

(Formerly: Olivetan Benedictine Sisters, Turvey Abbey, Reg Charity 246754)

SAFEGUARDING POLICY

1. **The Priory of Our Lady of Peace** houses a community of seven nuns, one of whom is infirm and housebound. The nuns take The Rule of Saint Benedict as their Rule of Life. They have a Constitutional Enclosure which means they live and work on the premises. The general public may attend services in the Chapel, meet with a nun for spiritual direction, receive icon painting tuition, or come for a quiet day of retreat. The nuns also offer retreats on social media.

2. POLICY OVERVIEW

The Priory of Our Lady of Peace CIO is committed to safeguarding all children and adults. For the Priory of Our Lady of Peace CIO this commitment directly relates to the fact that we are all made in the image of God and the Church's common belief in the preciousness, dignity and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of protection, love, encouragement and respect. Following on from the safeguarding reviews in 2020 we are committed to the One Church Approach to safeguarding by implementing the changes needed and ensuring we respond to victim/survivors promptly and compassionately.

3. SCOPE

3.1 This policy and procedure applies to all within the Priory of Our Lady of Peace CIO regardless of their role or the activities they undertake.

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

4. TRAINING

3.1 All the Nuns of the Priory of Our Lady of Peace CIO (with the exception of infirm and housebound Nuns) will undergo Safeguarding Training relevant to their role.

3.2 The Trustees of the Priory of Our Lady of Peace CIO and the Safeguarding Lead will undertake yearly refresher training.

5. ROLES AND RESPONSIBILITIES

4.1 The Priory of Our Lady of Peace CIO Board of Trustees

Priory of Our Lady of Peace CIO Charity number 1202777

The Board has a duty to maintain appropriate governance and oversight of safeguarding in line with this policy and national guidelines. Certain functions of the Board will be delegated to others within the Priory of Our Lady of Peace CIO, as indicated below.

4.2 The Prioress

The Prioress is responsible for ensuring appropriate policy, procedures and best practice are in place for the effective delivery of a robust safeguarding service. Certain functions of the Prioress will be delegated to the Nuns, as indicated below.

4.2 The Safeguarding Lead

The Safeguarding Lead has direct oversight of the Priory of Our Lady Of Peace CIO safeguarding policy and guidance. This includes oversight of the relationship with and input on the work of the RLSS.

4.4 All other roles

All Nuns (with the exception of infirm and housebound Nuns) have an obligation to ensure they know how to respond to safeguarding concerns by making themselves familiar with the content of this policy and the procedure contained within it and any other associated policies/procedures.

4.5 General

Everyone involved in the work of the Priory of Our Lady of Peace CIO has a duty to disclose to the Safeguarding Lead or the Prioress any safeguarding concerns that have been raised about them.

5 PRACTICE GUIDANCE

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

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

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

5.3 In order to provide additional guidance, the Priory of Our Lady of Peace provides details of associated support services, including the CSSA, RLSS, and Safe Spaces, both on its website and via social media communications, in order to promote these services and sign-post individuals to appropriate resources where needed.

It also provides details of the internal Safeguarding Lead within the guest booklet, so as to provide further sign-posting to guests should this be needed.

6 PROCEDURE

6.1 If the Priory of Our Lady of Peace CIO becomes aware of a concern as detailed in Section 5 or any other safeguarding issue, they will follow the organisation's Communication plan which sets out exactly how safeguarding concerns are communicated both internally and externally.

6.2 As part of this, the organisation will contact the RLSS Safeguarding Team and pass the concern and all records of it to them immediately. The organisation will also ensure the person who raised the concern knows this action has been taken.

6.1.1 The RLSS will:

- Ensure the victim/survivor or individual has been informed of the next steps
- Explain what will happen, give them options if possible and an indicative timescale
- Contact any relevant bodies within 24 hours
- Complete the safeguarding paperwork and ensure appropriate record keeping of all phone calls, meetings and discussions in relation to the case are documented.
- Update the relevant people at the Priory of Our Lady of Peace CIO and offer any support needed

7 WHISTLEBLOWING

7.1 The Priory of Our Lady of Peace CIO will encourage and enable anyone with a safeguarding concern, to refer the concern without fear of victimisation, or disadvantage.

7.1.1 If that concern is regarding malpractice, illegal acts, or omissions at the Priory of Our Lady of Peace CIO or other religious institution in relation to safeguarding, then the RLSS will be made aware.

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

8 RECORDING AND STORAGE OF SAFEGUARDING CONCERNS AND CASE FILES

8.1 The Priory of Our Lady of Peace CIO has a responsibility to ensure that all case files held are accurate, up to date and stored securely.

8.2 Where RLSS is responsible for the management of a case, RLSS will ensure records are accurate, auditable, and secure and all records of any safeguarding concerns or allegations referred will be properly maintained.

8.3 All records are gathered, processed and stored in accordance with the organisation's Data Protection policy, to ensure compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2016. The Data Protection policy also sets out when personal data can be shared with other organisations, such as the CSSA and RLSS, for lawful reasons such as safeguarding.

9 SAFER RECRUITMENT PRACTICE GUIDANCE

9.1 The Priory of Our Lady of Peace CIO will ensure that the Nuns, lay staff and volunteers are subject to the appropriate Disclosure and Barring Service (DBS) checks (including enhanced DBS) in line with both statutory and Catholic Church requirements.

9.2 Appointments will be based on the person's experience, skills and ability to meet the set criteria and job specification for the specific role. It is essential to ensure that all documentation relating to the applicants are kept in a secure place and are confidential.

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

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

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

10 POLICY REVIEW

10.1 This policy is approved by the Priory of Our Lady of Peace CIO Board of Trustees and will be subject to an initial review in April 2026 and thereafter annually.

10.2 This review will also include a review of the organisation's Safeguarding Action Plan which aims to maintain continuous improvement in safeguarding practises, in line with the eight national safeguarding standards.

Policy last updated: 11th February 2026

Name: Prudence E Davis
Aka Sr Zoë M Davis OSB

Date of next review: February 2027

Date: 11/04/26

Notes:

This policy supersedes the Safeguarding Policy and Procedures of the Priory of Our Lady of Peace CIO (formerly the Olivetan Benedictine Sisters, Turvey Abbey, Registered Charity 246754) for the years 2000 to the present date April 2025.

Additional policies:

- Health and Safety Policy and Procedures
- Fire Safety Policy and Procedures
- Complaints Policy and Procedures
- Conflict of Interest and Loyalty Policy and Procedures

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- Welfare and Discipline – see The Rule of Saint Benedict and the Constitutions of the Benedictine Nuns of Schotenhof
- Data Protection Policy

Relevant Insurance Policies:

- Premises
- Public Liability
- Employers Liability
- Cyber Package