



Fisher House Safeguarding Policy

If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

The Cambridge University Catholic Chaplaincy (the Chaplaincy) comprises the Chaplain to the University of Cambridge, together with any Assistant Chaplain(s) and/or Lay Chaplain(s) that may be appointed by the Oxford and Cambridge Education Board, a body of the Bishops Conference of England and Wales.

The Cambridge University Catholic Association CIO (CUCA) includes among its charitable objects the support of the Chaplaincy, through the provision and upkeep of the Chapel and chaplains' accommodation (together known as Fisher House) as well as providing other material support.

Both the Chaplaincy and CUCA are fully committed to the safeguarding of children, young people and adults at risk, as an integral part of their Christian mission. As part of the Catholic Church in England and Wales, the Chaplaincy and CUCA commit to follow the National Safeguarding Policy and Practice Guidance as established by the Catholic Safeguarding Standards Agency (CSSA). The most recent documentation may be accessed at:

<https://www.catholicsafeguarding.org.uk>.

All those undertaking work for the Chaplaincy or CUCA, whether paid or unpaid, are expected to familiarise themselves with this policy document, as well as the linked documentation.

People with responsibility for safeguarding

The safeguarding representatives for Fisher House are Ruth Beer and Andrew Paverd. They may be contacted through safeguarding@fisherhouse.org.uk.

For the purposes of Safeguarding management, Fisher House is overseen by the Diocese of East Anglia. The Diocesan Safeguarding Coordinator is Liam Sainsbury, who may be contacted on 07931 952626 or safeguarding.coordinator@east-angliadiocese.org.uk.

The Catholic Safeguarding Standard Agency can also be contacted directly on 0207 901 1920 or admin@catholicsafeguarding.org.uk.

This policy was last reviewed on Monday 28 April 2025.

Signed:

Revd Fr Paul Keane

Catholic Chaplain to the University of Cambridge

Prof. Janet Soskice

President, CUCA CIO



Fisher House Safeguarding Policy

Reporting Concerns

If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office, or directly to the police. Any referrals made directly to the police must also be sent to the Diocese of East Anglia safeguarding office.

If you are a member of the public, please refer allegations directly to the police and / or to the Diocese of East Anglia Safeguarding Office.

Management of Concerns and Allegations

Concerns and allegations will be handled according to the CSSA Practice Guidance which can be accessed at¹:

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Practice-Guidance-Management-of-Concerns-and-Allegations.docx>

Anyone who raises safeguarding concerns or allegations will be treated sensitively, respectfully, and seriously.

Maintaining a safe environment

To ensure the safety of children and adults at risk who attend or call at the Chaplaincy:

1. All chaplains² and Chaplaincy members (student, University Members or adult parishioner) will be mindful that their behaviour towards, and in the presence of, children and vulnerable adults must always be above reproach.
2. All physical contact with a child will be in public, age appropriate and respectful.
3. Adults should avoid being alone in the presence of a child.
4. Adults at risk will be engaged with courteously and with due consideration for their vulnerability even when it is clear that no concrete help can be provided.
5. Any visiting priests will be vetted by the chaplain together with the Safeguarding Representative. They may be asked to provide evidence of good standing with their Order or Diocese and of a recent DBS check.

To ensure the safety of the chaplains and Chaplaincy members (students, University Members and adult parishioners)

6. When possible, no single chaplain or Chaplaincy member should be on their own in responding to a person at risk who themselves may put others at risk. The support of another should be sought before the person at risk is engaged with.
7. Where possible, to avoid a situation of dependency, no chaplain or Chaplaincy member should be considered the only person able to respond to a person at risk who is present regularly or calls regularly at the Chaplaincy.
8. Cash will never be given to members of the public who present themselves at Fisher House requesting charitable assistance.

¹ All linked files are included as appendices to this policy for convenience, however the up-to-date files on the CSSA website should be considered to have primacy.

² Here and elsewhere, "chaplain" should be understood to include any Assistant or Lay Chaplains and Assistants



Fisher House Safeguarding Policy

Safer Recruiting

The Chaplaincy and CUCA will follow the processes for Safer Recruitment as laid out in:

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Practice-Guidance-Safer-Recruitment-1.docx>

where appropriate, employees and volunteers may be required to undertake a DBS check, and a Safeguarding Self Declaration.

Record keeping

The safeguarding representative will maintain a safeguarding log, which should be held securely.

Any disclosures, allegations or expressions of concern should be recorded according to the CSSA Practice Guidance:

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Practice-Guidance-Recording-a-disclosure-or-allegation.docx>

Complaints and whistleblowing

Complaints in the first instance should be raised directly with the safeguarding representative. Complaints may also be raised with the Diocese of East Anglia Safeguarding Coordinator or with the CSSA. CUCA has a complaints policy which can be accessed at

<https://www.fisherhouse.org.uk/contact>

The Chaplaincy and CUCA have adopted the CSSA whistle-blower policy, which may be accessed at:

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Policy-Whistleblowing.docx>

Outside agencies

Where appropriate for the management of safeguarding at Fisher House, the Chaplaincy and CUCA will engage with outside agencies including, but not limited to, the police, social services, Local Authority Designated Officers and any other relevant statutory bodies.

In situations relating to members of the University of Cambridge, it may be considered appropriate to engage with safeguarding bodies within the University of Cambridge and its Colleges. For details of University procedures relating to safeguarding see:

<https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-safeguarding-statement>



Fisher House Safeguarding Policy

Codes of conduct

The Chaplaincy and CUCA have agreed the following statement of values, which applies to the whole Fisher House Community:

Fisher House is an international community comprising students, senior University Members, regular visitors and guests who come together to worship, share our Catholic faith, give witness to the University and City, and call each other to conversion. Central to our life is the Mass, the source of our communion with each other and our shared activity and values. We enjoy fellowship in spiritual and social activities and, through prayer, talks and discussions, grow in love of Christ and his Church, and in our commitment to Catholic faith and morals.

Our community life is grounded in Christian charity. There is no place here for discrimination, hatred or faction, since Catholicism is of its nature a community where all share equal dignity. At Fisher House, there can be no toleration of any words or actions which objectify, exclude or ridicule people, whether on grounds of race, gender, sexuality, appearance, or manner of worship. Such uncharitable attitudes are contrary to our gospel values. We expect all those who come to Fisher House and use its facilities to acknowledge and abide by these values, for they stand at the heart of our identity in Christ.

Furthermore, the chaplains will abide by the following code of conduct.

1. Called to serve all God's people, the chaplains will treat all persons with respect.
2. The chaplains will not condone or support any unlawful discrimination in respect of faith, religion, race, ethnicity, sexual orientation, gender, age or disability among those they have contact with in their role as chaplains.
3. The chaplains will affirm the religious and spiritual freedom of all persons they encounter in their role as chaplains. Consistent with the teachings of the Catholic Church and the spiritual wellbeing of the Chaplaincy as a whole, they will not impose doctrinal positions or spiritual practices on persons and will affirm and promote their faith in ways that respect the spiritual freedom of others.
4. The chaplains are accountable for maintaining the integrity of the pastoral and spiritual relationship with those they encounter in their role as chaplain.
5. The chaplains are aware that there is a power imbalance between a chaplain and student, and that there is often some vulnerability implicit in the kind of conversations that students might have with a chaplain. Chaplains are to be conscious that this is the case and maintain appropriate professional boundaries to ensure that students remain safe and not at risk.
6. It will not normally be appropriate for the chaplains to be a 'friend' of any student in residence, a vulnerable adult or any child on Facebook or other social media platform.
7. The chaplains will not use their professional position for personal gain, be it emotional, financial, sexual or other form of gain.
8. The chaplains will undertake professional training to ensure they support students in the best possible way.
9. The chaplains will make referrals in the best interests of those they serve.
10. The chaplains will work and cooperate with other services within the University to serve the best interest of the people to whom they minister.



Fisher House Safeguarding Policy

Bullying

The Chaplaincy and CUCA will not in any circumstances tolerate bullying behaviour.

Definition

Bullying is defined for these purposes as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviours.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behaviour violates the Code of Conduct.

Examples

Bullying includes the following types of behaviour:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in activities.

Individuals who feel they have experienced bullying should report this to the Chaplain, the CUCA Treasurer or to a Safeguarding Representative before the conduct becomes severe or pervasive. All members of Fisher House are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow appropriate action to be taken.

Activities and Visits

All activities will follow the CSSA Practice Guidance on Planning and Organising Events and Groups

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Practice-Guidance-A-brief-guide-to-planning-and-organising-parish-events-and-groups4.docx>

All trips away from Fisher House will be organised taking account of the CSSA Practice Guidance on Overnight Accommodation and on organising Pilgrimages for Young People:

<https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Practice-Guidance-Overnight-accommodation.docx>



Fisher House Safeguarding Policy

Appendices

- CSSA Practice Guidance on concerns and allegations
- CSSA Practice Guidance on safer recruitment
- CSSA Practice Guidance on recording a concern or allegation
- CUCA Complaints Policy
- CSSA Whistleblowing Policy
- Cambridge University Safeguarding Statement