharing will be:

- Necessary for the purposes for which it is shared.
- Only with those individuals who need to have it.
- Accurate and up-to-date.
- Timely.
- Secure (in how it is shared and stored).

Retention periods

The Director of People is responsible for record retention according to the [Retention of Record policy](#).

2.7 Supporting people who have suffered abuse

- The safety and security of the survivor is the prime consideration. First actions will involve assuring the immediate safety of the survivor, any dependents, and any witnesses.
- Confidentiality of the survivor, their family, friends, and witnesses will be ensured at each step in the process.
- We will take into account the survivor’s wishes and ensure survivor self-determination or – in the case of children or adults with certain disabilities – the best interests of the survivor. Self-determination involves ensuring that all actions taken are in accordance with the wishes of the survivor.
- We will provide respect and dignity. In all communications with the survivor, demonstrate belief and trust, seeking to build a supportive and healing relationship between the survivor and the organisation.

- We will seek to empower the survivor for the future, by building on the capacity and resilience of the individual, their family, friends, and community and survivor support agency.
- We will assess risks and seek to mitigate against these risks throughout the life of the safeguarding report handling mechanism to ensure we do no further harm. The response and support mechanisms put in place must not negatively impact the survivor.
- We will provide a timely response to ensure the treatment of wounds, and, where possible, the prevention of sexually transmitted infections and worsening mental health. A good response time will ensure the ability to take legal or remedial action, prevent continued harm, prevent harm to others, support survivors with potential consequences such as pregnancies e.g. source antenatal care etc.
- We have no limitations on reporting timeframe for an individual to tell an organisation about inappropriate sexual behaviour allegedly perpetrated by a staff, member or volunteer.

3 Key contacts

Safeguarding Boards

A list of all Safeguarding Boards (Children and Adults) can be found at www.safecic.co.uk/safeguarding-resources/boards-and-partnerships-home

Thirtyone:eight (previously Churches Child Protection Advisory Service (CCPAS))

Helpline: 0303 003 1111

thirtyoneeight.org

Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ

NSPCC

[Definitions of child abuse](#)

NHS

[Definitions of abuse to those with care and support needs](#)

Child Exploitation Online & Protection Centre (CEOP)

www.ceop.police.uk

SIL Child Safety Office or equivalent if assigned to SIL

child-safety_intl@sil.org

If on the UK staff team Tory Martin at tmartin@wycliffe.org.uk

England

Safeguarding Boards

www.gov.uk/government/publications/good-practice-by-local-safeguarding-children-boards

Wales

Safeguarding Boards

enquiries@estyn.gov.wales

Scotland

Safeguarding advice Scotland

www.mygov.scot/report-child-abuse

Northern Ireland

Safeguarding Board for Northern Ireland

www.safeguardingni.org