Safeguarding Adults

Policy and Procedures

The Parish of
St Leonard, Wollaton

Principles of the House of Bishop's Policy for Safeguarding Adults

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation 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.

Principles

We are committed to:

➢ Respectful pastoral ministry to all adults within our church community.

➢ Within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to any complaint made which suggests that an adult for whom we were responsible has been harmed, co-operating with the police and local authority in any investigation.

We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.

We will seek to challenge any abuse of power by anyone in a position of trust.

We will care for and supervise any member of our church community known to have offended against a vulnerable person.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinator who is: Rosie Dewinton**

She may be contacted at: **slsafeguarding@outlook.com**

This statement was agreed by **St Leonards, Wollaton Parochial Church Council.**

Date 11 March 2019

Signed…………………………………… (Incumbent)

Signed……………….………………….....(Lay Chair of PCC or Churchwarden.)

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The parish of St Leonard, Wollaton

A copy of these procedures will be given to all volunteers and employees who have the responsibility for safeguarding adults. They should sign a declaration afterwards saying that they have read and understood them.

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1.   CONTACTS

Our Safeguarding Co-ordinator is: **Rosie Dewinton**

Tel: **slsafeguarding@outlook.com**

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2.   *Contact details for the leader of each group working with adults at risk

Group Name	Leader's Name	Contacted via	Tel. No.
Bereavement Support Visitors	Hilary Howes	Parish Office	0115 8372420
Pastoral Visitors	Alison Brooks	Parish Office	0115 8372420
Come for Coffee	Viv Chamberlain	Parish Office	0115 8372420
Home Communion Team	Alison Brooks	Parish Office	0115 8372420

1. Introduction:

This document outlines the diocesan procedures for safeguarding adults at risk and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

For consistency and clarity, the key steps in our guidance closely reflect policies for safeguarding children, found in 'Children and Young People First'.

The overall policy of the Anglican Church for safeguarding adults is set out in "Promoting a safe Church" (PSC). All parishes should have a copy of this for detailed reference. Please see link
http://www.churchofengland.org/media/37405/promotingasafechurch.pdf

2. Our commitment:

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation.

In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. (PSC p.10)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice.

Documents providing more detailed guidance are listed out in section 9 below.

3. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may be intentional, or the result of neglect and causes harm to the vulnerable person, either temporarily or over a period of time.

Examples of Abuse:

National guidance identifies seven examples of abuse in relation to adults at risk:

   (i)   **Physical abuse** would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.

   (ii)   **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.

   (iii) **Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting to.

   (iv)   **Financial or Material** including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

   (v)   **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.

   (vi)   **Discriminatory Abuse** Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.

   (vii) **Institutional Abuse** occurs when service users are required to 'fit in' with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.

4. Recognising Adults at Risk:

The Church of England policy, "Promoting a Safe Church" (PSC) gives a working definition for those who may be vulnerable as "any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation". (PSC p.2)

For the purposes of referring an adult at risk to the appropriate authorities the following definition is used:

A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness;

AND

Who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

Definition as defined by 'No Secrets'. (https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care)
The outline guidance below describes a broad framework and set of considerations that should guide our response to people subject to alleged abuse.

5. How can we promote good practice?

Promoting a safe church is less about procedures and rules than about working together as both helpers and those with differing vulnerabilities to provide the right environment for everyone to grow in the Christian faith. It is important that those working together agree on standards of conduct and how activities are to be carried out. This is particularly necessary if those adults involved in the activity cannot speak for themselves. Respect and consideration should be developed in all work with adults, ensuring that everyone is able to make the most *of* life choices and independence. Privacy and confidentiality are important to everyone, and especially people who are dependent on others for aspects of their everyday living.

The Church should be committed to:
- Helping in such a way as to maximise a person's independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
- Respecting the person and all their abilities.
- Recognising the choices people make, even if they may appear to be taking risks.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that can include everyone.

Further description and discussion of good practice is developed in "Promoting a Safe Church". (PSC p.10)

6. Safe Recruitment

"PSC" sets out guidance for those in positions of trust or exercising pastoral ministry with vulnerable people. (PSC p.13) and clarifies procedures concerning the safe recruitment of paid employees and volunteers in parishes. (PSC p.23). The flowchart on the following page outlines the recruitment process.

PROCEDURE TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES

Prepare a job description. Applicant to complete an application form.

Ask for two referees, one of which should be from their current employer or previous church.

Applicant to complete a confidential declaration form.

Hold an appropriate interview.

If appointed the appointee should provide an enhanced disclosure from the DBS for Regulated Activity

Offer the post subject to a probationary period.

Confirm the appointment in writing & agree a start date

Be formally commissioned to their role and given a copy of 'A Pocket Guide to Safeguarding' and the Parish Policy & Procedures.

7. Our duty to alert others when we have concerns or suspicions that abuse has occurred:

Everyone should be aware of situations where those who might be vulnerable are exposed to unacceptable risks.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups, as pastoral visitors and so on are in a unique position to get to know them.

We have a duty to alert others when we or others, including the alleged victim, have concerns or suspicions that abuse has occurred, or is suspected.

Under no circumstances should anything be done that might be interpreted *as* an investigation of an allegation, as action of this nature may damage or confuse evidence should a formal investigation by either the police or local authority be made*.*

8. Our key responsibilities when we become aware of or concerned about possible abuse or neglect.

- To take allegations seriously, however insignificant they may seem

- Where the concern comes directly from the adult at risk allegedly abused, to accept it and avoid making comments other than to comfort or be sympathetic.

- To ensure the immediate safety/welfare of the alleged abused.

- To clearly report concerns urgently to your incumbent, and/or parish safeguarding representative who, in turn, should alert the Diocesan Safeguarding Adviser (Contact details below).

- To make *a* careful factual record of complaints or concerns, clearly separating fact from opinion.

Following discussion with the Diocesan Safeguarding Adviser (Contact details in section 13 below), a decision will be taken on the next steps which might include referral to the Adult Social Care Department in the Local Authority.

The "referrer", who may be the Diocesan Safeguarding Adviser, incumbent, or other nominated senior colleague in the parish will work within the good practice guidance of the Local Authorities, and give consideration to the following activities:

- Gathering all relevant information.

- Making arrangements to meet the immediate health and welfare needs of the alleged victim

- Contacting the emergency services (police, ambulance) if urgent.

- Clarifying the facts. (But do not discuss with alleged perpetrator)

- Checking records and data for additional information.

- Giving attention to any support needs of the alerter.

- Where appropriate, notifying the relevant local authority Adult Social Care Department via the telephone or using the website link
  http://nottinghamcity.gov.uk/CHttpHandler.ashx?id=8683&p=0
  http://www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/mash/

9. Investigation:

The government guidance "No secrets" places the responsibility on local authorities to provide a structure for the investigation of harm to vulnerable people. It is therefore important that serious concerns are referred to the designated safeguarding manager in Adult Social Care Departments of the City and County Councils.

The Diocesan Safeguarding Adviser is the referrer for the Diocese of Southwell and Nottingham. See flowchart on the next page should you have a concern about an adult.

Please let the Diocesan Safeguarding Adviser know when you have made a referral if you have not taken advice first.

10. Confidentiality:

In dealing with allegations of abuse we work within a framework of confidentiality.
Key principles relating to the sharing of information are:
   (i)   Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.
   (ii)   Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

11. Related Policies

(a) Church of England: "Promoting a safe church" (2006).
www.**church**ofengland.org/media/37405/**promotingasafechurch**.pdf

(b) Nottinghamshire City & County Council:
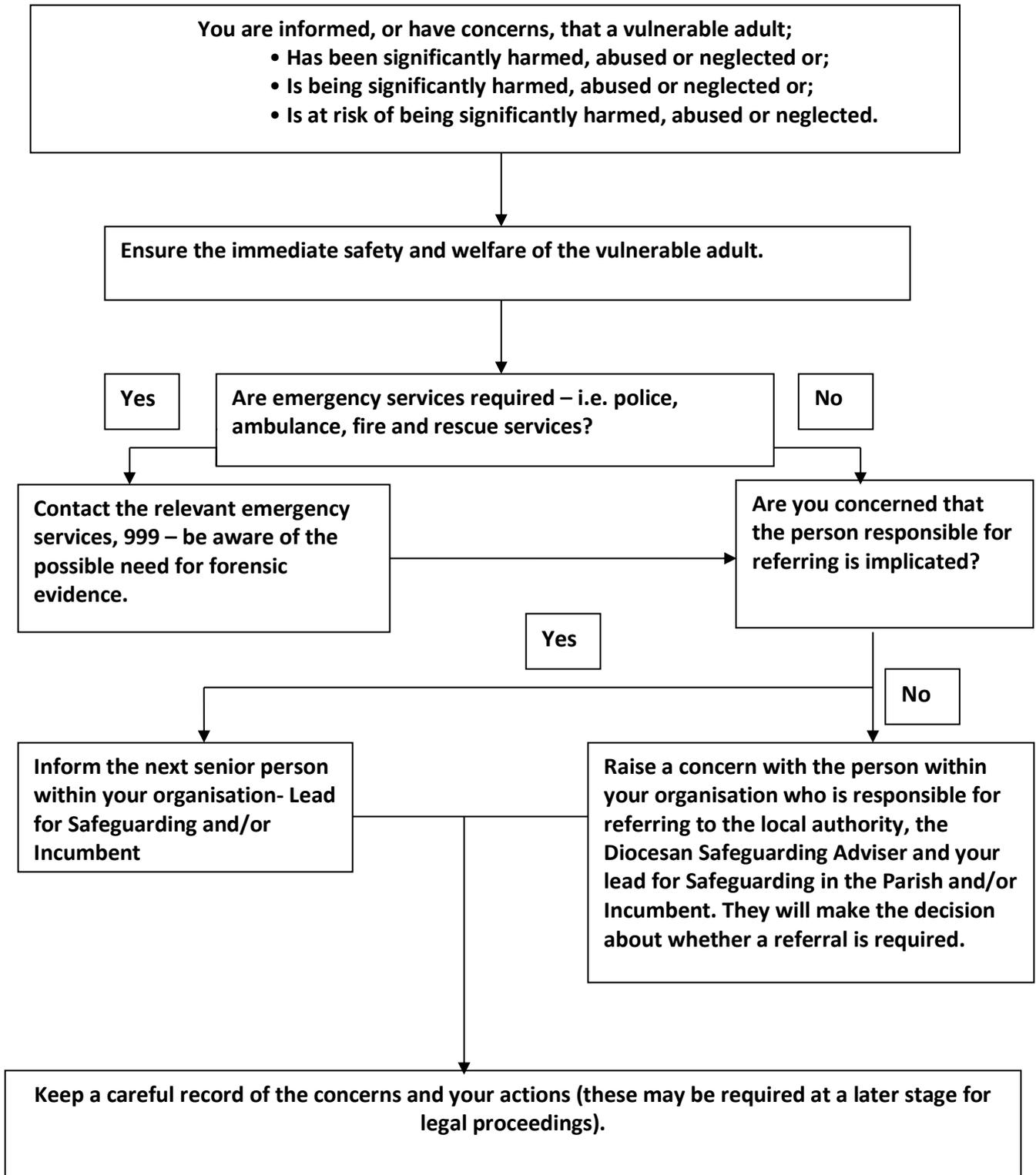http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/procedure-and-guidance/

(c) Department of Health: "No Secrets", Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.
www.dh.gov.uk (2000)

(d) "Disclosure and Barring Service: "Safer recruitment protecting the vulnerable",
https://www.gov.uk/government/organisations/disclosure-and-barring-service/about

This flowchart provides a brief overview of the process for raising a concern and should be used in conjunction with the written procedures. You should raise a concern about significant harm, abuse or neglect immediately if an emergency or within the same working day.

You are informed, or have concerns, that a vulnerable adult;
- **Has been significantly harmed, abused or neglected or;**
- **Is being significantly harmed, abused or neglected or;**
- **Is at risk of being significantly harmed, abused or neglected.**

Ensure the immediate safety and welfare of the vulnerable adult.

Yes

Are emergency services required – i.e. police, ambulance, fire and rescue services?

No

Contact the relevant emergency services, 999 – be aware of the possible need for forensic evidence.

Are you concerned that the person responsible for referring is implicated?

Yes

No

Inform the next senior person within your organisation- Lead for Safeguarding and/or Incumbent

Raise a concern with the person within your organisation who is responsible for referring to the local authority, the Diocesan Safeguarding Adviser and your lead for Safeguarding in the Parish and/or Incumbent. They will make the decision about whether a referral is required.

Keep a careful record of the concerns and your actions (these may be required at a later stage for legal proceedings).

12. What needs to be done within our parish:

Each parish should appoint a representative for Safeguarding of Adults, who may or may not be the same person as the overseer of safeguarding arrangements. Together with the incumbent and other significant people in the parish, this person will consider the building and the context in which work with vulnerable adults take place.

Each parish should produce their own local policy statement based on the 'Promoting a Safe Church' Policy for Safeguarding Adults in the Church of England. (See page 9 of "Promoting a Safe Church").This parish policy needs to be reviewed annually.

13. Useful contacts

(a)   Diocesan Safeguarding Adviser
        Donna Bernard-Carlin Diocese of Southwell and Nottingham 01636 817200
            E-mail donna.bernard-carlin@southwell.anglican.org

(b)   Nottinghamshire County Council Adult Social Care and Health Department.
        Contact number to be used: Tel: 0300 500 8080 8.30 – 6pm
        Local offices listed on County Council web site:www.nottinghamshire.gov.uk
        Emergency Duty 0300 456 4546 out of hours

        Nottinghamshire now has a Multi-Agency Safeguarding Hub, designed to hep agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Adviser.
        MASH telephone No. 0300 500 80 990

(c)   Nottingham City Council Adult Health, Social Care and Housing Department.
        General contact number for service information: 0119155555
        Contact details on City Council web-site: www.nottinghamcity.gov.uk

(d)   Nottinghamshire Police,
        In Emergency, 999
        If less of an emergency Central Switchboard, 101

14. Updating of Policy:

The PCC will be responsible for the policy to be reviewed annually.

15. Training of Safeguarding:
Training is offered in the Diocese.

SAFEGUARDING ADULTS

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 11th March 2019

Signed by the incumbent: …………………………………………..

Signed by the Lay Chair of the Church Council or a Churchwarden:

………………………………………………

Date for policy review

The safeguarding lead/incumbent and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by **30th November 2019**

Diocesan Safeguarding Adviser: Donna Bernard-Carlin
E. Mail: donna.bernard-carlin@southwell.anglican.org
Diocese of Southwell and Nottingham, Jubilee House
8 Westgate, Southwell Nottinghamshire NG25 OJH

Appendix One: Referral pro- forma to Adult Social Care department of the Local Authority.

> This pro forma is to assist you in gathering all of the relevant details prior to making a referral to Adult Social Care. You do not need to send it anywhere; however you may find it useful to complete a copy for your records and for ease when referring.

Details of Vulnerable Adult

Name [   ]   Date of Birth [   ]

Service User ID/ [   ]   Gender [ ] M [ ] F
Episode ID

Date of Referral [   ]

Has a referral been made about this vulnerable adult before?   [ ] Y [ ] N

Has a referral been made about this service/provider before?   [ ] Y [ ] N

Has a referral been made about the alleged perpetrator before?   [ ] Y [ ] N

Clients Ethnic Origin

[ ] Black African   [ ] Black Caribbean   [ ] Mixed White and Asian

[ ] Bangladeshi   [ ] Chinese   [ ] Mixed White and Black African

[ ] Indian   [ ] Pakistani   [ ] Mixed White and Black Caribbean

[ ] White British   [ ] White Irish   [ ] Mixed White and Chinese

[ ] Other Asian   [ ] Other Black   [ ] Other Mixed background

[ ] Other White   [ ] Other Ethnic group

Vulnerable Adults Client Group

[ ] Over 65s   [ ] Learning Disability   [ ] Physical Disability

[ ] Mental ill Health Issues   [ ] Substance Misuse   [ ] Deaf

[ ] Blind   [ ] HIV/Aids   [ ] Carer

Is the Vulnerable Adult known to other agencies:

[ ] Yes   If yes please provide details: [   ]

[ ] No

Is the Vulnerable Adult from another District / Authority:

☐ Yes   If yes please provide details:

☐ No

Details about the Allegation of Abuse
Source of Alert

☐ Partner	☐ Main Family Carer	☐ Other Family Member
☐ Paid Carer	☐ Other Service User	☐ Vulnerable Adult themselves
☐ Friend	☐ Formal Advocate	☐ Acute Hospital (including A&E)
☐ GP	☐ Service Provider	☐ Independent Healthcare Provider
☐ Volunteer	☐ General Hospital	☐ Healthcare Commission
☐ Police	☐ Social Services	☐ Specialist/Community Hospital
☐ Other PCT	☐ Neighbour	☐ Alleged Perpetrator
☐ Complaints	☐ Prison/Probation	☐ Domestic Violence Unit
☐ CSCI	☐ Voluntary Agency	☐ Counsellor/Therapist
☐ Anonymous	☐ Member of Public	☐ Other (please specify):

Location of Abuse

	Residential Home		Independent Healthcare
	General Hospital		Sheltered Accommodation
	Nursing Care Home		Supported Accommodation
	Acute Hospital		Day Centre/Service
	Public Place		College/Adult Education/Work
	Vulnerable Adults' Own Home		Vulnerable Adults' Parents Home
	Vulnerable Adults' Relatives Home		Alleged Perpetrators' Home
	Specialist/Community Hospital		Adult Placement Scheme
			Other (please specify):

Type of Abuse

☐ Discriminatory ☐ Psychological ☐ Sexual

☐ Financial ☐ Physical Discriminatory ☐ Neglect and Acts of Omission

Date and time of Incident:	
Brief description of the allegation / abuse:	

Details about the alleged perpetrator

Name		Telephone	

Address	

Age

-18	18-30	31-40	41-50	51-60	61-70	71-80	80+

Gender ☐ M ☐ F

Alleged Perpetrator

☐ Partner ☐ Main Family Carer ☐ Other Family Member

☐ Friend ☐ Stranger ☐ Other Service User

☐ Neighbour ☐ Unknown ☐ Volunteer/Befriender

☐ Institution staff (residential home, domiciliary, nursing home, prison, secure units etc) ☐ Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):	

Details of the Referrer

Name		Telephone	

email	

Appendix 1

House of Bishops 2016

Practice Guidance: Safeguarding Learning and Development Framework

Section 2: Principles

2.1 Creating a culture of safety. In each of the House of Bishops' policies, we commit ourselves to a culture of safety, which prevents abuse, manages risk, and responds well to serious situations, to victims and survivors and to offenders and those who pose risk. In order to create such a culture, we have to ensure that consistent and sound learning of the highest quality is offered to those who work with children and adults in every Christian community, and at every stage of ministry. A healthy Christian community is one which ensures and nurtures the wellbeing of all. Safeguarding needs therefore to be embedded in aspects of the life and ministry of the Church, and safeguarding learning and development is seen in this context.

2.2 Statutory mandate. We are required to ensure that staff, paid and voluntary, are offered appropriate supervision and support, including safeguarding training, in order that they are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults; and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role; and that they are familiar with their responsibilities, and procedures to be followed if they have concerns about a child's or adult's safety4. Learning in the church context must be consistent with statutory agency training and practice, taking account of the specific roles and context of the church environment.

2.3 Theology of safeguarding. Churches have some distinctive features as communities and institutions. One of these is the use of theology to understand their identities, purposes and activities. It is essential that churches understand safeguarding as a theological imperative, rooted in the nature and love of God, and outworking in basic commitments to giving equal worth to all, practising reciprocal pastoral care, and treating those who are most vulnerable with respect and love. Thinking through issues raised by safeguarding is also likely to raise distinctively theological questions in a church context.

Appendix 2

House of Bishops 2016

Practice Guidance: Safeguarding Learning and Development Framework

The church context

3.1 Safeguarding children and adults

Referrals of abuse to Statutory Children's Services are categorised as: physical abuse; sexual abuse; emotional abuse (including witnessing domestic violence and also web-based abuse); neglect. Referrals of abuse to Statutory Adult Services are categorised as physical abuse; domestic violence; sexual abuse; psychological abuse; financial or material abuse; modern slavery; discriminatory abuse; organizational abuse; neglect and acts of omission; self-neglect6. The church environment includes both adults and children, and in addition must consider spiritual / ritual abuse.

These categories of abuse apply equally to abuse taking place within a church context by church officers7, and to abuse occurring within the community or family. Indeed, in the latter case victims may bring their experiences to the church seeking help and support.

When children and adults have specific vulnerabilities this greatly increases their risk of abuse. The Care Act 20148 emphasises that the core purpose of adult care and support is to help people to achieve the outcomes that matter to them in their life, by promoting wellbeing. "Wellbeing" is a broad concept, and it is described as relating to the following areas in particular:

- personal dignity (including treatment of the individual with respect);
- physical and mental health and emotional wellbeing;
- protection from abuse and neglect;
- control by the individual over day-to-day life (including over care and support provided and the way it is provided);
- participation in work, education, training or recreation;
- social and economic wellbeing;
- domestic, family and personal;
- suitability of living accommodation;
- the individual's contribution to society.

In the church context, adult vulnerability may be identified through specific conditions, such as disability or health, or because of specific situations, for example because of the power imbalance between a priest and people for whom he or she has a duty of care.

3.2 Responding well to survivors

Safeguarding training needs to address the needs of both children and adults, who may come to the church for help arising from abuse experienced within the community or in families (where the majority of abuse takes place).

Training needs to equip leaders to respond sensitively to each person reporting abuse, whilst also taking the safeguarding action that is required to protect others. It also has to address the reality of the abuse of adults by those in positions of authority within the Church, especially clergy at any level of seniority.

3.3 Blurred boundaries in communities: grooming opportunities

Christian communities are 'open communities'. We encourage people to belong and to befriend and care for one another; some of this happens outside the confines of the church, in places where church officers have little control. Church communities are vulnerable to those who seek

to harm others, because of the opportunities for grooming not just children, but also their families, their priests and leaders, and whole church communities.

Training needs to encourage a culture of 'respectful uncertainty'. Training for different church roles needs to include safer working practices which emphasise the importance of maintaining proper boundaries at all times.

3.4 Safe working practice for leaders

Most church leaders are volunteers, and most are not trained professionally to work with children or adults. It is unreasonable to expect from leaders a safeguarding response equivalent to that of a safeguarding professional. To do so would be dangerous practice, since the primary obligation is to refer safeguarding concerns to statutory agencies for investigation. For their own protection as well as for the protection of those in their care, leaders need guidance on safe working practice, which includes knowing when they should be concerned, from whom they should seek advice, and when and how to refer.

3.5 Managing risk

Statutory sector training takes account of the fact that many services are managing high risk people. However the mission and beliefs of the Church are different to the aims and objectives of statutory services. Within the Church, all are welcomed, including those who pose risk; and in most situations, church officers will be unaware of any risks posed. The Church is therefore uniquely challenged to provide a safe environment for all whom attend, especially children and those who are vulnerable.

3.6 Needs of participants in training

The vulnerabilities, resilience and competence of those participating in training need to be taken into account. Many workers are volunteers with no previous safeguarding experience, and a significant number of those who lead have experienced abuse themselves (it is a regular experience for at least one person to disclose abuse to trainers during a church safeguarding training session). No-one should be unduly distressed or undermined by church training.

In addition, participants need the opportunity to explore with the trainer and one another the particular and complex challenges which they face in their work with children and adults who may be vulnerable.

Training also provides a valuable opportunity to develop a trusted working relationship between the Safeguarding Adviser and parish officers.

Core church safeguarding training therefore needs to be face to face, with a listener available9, so that a response can be made to any immediate need.

Participants in training are also likely to need some opportunity to reflect on the relationship between safeguarding issues and their beliefs as articulated in theological language if safeguarding learning is to become thoroughly integrated with their behaviour, relationships and culture in the life of the church (see 2.3 above).

3.7 Specialist training needs

Church leaders may also need specialist training about various elements of vulnerability, such as issues of sexual abuse; inclusion and management of sexual offenders; supporting survivors; addiction; mental health; physical disability; ageing; domestic abuse / violence; spiritual abuse; e-safety (to include bullying) for children and young people. Beyond the requirements of core safeguarding training, high quality training across a whole range of subjects needs to be made available.