

The Oxford Oratory of St Philip Neri

Baseline Audit Report
May 2025

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1. Introduction

1.1 This is a baseline audit of the safeguarding arrangements at the Oxford Oratory of St Philip Neri, referred to for the remainder of this report as Oxford Oratory. This audit has been undertaken as part of the Catholic Safeguarding Standards Agency's (CSSA) Baseline Audit phase of Religious Life Groups (RLGs).

1.2 The Fathers and Brothers of an Oratory form a community but do not take vows of poverty, chastity and obedience. Priests of the community are bound by the promises that they make at their ordination but they remain as part of an Oratory community because they choose to do so rather than to fulfil vows. However, Oxford Oratory have chosen to sign up to the Religious Life Safeguarding Service¹ (RLSS) for support and the CSSA for audit of their safeguarding practices.

1.3 The four Fathers and five Novices of Oxford Oratory minister in a single Parish, St Aloysius Gonzaga, in Oxford, within the Archdiocese of Birmingham. The Provost of Oxford Oratory is the Parish Priest and takes the lead role in safeguarding. Oxford Oratory's members are expected to follow the safeguarding expectations of the Archdiocese of Birmingham.

1.4 Oxford Oratory employ a Sacristan but his training and vetting are completed through Birmingham Archdiocese. They also employ a part-time cleaner and a part-time cook, neither of whom have public facing roles that would be eligible for a vetting check.

1.5 This audit seeks to assess the effectiveness of current safeguarding arrangements, by considering practice over the last twelve months. The CSSA has categorised RLGs on a scale from Level 1 (a small community with minimal outreach and no known safeguarding concerns), Level 2 (a medium sized community with some outreach with vulnerable populations and/or providing some diocesan activities, such as a Parish Priest), to Level 3 (a large community and/or one with significant outreach with vulnerable populations and/or a

¹ RLSS are an independent team of safeguarding professionals offering safeguarding services to the Religious of the Catholic church in England and Wales

disproportionately high number of open safeguarding cases). Oxford Oratory was categorised as a level 2 community because their role is to provide Priests for a Parish and they completed a corresponding self-assessment.

2. Scope & Methodology

2.1 Initial contact with the Provost of Oxford Oratory was made on 12 December 2024. An in-person audit interview date of 2 April 2025 was agreed. The self-assessment and supporting evidence were returned on 4 March 2025. Additional evidence was requested by the CSSA on 31 March 2025 and was provided on 1 April 2025.

2.2 Audit interviews were completed on 2 April 2025 with the Provost, the Novice Master and one of the Novices. The Provost is the Ordinary of Oxford Oratory and takes the role of safeguarding lead.

2.3 Liaison with RLSS about Oxford Oratory's engagement with them took place on 27 February 2025. Birmingham Archdiocese have also been approached for information relating to Oxford Oratory's compliance with their safeguarding expectations. A response was received on 8 April 2025.

2.4 Oxford Oratory have no open safeguarding concerns regarding their members so no case audits were undertaken. Any safeguarding concerns that related to Parishioners would be managed under Archdiocesan safeguarding arrangements and audited under the CSSA's diocesan inspection programme.

2.5 Documentary evidence provided by Oxford Oratory is listed in Appendix 1. Their website and Charity Commission report for the year ending 2023 were also read.

3. Audit Grading

3.1 Practice was assessed against the eight national safeguarding standards adopted by the Catholic Church in England and Wales² and graded in accordance with the CSSA Maturity Matrix for Level 2 RLGs.

² Full details of the eight standards and underpinning sub standards are available here: [The Eight National Safeguarding Standards \(catholicsafeguarding.org.uk\)](https://catholicsafeguarding.org.uk)

3.2 Potential audit ratings against each standard, and the final overall ratings, are: Below Basic, Basic, Early Progress, Firm Progress, Results Being Achieved, Comprehensive Assurance and Exemplary.

3.3 Oxford Oratory have received an overall rating of Firm Progress, achieving that rating in five of the eight standards. The other three standards reached the higher rating of Results Being Achieved.

Overall Grading	Firm Progress
Standard 1 – Safeguarding is embedded in the Church body's leadership, governance, ministry and culture	Results Being Achieved
Standard 2 – Communicating the Church's Safeguarding Message	Firm Progress
Standard 3 – Engaging with and Caring for those who report having been harmed	Results Being Achieved
Standard 4 – Effective Management of Allegations and Concerns	Results Being Achieved
Standard 5 – Management and Support of Subjects of Allegations and Concerns (respondents)	Firm Progress
Standard 6 – Robust Human Resource Management	Firm Progress
Standard 7 – Training and Support for Safeguarding	Firm Progress
Standard 8 – Quality Assurance and Continuous Improvement	Firm Progress

4. Audit findings against each standard

4.1 Standard 1 Safeguarding is embedded in the Church body's leadership, governance, ministry and culture

Strengths

4.1.1 All members of Oxford Oratory who have been members for six years or more are trustees of the charity. There are in addition two lay trustees, one with a legal background and the other in education. Trustees meet at least twice a year which is in accordance with the Charity Commission's recommended minimum³. Safeguarding is a standing agenda item for the trustees. Evidence of the last minutes demonstrated that trustees were updated on new safeguarding concerns, of which there were none, Disclosure and Barring Service (DBS)⁴ vetting check compliance, in which all checks were either in date or in progress, and an update on the safeguarding arrangements for RLGs who own the churches in diocesan Parishes. The Provost, in his capacity as safeguarding lead, raised an apparent omission in draft documents and was set an action to address this. This demonstrates that there is active oversight from trustees of safeguarding risks at Oxford Oratory.

4.1.2 The roles and responsibilities of members of Oxford Oratory are outlined in their Safeguarding Policy. This includes those of the Provost and the Safeguarding Lead separately. Currently the same individual holds both roles. He has experience of working on the National Catholic Safeguarding Commission (NCSC) prior to its dissolution in 2021. He is qualified in Canon Law and has assisted in a laicisation process on behalf of a member of clergy, not of the Oratory, who had been convicted of a criminal offence.

4.1.3 As Oxford Oratory's ministry is running a Parish in the Archdiocese of Birmingham, the majority of their safeguarding liaison is with the Archdiocesan safeguarding team. Evidence of correspondence between the Provost and the safeguarding team over managing concerns arising from Parishioners was

³ [Charity meetings - GOV.UK](#)

⁴ [Disclosure and Barring Service - GOV.UK](#)

provided and demonstrated the proactive approach that Oxford Oratory take. RLSS confirmed that Oxford Oratory have liaised with their membership and safeguarding teams in the last year.

4.1.4 Oxford Oratory produce a document entitled Prudence Guidance and Code of Conduct for Staff and Volunteers. This notes that they encounter and work with those who are distressed, at risk or vulnerable in numerous ways so all Oratorians, staff and volunteers should follow the guidance in the document and also that of Caring Safely for Others⁵. The Provost said that the Prudence Guidance and Caring Safely for Others have been shared with all Oratorians and this was confirmed with the other interviewees. The Prudence Guidance details practical safeguarding arrangements that members must take with regard to contact with children or adults who may be considered to be at risk. This includes not being alone with them or, if there is necessity, ensuring they are in plain sight in a public place. Solo travel with children is prohibited outside of emergency scenarios and, in that instance, a second responsible adult should be found. The nine members of Oxford Oratory all reside in the same accommodation so would be very unlikely to be unable to find another responsible adult to support them should the need arise.

Areas for Development

4.1.5 To date, Oxford Oratory have not created a safeguarding action plan to drive ongoing improvements in safeguarding practice. When they have received the recommendations of this audit these can be used to create an annual workplan with actions and resources allocated to deliver the recommendations. Trustees should have oversight of the plan at their meetings to ensure that progress is being made by the action owners.

4.1.6 Whilst the two interviewees indicated that they have received and read the available guidance on conduct, the Provost acknowledged that there has been an element of trust in assuming that because the documents have been shared they have also been read and understood. Actions such as asking members to regularly sign a document to affirm they have read the guidance or ensuring there are

⁵ A document promoting Pastoral Standards and Safe Conduct for those in Ministry. It is a Bishop's Conference document which is used by Oxford Oratory rather than Integrity in Ministry as their work is dedicated to their Parish.

regular discussions about the expectations amongst the Oratorians would provide an increased level of assurance that their expectations have been assimilated. The current Novice confirmed that he had discussed Caring Safely for Others in meetings with the Novice Master.

Graded: Results Being Achieved

4.2 Standard 2 Communicating the Church's Safeguarding Message

Strengths

4.2.1 Parishioners are able to access safeguarding messages on the dedicated safeguarding page on the website of Oxford Oratory. This includes a commitment that safeguarding is an integral part of the life and ministry of the church. The contact details of the Archdiocesan safeguarding team, the Parish Safeguarding Representative (PSR) and the CSSA are available there. Also included is contact information for Safe Spaces⁶ which allows Survivors of abuse to seek support directly.

4.2.2 St Aloysius church also had physical posters displayed which contain the PSR and Archdiocesan safeguarding team contact details, with a separate Safe Spaces poster. The Parish newsletter also displays the short statement and safeguarding contact details as mandated by the Archdiocese.

Areas for Development

4.2.3 No formal safeguarding communication plan is in place. However, as they serve a Parish in the Archdiocese of Birmingham they should ensure that they meet the minimum standards of the Archdiocese as outlined on their website. This will

⁶ Safe Spaces is a free and independent support service, providing a confidential, personal, and safe space for anyone who has been abused by someone in the Church or as a result of their relationship with the Church of England, the Catholic Church in England and Wales or the Church in Wales.

therefore include links via the website to the Isaiah Journey Survivors Guide⁷. The noticeboard should also include a CSSA poster amended to include the PSR details and Archdiocesan safeguarding team details, a Safeguarding Statement and a physical copy of the Isaiah Journey Guide. Parishioners should also be given access to contact details for RLSS should they wish to raise a concern about one of the members of Oxford Oratory directly there.

4.2.4 In addition to planning to meet the Archdiocesan minimum standards, leaders at Oxford Oratory should consider how they would respond in the event that Oxford Oratory were subject to local or national media publicity. They should also reflect on the demographics of their Parish to consider if safeguarding information should be provided in other formats, such as for those for whom English is not their first language.

Graded: Firm Progress

4.3 Standard 3 Engaging with and Caring for those who report having been harmed

Strengths

4.3.1 The Safeguarding Policy includes a procedure to follow if anyone at Oxford Oratory becomes aware of a safeguarding issue. This is to inform the safeguarding lead who will then contact the Archdiocesan team and RLSS, as appropriate. The individual who reported the concern should be informed that this is going to happen. The policy mandates that the Archdiocesan safeguarding will make sure that the person who has reported being harmed is informed of the next steps that will be taken, giving them options if possible and a timescale for when steps will be taken. Support for those concerned will be offered through the Archdiocesan team. In the event of a Survivor raising a concern against a member of Oxford Oratory

⁷ [Survivors-Guide.pdf](#)

then the Survivor would be supported by the Oratory who would take their guidance from RLSS.

4.3.2 Evidence provided for audit demonstrated appropriate liaison and reporting of concerns related to Parishioners by the safeguarding lead to the Archdiocesan safeguarding team. The Novice Master indicated the he had liaised with the safeguarding team in relation to a matter outside Oxford Oratory within the last 12 months and had received information from the Archdiocese relating to support services which he was able to pass on.

4.3.3 Whilst he has not had the opportunity to individually engage with Survivors, the Provost said that he did engage with Survivors groups when he was a member of the NCSC. He would meet with any Survivors who wanted to meet with him and would engage with the PSR and the Archdiocese to prepare him for the meeting. Oxford Oratory would be in a position to fund counselling or other support for Survivors if they were approached. The Provost thought that, following any engagement with Survivors, documents like the Prudence Code would be adapted if necessary.

Areas for Development

4.3.4 To date, members of Oxford Oratory have engaged with Archdiocesan expectations of safeguarding training for those ministering in a Parish. This means that leaders have not utilised training opportunities offered by RLSS which may support them in responding to potential future disclosures and ongoing contact with Survivors. The safeguarding lead has now committed to undertake training for safeguarding leads and safeguarding for trustees provided by RLSS later in 2025.

Graded: Results Being Achieved

4.4 Standard 4 Effective Management of Allegations and Concerns

Strengths

4.4.1 Oxford Oratory provided evidence of correspondence between the safeguarding lead and the Archdiocesan safeguarding team and between their PSR and the Archdiocesan safeguarding team. This correspondence was from early 2024 and related to two challenging issues the Oratory was dealing with related to a total of three Parishioners. It demonstrates that the safeguarding lead and PSR are prompt in their engagement with the safeguarding team and aware of the potential for statutory agencies, such as the police, taking the lead role in managing concerns. They also show that they understand that there will be situations where a safeguarding plan will need to be agreed to allow individuals who pose a risk to others to practice their faith in safety. Neither of the two situations ultimately led to the need for the agreement of a plan.

4.4.2 It was evident from the interviews that, if there were an allegation or concern related to a member of the Oratory, that this would be reported to RLSS. Avenues for raising concerns about senior members of the Oratory were also known by the Novice. The Provost told me that there had been learning from previous experience in 2018 when there was a concern against a former senior member of the Oratory and a lack of awareness of how to manage it.

4.4.3 Records related to safeguarding concerns are kept in hard copy in secure cabinets with limited access. Oxford Oratory have been reliant upon the Archdiocese keeping electronic records of safeguarding concerns as they retain safeguarding responsibility for concerns related to Parishioners. Similarly, they would expect RLSS to retain electronic records of any concerns or allegations relating to members of the Oratory.

4.4.4 The Safeguarding Policy states that the safeguarding lead will report to the Trustees at every meeting. In practice, as all Oratory members live in the same location and all senior members of the Oratory, including the safeguarding lead, are Trustees of the charity, it is inevitable that Trustees will be made aware of safeguarding concerns immediately that they arise. The Provost is qualified in Canon Law so would be able to ensure that the management of any concerns

adheres to its requirements. He has experience of supporting others, external to the Oratory, in matters of Canon Law.

Areas for Development

4.4.5 The expected review period for the Safeguarding Policy is annually or where there is a significant change to the organisational infrastructure, processes or to relevant changes. Relevant policies should also be reviewed by Trustees after the management of any safeguarding allegation or concern to ensure that they were effective. The Safeguarding Policy should be updated to reflect this expectation.

Graded: Results Being Achieved

4.5 Standard 5 Management and Support of Subjects of Allegations and Concerns (Respondents)

Strengths

4.5.1 RLSS confirmed that, within the last twelve months, Oxford Oratory had been in contact with their membership and safeguarding teams. All interviewees knew how to contact RLSS when necessary. Oxford Oratory would liaise with RLSS for support and guidance in managing any Respondents and, in accordance with their safeguarding policy, would notify the Delegate of the Apostolic See for the Confederation of the Oratory.

4.5.2 The Provost confirmed that if an allegation were made against a member of Oxford Oratory then they would ensure that they were supported in any way necessary. He would be able to signpost any Respondent to a source of Canon Law advice, independent of the Oratory. Other necessary sources of support would be identified and utilised on a case-by-case basis.

Areas for Development

4.5.3 The safeguarding policy does not stipulate how a Respondent should be supported. The safeguarding lead considered that their Infirmarian might be identified as a support person for any Respondent to allegations or concerns. He would also feel a moral obligation as Father of the Community to support the

individual but accepted that this would be him undertaking too many, possibly conflicting, roles.

4.5.4 There is an awareness that some allegations or concerns may require an individual to be stepped down from ministry and accommodated elsewhere during the investigation process. In the short term arrangements could be made with one of the other Oratories in the UK. However, leaders of Oxford Oratory should prepare for promptly identifying a support person and external sources of support for a Respondent when necessary. They should also plan for how they would manage any temporary removal from ministry that became necessary so that disruption and stress to the Respondent is minimised. The plan should include how they will liaise with the Archdiocese in such a scenario given the impact that temporary removal of a member of Oxford Oratory would have on the Parish.

Graded: Firm Progress

4.6 Standard 6 Robust Human Resource Management

Strengths

4.6.1 Volunteers in the Parish of St Aloysius Gonzaga are subject to Archdiocesan safeguarding oversight, overseen by the PSR who is recruited by the Archdiocese. She also holds the results of checks for members, as does the Provost. Similarly, Oxford Oratory employ a Sacristan but his vetting and training are under Archdiocesan arrangements. Their part time chef and cleaner are not in roles that require safeguarding vetting. The Safeguarding Policy nevertheless does contain safer recruitment practice guidance. This mandates that all Fathers and Brothers, staff and volunteers are subject to the appropriate DBS check for their role. Roles which require a DBS also need previous employment and personal references before confirmation in post. Trustees have oversight of safer recruitment in their meetings and, were there issues with compliance, would immediately be able to address them.

4.6.2 In practice, all of the Novices who are currently in Formation were Altar Servers at Oxford Oratory, and subject to satisfactory DBS checks, before being invited to apply to join. Therefore, any members from overseas will have been in the UK for sufficient time to allow DBS checks to be made here. Oxford Oratory's records,

confirmed by the Archdiocese of Birmingham, show that all members have DBS checks within the last three years, in line with CSSA expectations.

4.6.3 Safeguarding training is prioritised early in the Novitiate. The Novice interviewed confirmed that he had completed online safeguarding training within a month, and before he would undertake any public ministry. He also said that the Novice Master regularly discusses the practical safeguarding expectations for the Parish with them. Oxford Oratory's records confirm that all Fathers and Brothers have completed online CSSA Level 3 training since December 2024.

4.6.4 The Safeguarding Policy includes guidance on Whistleblowing in relation to malpractice, illegal acts or omissions at Oxford Oratory in relation to safeguarding. The guidance is that the Archdiocese of Birmingham and RLSS should be made aware. No whistleblowing has taken place.

Areas for Development

4.6.5 It is an expectation of the eight safeguarding standards that a complaints policy should be created and published, outlining how a complaint will be made and responded to. In practice, complaints from Parishioners about the safeguarding service that they have received should be directed to the Archdiocesan safeguarding team. Therefore, Oxford Oratory should either make a copy of the Archdiocesan safeguarding complaints policy available on their safeguarding page or link directly to it on the Archdiocesan safeguarding page⁸.

4.6.6 Oxford Oratory have no experience of dealing with a blemished DBS. The safeguarding lead indicated that if a prospective member had a conviction that meant they were prohibited from working with children or vulnerable adults then they would not be allowed to join the Oratory. However, not all offences that may be disclosed on a DBS check necessarily prohibit the individual from future work with children or vulnerable adults. Therefore, Oxford Oratory need to have a risk assessment process for the receipt of a blemished DBS, or disclosure of an offence by an individual, which allows an appropriate decision on recruitment to be made.

⁸ [Safeguarding | Birmingham Diocesan Trust](#)

This may include liaison with RLSS for assistance in the risk assessment process and ensuring that Trustees are informed and have oversight.

Graded: Firm Progress

4.7 Standard 7 Training and Support for Safeguarding

Strengths

4.7.1 The safeguarding Policy states that all Fathers and Brothers of Oxford Oratory, resident guests, staff and volunteers must undergo safeguarding training in relation to both children and adults at the “appropriate” level and complete any other training relevant to their role. The expected refresher training period is biennial.

4.7.2 The PSR at Oxford Oratory holds safeguarding training records for all members of Oxford Oratory, herself as PSR and the Sacristan. These records are available to the safeguarding lead. They demonstrate that the expectation for all members is Level 3 safeguarding training by the CSSA in addition to the completion of Archdiocesan mandatory training. All members, with the exception of the most recently joined Novice, have completed the Archdiocesan mandatory training with expected renewal dates recorded by the Archdiocesan team being in June and November 2026. The recently joined Novice has not completed the training due to none having been on offer during the short period of his Novitiate, around six months. As soon as face to face Archdiocesan safeguarding training is available it is expected that he, alongside every other member of Oxford Oratory, should complete it. Each member of Oxford Oratory, the PSR and the Sacristan have completed the Level 3 online training.

4.7.3 The safeguarding lead has also completed training on Canon and Civil Law in Safeguarding and Leadership in Safeguarding through the CSSA in February 2025.

Areas for Development

4.7.4 The Safeguarding Policy would benefit from greater specificity about what safeguarding training is relevant to the roles that they have. For instance, if all the Trustees should complete safeguarding training for trustees and how often and, if

the Infirmarian may be allocated to a support role for Respondents to allegations, is there training that can be identified to prepare and support him.

4.7.5 Formal feedback has not been sought by Oxford Oratory as to the effectiveness of any training their members have engaged in. Seeking feedback would enable leaders to identify training gaps that might exist as well as providing feedback to training providers such as the Archdiocese, RLSS or the CSSA to enable them to improve.

4.7.6 Due to the small size of Oxford Oratory the Trustees are aware that their expectations of safeguarding training according to safeguarding policy are being complied with. They should ensure that they plan to continue to promote the completion of safeguarding training and note in Trustee meeting minutes ongoing training and vetting compliance. Then, if compliance becomes an issue it will automatically be raised to Trustees for their oversight and remedial actions.

Graded: Firm Progress

4.8 Standard 8 Quality Assurance and Continuous Improvement

Strengths

4.8.1 Trustees of Oxford Oratory have oversight of safeguarding practice and the minutes of their meetings demonstrate active involvement and action setting. Oxford Oratory have long established links with the Archdiocese of Birmingham to have oversight of their safeguarding in the Parish. They are signed up to RLSS and are making increasing use of their training provision and safeguarding support services. They have also engaged fully in this CSSA audit process with the aim of implementing the recommendations and improving their safeguarding practice.

Areas for development

4.8.2 The safeguarding lead acknowledged in the self-assessment that Oxford Oratory do not yet have a safeguarding implementation plan to drive ongoing improvements in practice. The recommendations from this audit can provide a basis for the creation of an annual workplan which leaders can augment with additional identified improvements as they arise. The actions in the plan should

identify owners of the actions and ensure that the owner has the resources to successfully make progress. Trustees should retain oversight of the progress of the plan at their meetings, holding individuals to account where necessary.

Graded: Firm Progress

5. Summary of Overall Findings

5.1. Oxford Oratory demonstrate their commitment to safeguarding through their compliance with Archdiocesan expectations, and their increasing use of the safeguarding services provided by RLSS. They have created a Safeguarding Policy, train and vet according to it and communicate the importance of safeguarding online and through posters in the Parish church. Their safeguarding lead has a long history of involvement in safeguarding in the Catholic church in England and Wales and all members, including the most recently joined novices understand the importance of safeguarding.

5.2 Further improvements in safeguarding should still be made, including through creating a safeguarding improvement, or action, plan. This plan should incorporate the recommendations of this audit, and any other improvements leaders identify, and have regular oversight in Trustee meetings.

5.3 Overall the evidence provided for this audit demonstrated that Oxford Oratory have achieved a rating of Firm Progress against the eight safeguarding standards of the Catholic church in England and Wales.

6. Recommendations

To support improvement, the following recommendations are made:

Within 3 months

- Create a Safeguarding Annual Workplan which is overseen by Trustees at each of their meetings to deliver the audit recommendations
- Make the Archdiocesan Safeguarding Complaints Policy available to Oxford Oratory Website users

Within 6 months

- Report on safeguarding training and vetting compliance to each Trustees meeting
- Adhere to Archdiocese of Birmingham's Parish Safeguarding Communications Minimum Standards and plan for any local or national media coverage of Oxford Oratory
- Identify, and specify in the Safeguarding Policy, appropriate further expected safeguarding training by role
- Plan and implement a blemished DBS risk assessment process

Within 12 months

- Seek feedback on safeguarding training provision from members to identify any gaps in learning and to deliver feedback to providers
- Request that members affirm on an annual basis that they have read and agree to adhere to the Safeguarding Policy and Caring Safely for Others
- Update the Safeguarding Policy to specify that it will also be reviewed after any safeguarding allegation or concern is raised
- Specify in the Safeguarding Policy how Oxford Oratory will support Respondents to allegations

7. Arrangements for Follow-up

7.1 In line with an overall rating of Firm Progress, the earliest potential date of re-audit by the CSSA is April 2027. If the CSSA becomes aware of a significant safeguarding concern or allegation in the intervening period, then an earlier audit will be required.

8. Appendix 1

- The Oratory Constitutions (1989 amended in 2006)
- Confederation of the Oratory Decree re minor visitors (January 2018)
- Trustee Meeting Minutes October 2023, September and November 2024
- Oxford Oratory Parish Newsletters, April 2024, October 2024 and March 2025
- Oxford Oratory Offices and Works list from October 2024
- Safeguarding Policy last updated November 2024
- Particular Statutes Revision 2023
- Privacy Notice October 2020
- Prudence Guidance & Code of Conduct for Staff & Volunteers (undated)
- Various Correspondence between Oxford Oratory and the Archdiocese of Birmingham
- Registration & Consent Form for Altar Servers