

# Safeguarding Procedures

## Adults at Risk

The Adults at Risk policy needs to be backed up by written procedures that detail how the policy will be enforced in practice. This document contains those procedures

**Who are Adults at Risk?** (pg 2-4)

**Responding to concerns of abuse** (pg 5-9)

**Safe recruitment and support of workers** (pg 10-13)

**Making a safer church** (pg 14-19)

These procedures should be reviewed annually taking into account any new legislation or guidance which can be obtained from the Baptist Union publication 'Transform' or the Baptist Union of Great Britain 'Safe to Belong' website ([www.baptist.org.uk/Articles/450987/Safe\\_to\\_Belong.aspx](http://www.baptist.org.uk/Articles/450987/Safe_to_Belong.aspx))

The Church Trustees are ultimately responsible for ensuring that the policy is implemented and resourced within the church. (see Safeguarding Folder in church office for details of the trustees responsibilities)

The Safeguarding Trustee will ensure that safeguarding issues are presented to the other Trustees at their regular meetings

**EBC** when referred to in this document stands for **Easthampstead Baptist Church**

## Who are adults at risk?

The term '**adult at risk**' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

**Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.**

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

Churches and faith-based organisations provide many activities for their congregations and local communities which might bring them into contact with adults who may be at risk. These may include:

- Lunch clubs
- Food banks and debt advice
- Pastoral visiting
- Working with homeless people (soup kitchens, etc.)
- Outreach work providing assistance to those who are vulnerable (Street Angels / Street Pastors, etc.)
- Supporting refugees or asylum seekers
- Counselling
- Drug or alcohol support groups
- Supporting those who are subject to domestic abuse
- Community cafes and / or shops within the church
- Day to day contact with people we meet within our churches or faith communities

## Recognising Abuse

### What is Abuse?

**Abuse is the violation of an individual's human and civil rights by another person or persons.**

It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, not just physical or violent acts, but it may also be verbal, sexual, psychological, spiritual or financial. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

### **Who Could Abuse?**

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

*Anyone could abuse*

### **Where Could Abuse Happen?**

Abuse can take place in all kinds of different settings. For example:

- At home
- In supported housing
- At someone else's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In a church
- In a car or other vehicle
- Online or via mobile communications

*Abuse can take place anywhere*

### **Types of Abuse**

There is no single definition for each different type of abuse, with different terminology used by different organisations. Using many different sources we have compiled a simple definition for each of the main types of abuse, along with some of the behaviours that each type of abuse may include and some key indicators. (See appendix 2 for full details). The types of abuse include:

- Physical
- Emotional
- Sexual
- Neglect
- Financial
- Spiritual

- Discriminatory
- Institutional

Abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place.

**Other Forms of Abuse** (See appendix 2 for full details).

- Domestic Abuse
- Cyber Abuse (also known as cyber bullying or cyber stalking)
- Self-Harm / Self-Neglect
- Mate Crime
- Modern Slavery
- Human Trafficking
- Radicalisation
- Honour marriage / forced marriage
- Historic Abuse

**If you are concerned about an adult at risk experiencing one of these forms of abuse, please contact your church Designated Person for Safeguarding (Simon Lace), who will follow the necessary safeguarding procedures. They may also contact the Association Safeguarding Contact for advice (See Appendix 4 for contact details).**

Please also see Appendix 4 'Useful Resources and Contacts' for organisations which specialise in these areas of abuse and can provide expert help and advice.

# Responding to Concerns of Abuse

## How to Respond to Abuse or Concerns

This section will help you know what to do if you know or suspect an adult is being abused or may be at risk of abuse, or you have concerns about their wellbeing. It is often not easy to recognise abuse or harm. Therefore it is important to act if you suspect abuse –don't wait until you are absolutely sure. This doesn't mean that you are jumping to conclusions or making judgements about the situation, it simply means that there is a safeguarding concern. You may suspect abuse because:

- You have a general concern about someone's wellbeing.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

In these circumstances, do not delay. Pass on your concerns to your church Designated Person for Safeguarding (Simon Lace) within 24 hours. If they are not available or are implicated in the concern, speak to the church safeguarding trustee (if applicable) (Eileen Charlton) or get in touch with your Local Association Safeguarding Contact (see appendix 4 for contact details). If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

If someone discloses abuse directly to you, then remember to:

<b>Listen</b>	Take what is said seriously
<b>Reassure</b>	Tell them that they have done the right thing by telling you, and that you believe them
<b>Remain Calm</b>	No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you
<b>Be honest</b>	Do not promise full confidentiality or offer false reassurance
<b>Be open</b>	Do not ask leading or closed questions, such as "Did she hit you?" It is not your role to investigate. As soon as you have enough information to concern you, stop probing
<b>Ask</b>	Request their consent to share information and seek help
<b>Explain</b>	Tell them that you are going to tell 'x' the Designated Person for Safeguarding(or an appropriate alternative if necessary –see above) and give them a timescale
<b>Write</b>	Document everything the adult at risk has told you, in their own words. You will need to record the questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date
<b>Report</b>	Contact the Designated Person for Safeguarding within 24 hours (or appropriate alternative if necessary–see above) and report the disclosure
<b>Keep quiet</b>	The concerns you have should be kept confidential between you, the adult concerned, the Designated Person for Safeguarding (and the church safeguarding team, if applicable). The Designated Person for Safeguarding may need to inform the Association Safeguarding Contact and the statutory authorities.

**Never go and talk to the alleged abuser or try to investigate the allegations yourself**

## Communication Difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

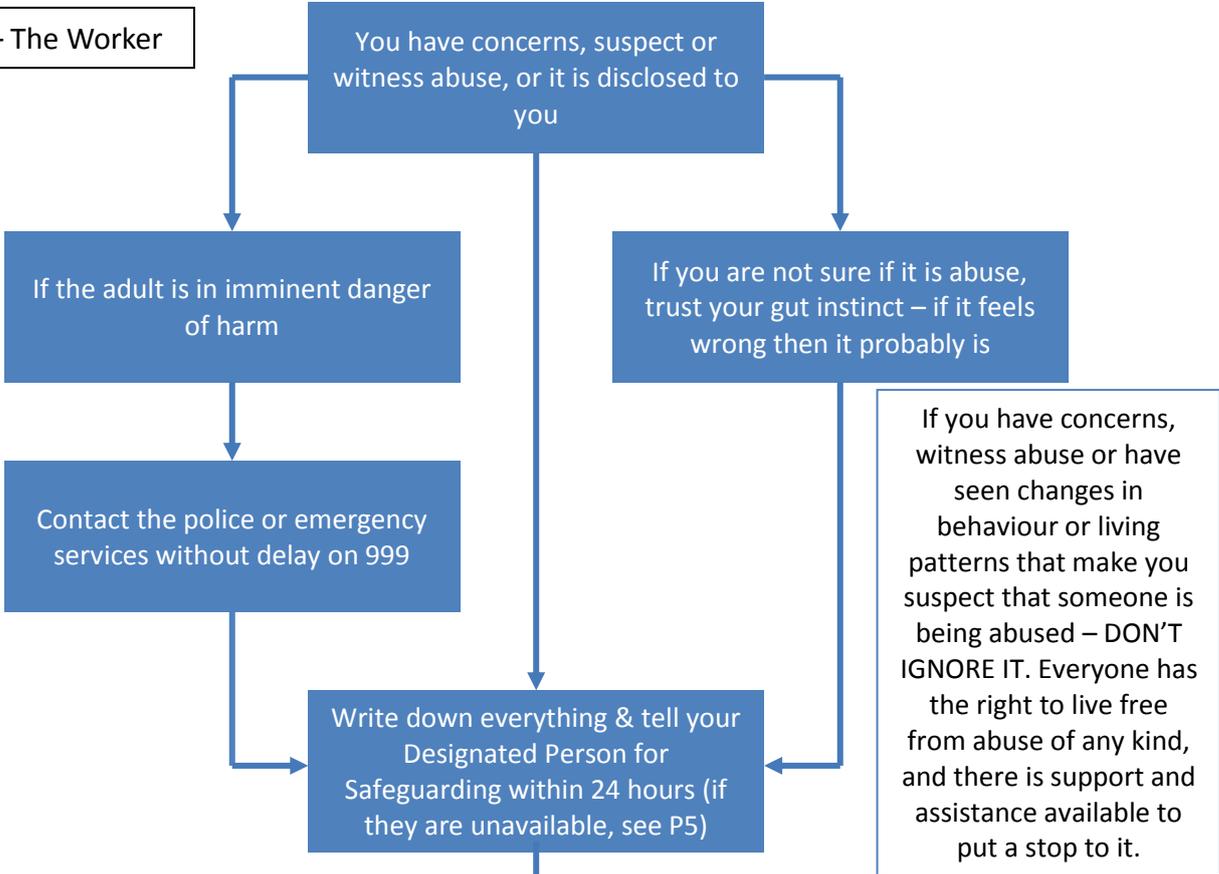
If you have concerns, witness the abuse of someone or have seen changes in behaviour or living patterns that make you suspect that someone is being abused, it is important that you don't ignore what you have seen or suspect. Everyone has the right to live free from abuse of any kind, and there is help and support available to put a stop to it. But remember that it is not your job to investigate; as soon as you have enough information you should implement your church safeguarding policy and procedures.

## Summary

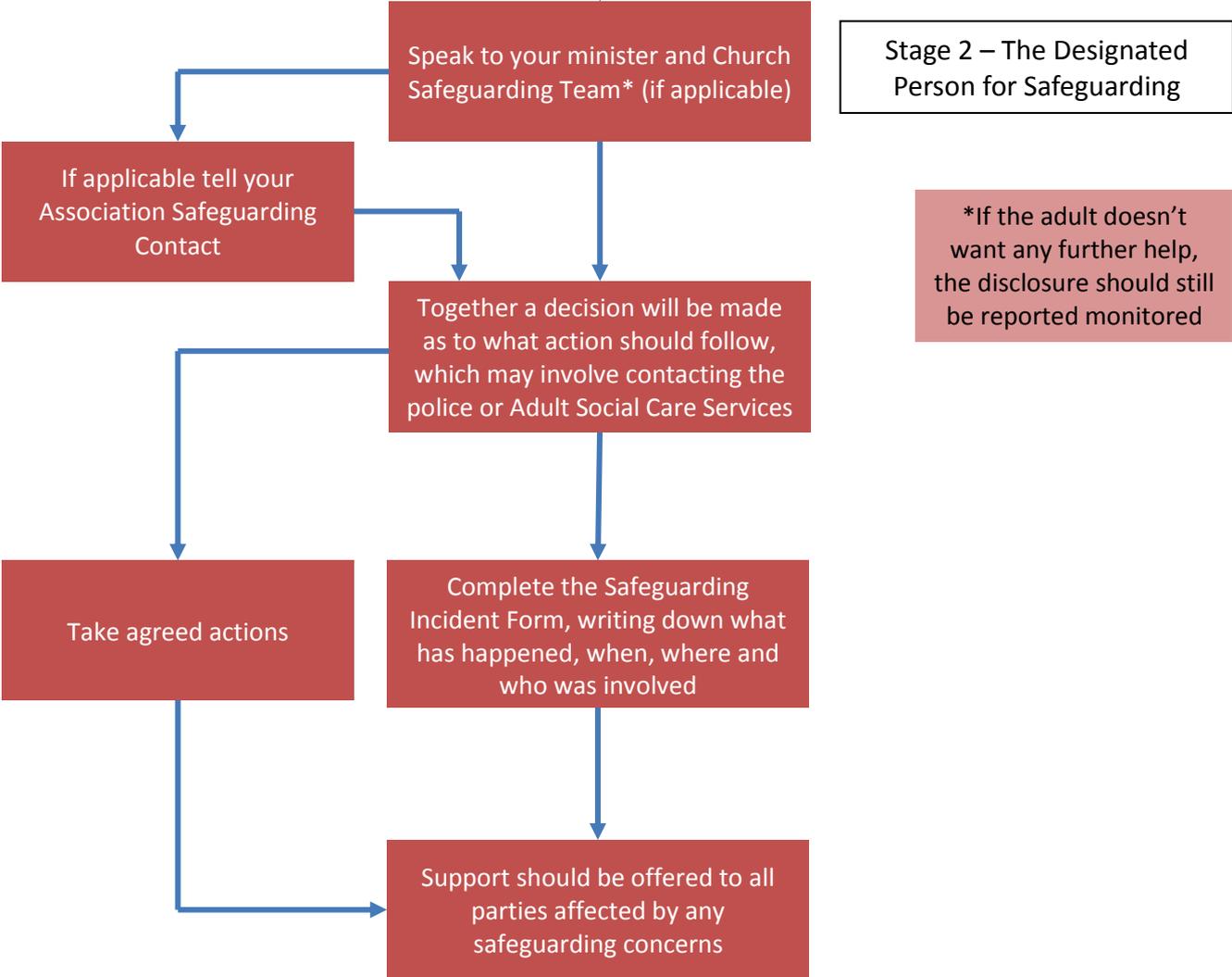
In summary, when responding to abuse or concerns you should:

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Ask their consent for you to pass on their concerns.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again.</li> <li>• Take action –don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>○ They were right to tell you;</li> <li>○ You are taking what they have said seriously;</li> <li>○ It was not their fault;</li> <li>○ That you would like to pass this information on to the appropriate people, with their permission.</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions they may have</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the Designated Person for Safeguarding.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave an adult at risk to wait to hear from someone without any idea of when or how that may be.</li> <li>• Do not pass on information to those who don't need to know, not even for prayer ministry</li> </ul>

Stage 1 – The Worker



Stage 2 – The Designated Person for Safeguarding



## **Statutory Authorities**

If the police or Adult Social Care Services are contacted then the Designated Person for Safeguarding, even if they weren't the person to whom the disclosure was made, should inform the Association Safeguarding Contact as soon as possible afterwards (see appendix 4 for contact details).

## **Safeguarding Incident Form**

The **Safeguarding Incident Form** (see Appendix 3) should be completed as accurately as possible, and within 24 hours after the disclosure or suspicions of abuse. Where possible use the person's own words, sticking to the facts and avoiding opinion. You will need to record what questions were asked as well as the answers or information given.

Please remember that it is not your role to verify or prove that the information given is true. It is simply your role to listen, record and report any concerns, allegations or disclosures to the appropriate people. This is true no matter who the alleged abuser is.

The Safeguarding Incident Form can also be downloaded as a separate form from the BUGB (Baptist Union of Great Britain) Safeguarding website.

## **Mental Capacity**

Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection.

If there are any concerns about the mental capacity of an adult at risk, always refer to your local authority Adult Social Care Services for advice.

## **What if the Adult Doesn't Want Help?**

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- When the person lacks the mental capacity to make such a choice
- When there is a risk of harm to others
- In order to prevent a crime

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding should contact your Association Safeguarding Contact for advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind (see Appendix 4 for a list of useful resources and contacts).

## Pastoral Care

It is common for those who have been abused to lose their trust in those around them. This is likely to affect their faith as well as their relationships with others. There is no quick-fix to heal the damage caused by abuse, and it is crucial that those who have been abused are given space and time to go through their own healing process.

One of the most important things to remember is that survivors need someone to listen to them; to believe them. They may need to repeat their story time and again, needing it to be heard in different contexts at different times over the years, in order for them to process their experience.

It is important that survivors:

- Are accepted for who they are, without them being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse, are with them on their journey –no matter how long or difficult that journey may be.

It is often necessary for the survivor of abuse to seek professional counselling as they work through their experiences. Contact details for local and national organisations can be found in Appendix 4.

For more information on supporting survivors of abuse, please see the '**BUGB Guide to Supporting Those Who Have Experienced Abuse**' (publication date: 1 February 2016) or speak to the BUGB Safeguarding Team.

# Safe Recruiting and Support of Workers

Safe recruitment should apply to all roles within the church or church organisations where there is work with or for adults at risk. It doesn't matter whether the role is paid or voluntary, and it doesn't matter if you have known the potential worker for many years.

As recruiting safely is a key element in safeguarding adults at risk, it should be part of your wider safeguarding responsibilities and procedures rather than simply an administrative human resources process. Recruitment to positions of trust should be carried out carefully to ensure that those who work with adults at risk are carefully chosen, supported and supervised, and to try to prevent inappropriate appointments being made.

**EBC will use the following process in recruiting:**

## **Step 1. Write a simple job profile**

This will help you to clarify what it is that you want doing and the kind of person you want to do it. (Template in Appendix 6)

## **Step 2. Ask prospective employees / volunteers to complete an application form**

This will give you an opportunity to find out more about the candidate(s) and their life and experience outside of the church. **Don't assume you know about someone just because they have been coming to your church for years.** (see Appendix 6)

## **Step 3. Take up references**

This will allow you to find out more about the candidate(s) from those who know them well and have worked with them in a similar area of work. At least one reference should be from someone outside of the church community.

**Don't assume you know what someone is like outside of the church environment.**

## **Step 4. Interview the candidate**

This will give you a further opportunity to get to know them, as well as explaining the role in more detail and giving them the chance to ask any questions.

## **Step 5. Carry out a Disclosure and Barring Service (DBS) check, where applicable**

This allows you to check the candidate's criminal background, and to discover whether or not they are allowed to work with adults at risk. This is assuming the role that they are applying for requires a DBS check.

None of the group activities that EBC offer that might include Adults at Risk require church workers to be routinely DBS checked as the church workers are not required to assist with personal care, including feeding, drinking and toileting or access to healthcare. However anyone who regularly (weekly or 4 times in a 30 day period) is involved with pastoral care visiting as part of their role within EBC will need to be DBS check (Enhanced check excluding barred list).

(For more information on which roles require you to gain a criminal records check, please see the section on DBS on pages 10-12.)

## **Step 6. Ask them to sign an employment contract or volunteer agreement when you have agreed to take them on**

This will clarify exactly what the person is expected to do by setting out the roles and responsibilities of the job (whether paid or voluntary) and the name of the person who will supervise them. This can also include a self-disclosure for them to sign. (Template Appendix 6)

### **Step 7. Offer on-going training and supervision**

This training should be in the protection of adults at risk as well as any other skills necessary for the job. This training will first and foremost protect the adults at risk, and in doing so will also protect the workers themselves. Your Association Safeguarding Contact can give you details of training in your local area.

**When recruiting for a role working with or for adults at risk, treat each candidate as though you don't know them. Don't assume that the short time you may have spent with them each week at church means that you know all about someone, their skills and abilities or working practices.**

Leaders of groups which work with or for adults at risk should inform the Trustees at an early stage when new employees or volunteers are required. That way the process can be followed correctly.

Young people aged 16 or 17 years who are assisting as helpers, should be appointed in the same way as adults, but will need their parent's permission and should only undertake roles where adult supervision will be in place at all times.

**Safe recruitment practices are not about being suspicious, but are there to protect all people involved with or linked to the job concerned.**

### **Training**

All those working with adults at risk should receive safeguarding training as soon as possible after they are appointed to their role. This training should include:

- Training specific to their role (which may include specific issues relating to the type of adults at risk in question)
- Recognising possible signs of abuse specific to adults at risk
- When and how to report any concerns
- The name and contact details of the Designated Person for Safeguarding in the local church
- A code of behaviour for workers (see appendix 5)

**We will use the safeguarding training provided through the local Baptist Associations as far as possible as this has been specifically designed to reflect safeguarding in a church context.**

We recommend that safeguarding training should be completed every three years in order to keep workers refreshed and up to date with practices and procedures.

### **Disclosure and Barring Service (DBS)**

The Disclosure and Barring Service is a government agency which provides information about employees' and volunteers' criminal record history, so that employers are able to make safer recruitment decisions. They check if an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person. The DBS service was previously called the Criminal Records Bureau (CRB). CRB checks have now been replaced by DBS checks.

It is a criminal offence to try and get work when barred, employ someone when barred, and not to pass on information that may lead to someone being barred.

In working with adults at risk, Enhanced DBS checks with a barred list check are only available for workers (volunteers as well as paid staff) if they are undertaking specific roles or duties. These are known as **regulated activities**.

## **Regulated Activities**

There are six regulated activities which require a worker to have an Enhanced DBS check with a barred list check. They are:

### **1. Providing personal care**

Anyone who assists with activities such as drinking, eating, going to the toilet, etc.

Anyone who prompts and supervises with activities such as drinking, eating, going to the toilet, etc, as the adult cannot make the decision to do so themselves.

Anyone who trains, instructs or offers advice on the above because of an adult's age, illness or disability.

### **2. Assistance with cash, bills and/or shopping**

Anyone who assists in managing an adult's cash, paying their bills or shopping on their behalf.

### **3. Assistance in the conduct of a person's own affairs**

Anyone who provides assistance in the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney.

### **4. Conveying**

Anyone who transports an adult to, from or between places where they receive health, personal or social care (this does not include transporting people to and from church).

### **5. Providing healthcare**

Any healthcare professional providing healthcare to an adult.

### **6. Providing social work**

Anyone who provides social care.

Volunteers at Lunch Clubs or social activities provided for the elderly are not likely to meet the definition of regulated activity with adults at risk, unless they are providing physical assistance with eating, drinking or going to the toilet.

**Please Note: Someone who does not fit the requirement for a DBS check will still need an understanding and awareness of working with adults at risk.**

If a worker meets the old (pre-2012) definition of regulated activity, they are still eligible for an Enhanced DBS check, but without the barred list check.

## **Events/Ministries offered by EBC:**

**Lunch Club and Munch Club:** No DBS checks required for church workers (volunteer or paid) to run these events

**Holiday at Home/ Turkey and Tinsel:** No DBS checks required for church workers (volunteer or paid) to run these events

**Pastoral visiting:** If happening once a week or four or more times in a 30 day period a DBS will be needed. If the visitor is an accredited minister it will need to be a DBS with Barred list and verified by the regional team. If done by an unaccredited minister or church worker (volunteer or paid) it will be a DBS with barred list as working unsupervised. If only an occasional visitor no DBS check is required

**Refresh Café:** Team leaders will need to be DBS excluding barring list checked as they come into regular contact with Adults at Risk and supervise others who do the same. All other staff do not need DBS checking.

**Storehouse deliveries:** No DBS required. (Documentation to be kept of who does which deliveries including dates and rough times of day)

**Messy Church:** Key leaders will need to have DBS excluding barred list checks as they act as supervisors to the rest of the team but are not partaking in a regulated activity. Messy Church ministers to adults, including adults at risk, as well as children

**Trustees:** All trustees need to have DBS excluding barred list checks as have oversight/ supervisory role for safeguarding policies

**NOTE: All church workers (volunteers and paid)** working within any of the above mentioned areas **must attend relevant Safeguarding Training**. The most important element to keeping others safe is an understanding of the issues that may affect someone's ability to keep themselves safe and the need to offer appropriate responses if someone's safety has been affected. It is recommended that this should be updated every 3 years.

**Worship services:** (including weekend and midweek events): Ministers / Leaders should be DBS excluding barred list checked and would have oversight / supervisory roles within these events

**Drivers to and from church events:** Drivers do not need to be DBS checked to fulfil this role

**Tuesday Club (Crown Wood Pensioners Club):** This is not an EBC event but we have team who ensure that it runs. These who are involved in running this club once a week should be DBS excluding barred list checked

For more information on eligibility and the Disclosure and Barring System, See the '**BUGB guide to the Disclosure and Barring Service (DBS)**' (publication date: 1 November 2015).

# Making a safer church

## Planning Ahead

These good practice guidelines are not about rules and regulations in order to prevent you from doing things. They are about working together to enable all people to get more out of their church and community life in safe and enjoyable ways.

It is not possible to guard against every eventuality or protect those adults at risk from every potential harm or abuse by cruel and abusive people. However, churches can do their best to provide a safe place for everyone, including adults at risk, by making sure that they follow good practice guidelines in every area of church life.

Throughout this section the term “church workers” refers to ministers, elders, trustees, leaders, lay workers and volunteers – basically anyone who has a role working within the church, whether paid or unpaid.

## Premises

Church buildings should be as accessible as possible to all people, recognising the limitations that the age and design of some buildings may cause. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating should be addressed and where necessary aids and adaptations should be put in place. Eg at EBC the ramp, automatic doors, disabled toilet and automatic door, sound and visual systems etc.

Many of these points will have already been considered during health and safety checks that are carried out to meet legislative requirements.

## Language

The language people use can often reflect their attitudes and opinions of others. In addition it should be considered that negative and uncaring attitudes can be a major barrier to accessing church life. This can include the language used within worship (for example referring to God as a father or lover can be difficult for some, and words like mankind and brotherhood exclude others) or the language used to describe people (such as derogatory words focusing on aspects of someone’s disability, race or sexuality rather than the person themselves). Therefore every effort should be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility.

## Worship

Depending on the needs of your congregation and community, you may want to hold services which specifically cater for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired. If doing so, it is important to include members of these groups in the planning and possibly the delivery of the service. Consider aspects such as the language used, the pace of the service and the physical layout of the room, remembering that the purpose of worshipping and meeting with God is no different from a ‘normal’ service.

In all worship services consideration should be given to the wide range of requirements within a congregation.

Some examples include:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly - done when giving descriptions as medias are introduced
- The use of inclusive language
- Using a variety of liturgy and resources to cater for different levels of education and understanding
- Using a microphone during times of open prayer so that all can hear or repeating back answers given as part of a quiz etc

## Insurance

Most insurance policies require churches to take reasonable steps to safeguard adults at risk. If the insurance company deems that these steps have not been taken, it may invalidate the church's insurance policy and leave the trustees liable for any losses incurred. Insurance providers may request proof that a church's safeguarding policy is in place and being followed, before they will provide cover for the church. EBC will check any requirements needed by the insurance company annually at renewal and supply any documentation that is required.

## Financial Integrity

Clear and transparent systems should be put into place to prevent the possibility of financial irregularities occurring within the church context. Any allegations of financial discrepancies may be based on misunderstanding or confusion, therefore having clear processes in place will help to protect church workers as well as any adults at risk. Any church worker (volunteer or paid) should follow the guidelines below **when caring out their duties as defined by their specific church job profile** (not as an individual).

- Those who work with adults at risk may become involved in some aspects of personal finance -collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances or expenses.
- Church workers should not be influenced by offers of money.
- Any gifts received should be reported to the Trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated lay people.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Church workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Trustees. We strongly recommend that church workers (including ministers) should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

## **EBC specific arrangements around financial management:**

- There will be two checkers on financial matters such as; bank accounting, cheques, cash counts, money taken in public view (Lunch club, Premix Toddlers, Holiday at Home, Social events)
- There is an EBC information pack available to help encourage people to write a Will as this has been highlighted as an area of national concern due to the high numbers of those who die without a Will in place. Nowhere in the EBC information pack does or should it specifically ask for or suggest a legacy should or could be left for EBC
- Any one off significant donations will need to be accepted by the Trustees so that they can decide whether or not the gift can be accepted, taking into account safeguarding issues surrounding the way the money was asked for, offered and the givers circumstances

There are several legal procedures which may be used to protect the financial and business affairs of adults at risk, such as Power of Attorney and Appointeeship. If any church worker is asked for advise around these issues they should recommend that expert legal advice be sought to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

## **Photographs**

With mobile phones and tablets with cameras, it is very easy to take pictures and immediately upload them to the internet. Make sure that you have the person's permission to take a picture, and if you intend to upload it, make sure that they're happy for people to see it online. When taking group pictures remember to get permission from everyone who will be photographed. Unless specifically required and permission granted do not attach names to photo's that are displayed/uploaded.

Bear in mind that there may be many reasons why someone doesn't want their picture on public display, from simply not liking their photo being taken, to not wanting an abusive ex-partner to be able to identify their current location.

## **Computers**

If your church has computers which others may have access to, make sure that there are suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. It is wise to create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions, such as using the computer to look at pornography or to send abusive messages.(See the staff handbook for those using the computers regularly. Guidelines will be written for guest usage and made available as needed).

For some useful contacts who can help you with issues around computer and internet safety and for more information on cyber abuse, see the '**BUGB Guide to Cyber Safety**' (available on the Baptists Together website from 1 December 2015).

## **Record Keeping**

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner for at least 75 years. Please speak to your church Designated Person for Safeguarding (Simon Lace) if you have records that need to be stored for this purpose.

## **Confidentiality**

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding, the statutory authorities or the Local Association. However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

## **Pastoral Relationships**

All those involved in pastoral ministry should work in a way that follows clearly defined procedures agreed by the church. These procedures should set out the boundaries for pastoral care so that all parties can understand their position and that they protect those carrying out the pastoral ministry as well as those receiving it.

They may include:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers should recognise the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role.

## Roles and Responsibilities

Below is a table of the roles and responsibilities of different people within the church, who have responsibility for adult safeguarding.

<b>Role</b>	<b>Name</b>	<b>Responsibilities</b>	<b>How</b>
<b>Designated Person for Safeguarding</b>	Simon Lace	<ul style="list-style-type: none"> <li>• The recognised person for receiving disclosures or reports of disclosures of abuse.</li> <li>• Liaising with the Association Safeguarding Contact and external agencies where necessary.</li> <li>• Keep the safeguarding policy relevant and up to date.</li> <li>• Advocating and facilitating safe church practices.</li> <li>• Report to the church meeting on safeguarding issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Displaying name and contact information, preferably with photo, so church members know who to contact.</li> <li>• Creating a list of contact numbers and having blank copies of the Safeguarding Incident Form ready to go.</li> <li>• Annually review and update if necessary.</li> <li>• Promoting a culture of best practice throughout the church life.</li> <li>• Make sure safeguarding is on the church meeting agenda.</li> </ul>
<b>DBS Verifier</b>	Eileen Charlton Steph Littlejohn	<ul style="list-style-type: none"> <li>• Making sure that all relevant persons working with adults at risk have an up to date DBS check in place at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating the completion and renewal of DBS forms, and liaising with the Designated Person(s) for Safeguarding on the outcomes when required.</li> </ul>
<b>Minister</b>	Simon Lace Steph Littlejohn	<ul style="list-style-type: none"> <li>• Support and assisting the Designated Person(s) for Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular communication with the Designated Person(s) for Safeguarding, particularly if a serious incident arises.</li> </ul>
<b>Church Meeting</b>		<ul style="list-style-type: none"> <li>• Adopt the safeguarding policy and procedures annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussing and agreeing the policy and procedures brought by the Designated Person(s) for Safeguarding.</li> </ul>
<b>Safeguarding Trustee</b>	Eileen Charlton	<ul style="list-style-type: none"> <li>• Taking the lead on safeguarding matters on behalf of the trustees.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular communication and reporting from the Designated Person(s) for Safeguarding and ensuring safeguarding is on the agenda at trustee meetings.</li> </ul>
<b>Trustees of local church</b>		<ul style="list-style-type: none"> <li>• Responsible for safeguarding best practice within the church</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).</li> </ul>

## **Working with alleged or known offenders**

If it becomes known that within your congregation there is an offender or someone against whom a serious allegation has been made, your Local Association should be contacted without delay. There are several processes which will need to be followed, but each one is dealt with on a case by case basis, and the Association Safeguarding Contact will have the expertise to help your church at each step. (See Appendix 4 for contact details)

Your Association Safeguarding Contact will support and advise you through these processes and will have all the information you will need –**please do not attempt to address this issue without contacting them.**

If such an individual is identified we will refer to the 'Safe to Belong - 2015' manual for further advice about the processes needing to be followed.

# Appendix 1: Glossary

## **Abuse**

The violation of an individual's human and civil rights by another person or persons. It comes from the misuse of power and control that someone has over another.

## **Abuse of trust**

Abuse of trust is when someone abuses their position of authority or trust against another person, for their own personal gain or gratification. A minister or church worker is seen as holding a position of authority or trust.

## **Adults at Risk**

Any adult aged 18 or over who due to disability, mental function, age or illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. This may be short term or long term condition.

## **Adult Social Care Services (ASCS)**

Adult Social Care Services are part of your local authority's social services, and they are responsible for assessing for, arranging or providing social or community care for adults. Adult Social Care Services should be contacted if you have a concern about an adult at risk or if you simply need some advice.

## **Appointeeship**

Appointeeship is when the Department for Work and Pensions appoints someone to collect and spend benefits and pensions on behalf of someone who cannot manage their own affairs, because they are mentally incapable or severely disabled.

## **Care Act 2015**

The Care Act 2015 aims to give safeguarding a legal framework for how local authorities and other agencies should protect adults at risk from abuse and neglect.

## **Carers**

A carer is a person who helps another individual with an impairment with their activities of daily living. They may be paid or unpaid.

## **Contract**

A contract is a formal agreement between the church and someone who poses a risk to others, outlining what they can and cannot do within the church setting. Contracts are usually, although not exclusively, put in place for known or alleged sex offenders.

## **Disclosure and Barring Service (DBS)**

The Disclosure and Barring Service is a government agency which provides information about employees' and volunteers' criminal record history, so that employers are able to make safer recruitment decisions. They check if an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person.

## **Good practice**

Good practice is advice and procedures which, when followed and put in place, results in the best way for a church to function whilst enabling all participants to remain safe from harm.

## **Grooming**

Grooming is when someone takes time to build an emotional connection with a vulnerable person, and potentially also their family and wider community (including the church), in order to gain their trust for the purposes of sexual abuse or exploitation. Grooming can be carried out remotely or in person.

## **Harm**

The result of mistreatment or abuse.

## **Human Rights Act 1998**

This act gives further effect in UK law to the European Convention of Human Rights, which aims to protect human rights and fundamental freedoms of all people.

## **Legal Deputy**

A legal deputy, authorised by the Court of Protection, is responsible for making decisions on behalf of someone who lacks mental capacity. There are 2 types of legal deputy; one with responsibility for property and financial affairs (eg. paying bills, organising a pension) and one with responsibility for personal welfare (eg. making decisions about medical treatment and how someone is looked after).

## **Mental Capacity**

Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being.

## **Mental Capacity Act 2005**

The Mental Capacity Act 2005 protects and empowers people who lack the capacity to make decisions for themselves. It does this by providing a framework for making decisions on their behalf, whether the decisions are life-changing events or everyday matters.

## **No Secrets**

Published by the Department of Health in 2000, No Secrets provided a framework for the safeguarding of adults. This included the development and implementation of inter-agency policies and procedures to protect adults at risk, and the recommended structures for local authorities investigating abuse allegations. Although it is now superseded by the Care Act 2015, it still has some useful definitions and information.

## **Power of Attorney**

A Power of Attorney is a legal document whereby one person (the “donor”) gives another person (the “attorney”) the power to act on their behalf with regard to their property and financial affairs, and/or their health and welfare.

## **Risk Assessment**

Risk assessments within safeguarding examine and measure the levels of risk in allowing known or alleged offenders to take part in different aspects of church life. Please note that risk assessments regarding blemished DBS disclosures should only be carried out by the BUGB Safeguarding team.

## **Safeguarding**

Safeguarding is the protection of adults and children from harm, abuse or neglect.

**Safeguarding Adults Board (SAB)**

Safeguarding Adults Boards are inter-agency groups with a range of representatives who may include members from different areas within the local statutory authority, carer, disability and advocacy groups as well as health care professionals. Their aim is to promote and develop effective protection systems for adults at risk in their locality.

## Appendix 2: Types of Abuse

Type of Abuse	Definition	Includes...	<b>Some key indicators</b> <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
<b>Physical</b>	<p>To inflict pain, physical injury or suffering.</p>	<p>Hitting, slapping and beating</p> <p>Shaking, pinching and pushing</p> <p>Kicking, burning and hair pulling</p> <p>Squeezing, suffocating, poisoning and using inappropriate restraint</p>	<ul style="list-style-type: none"> <li>▪ Cuts, lacerations, puncture wounds, open wounds, welts</li> <li>▪ Bruising and discolouration - particularly if there is a lot of bruising of different ages</li> <li>▪ Black eyes, burns, broken bones and skull fractures</li> <li>▪ If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation</li> <li>▪ Any injury that has not been properly cared for</li> <li>▪ Poor skin condition or poor skin hygiene</li> <li>▪ Loss of hair, loss of weight and change of appetite</li> <li>▪ Insomnia or unexplained behaviour, fearfulness, unexplained paranoia, anxiety</li> <li>▪ Person flinches at physical contact and/or keeps fully covered, even in hot weather</li> <li>▪ Person appears frightened or subdued in the presence of a particular person or people</li> </ul>
<b>Emotional</b>	<p>The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.</p> <p>Such behaviour can create very real emotional and psychological stress.</p> <p>All forms of abuse have an emotional component.</p>	<p>Mocking, coercing, threatening or controlling behaviour</p> <p>Bullying, intimidation, harassment or humiliation</p> <p>The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation</p> <p>Making someone feel worthless, a lack of love or affection or ignoring the person</p>	<ul style="list-style-type: none"> <li>▪ Changes in mood, attitude and behaviour</li> <li>▪ Becoming quiet or withdrawn or conversely becoming aggressive or angry for no apparent reason</li> <li>▪ Denial and hesitation to talk openly</li> <li>▪ Excessive fear or anxiety</li> <li>▪ Changes in sleep pattern</li> <li>▪ Loss of appetite</li> <li>▪ Helplessness or passivity</li> <li>▪ Confusion or disorientation</li> <li>▪ Implausible stories</li> <li>▪ Low self-esteem</li> <li>▪ Unclear or confused feelings towards an individual</li> </ul>

<p><b>Emotional Cont.</b></p>			<p>Psychological abuse may well be indicative of other forms of abuse.</p> <p>Such signs may also be seen in those who are physically or sexually abused</p>
<p><b>Sexual</b></p>	<p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>	<p>Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting</p> <p>Indecent assault, incest, being forced to touch another person in a sexual manner without consent</p> <p>Making sexual remarks, suggestions and teasing; Indecent exposure, being forced to watch pornographic material or sexual acts</p> <p>Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways;</p> <p>Being spied on while a person is undertaking personal care</p>	<ul style="list-style-type: none"> <li>▪ Emotional distress</li> <li>▪ Mood changes</li> <li>▪ Expressions of feelings of guilt or shame</li> <li>▪ Itching, soreness, bruises or lacerations</li> <li>▪ Bruises around the breasts or genital areas</li> <li>▪ Difficulty in walking or sitting</li> <li>▪ Unexplained vaginal or anal bleeding</li> <li>▪ Unexplained venereal disease or genital infections</li> <li>▪ Disturbed sleep patterns</li> <li>▪ Torn, stained or bloody underclothing</li> <li>▪ Significant changes in sexual behaviour or outlook</li> <li>▪ Preoccupation with anything sexual</li> <li>▪ A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant</li> </ul>
<p><b>Neglect</b></p>	<p>A person's wellbeing is impaired and their care needs are not met.</p> <p>Neglect can be deliberate or can occur as a result of not understanding</p>	<p>Failing to provide access to appropriate health, social care or education services</p> <p>Ignoring medical or physical care needs, including not giving someone proper food or assistance with</p>	<ul style="list-style-type: none"> <li>▪ Person looking unkempt or dirty and has poor personal hygiene</li> <li>▪ Person is malnourished, has sudden or continuous weight loss and is dehydrated</li> <li>▪ Person is dressed inappropriately for the weather conditions</li> <li>▪ Dirt, urine or faecal smells in a person's environment</li> </ul>

<p><b>Neglect Cont.</b></p>	<p>what someone's needs are.</p>	<p>eating or drinking</p> <p>Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others)</p> <p>Failing to provide a warm, safe and comfortable environment.</p> <p>Deliberately withholding aids, such as walking sticks or hearing aids.</p> <p>Denying social, religious or cultural contacts, or denying contact with the family</p> <p>Leaving alone or unsupervised</p>	<ul style="list-style-type: none"> <li>▪ Home environment does not meet basic needs (for example not heating or lighting)</li> <li>▪ Health and safety hazards in the living environment</li> <li>▪ Untreated medical conditions, pressure sores, rashes, lice on the person</li> <li>▪ Depression</li> <li>▪ Person and / or carer have inconsistent or reluctant contact with Health and Social Services</li> <li>▪ Callers / visitors are refused access to the person;</li> <li>▪ Prolonged isolation or lack of stimulation</li> <li>▪ Person who is not able to look after themselves is left unattended and so put at risk</li> <li>▪ Not being helped to the toilet when</li> </ul>
<p><b>Financial</b></p>	<p>The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.</p>	<p>Theft, fraud or embezzlement of monies, benefits or goods</p> <p>Exploitation or profiteering</p> <p>Applying pressure in connection with wills, property or inheritance, or financial transactions</p> <p>The abuse of influence, power or friendship to persuade a person to make gifts or change their will</p>	<ul style="list-style-type: none"> <li>▪ Unexplained loss of money</li> <li>▪ Missing personal belongings such as art, jewellery and silverware</li> <li>▪ Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings</li> <li>▪ Inability to pay bills, getting into debt</li> <li>▪ Sudden changes in a person's finances</li> <li>▪ Person unable to access their own money or check their own accounts</li> <li>▪ Cheques being signed or cashed by other people without someone's consent</li> <li>▪ Recent acquaintances expressing sudden or disproportionate interest in the</li> </ul>

<b>Financial Cont.</b>		Being charged excessive amounts for services such as minor building works on a property	<p>person and their money</p> <ul style="list-style-type: none"> <li>▪ Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items</li> <li>▪ Recent changes of deeds / title of home</li> <li>▪ Inappropriate granting and / or use of Power of Attorney</li> <li>▪ Sudden change or creation of a will to benefit and individual significantly</li> <li>▪</li> </ul>
<b>Spiritual</b>	<p>The inappropriate use of religious belief or practice</p> <p>Coercion and control of one individual by another in a spiritual context</p> <p>The abuse of trust by someone in a position of spiritual authority (such as a minister).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices</p> <p>Extreme pastoral interference in personal matters – reducing individual choice and responsibility</p> <p>The misuse of scripture or power to control behaviour and pressure to conform</p> <p>The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position</p> <p>Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm</p> <p>The denial of the right of faith or opportunity to grow in the knowledge and love of God</p>	<p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination.</p> <ul style="list-style-type: none"> <li>▪ Pastoral practices that ‘force’ people into accepting religious values or ideas</li> <li>▪ Confusion, and uncertainty of who, what or why they believe any more</li> <li>▪ Deeply scarred –emotionally, psychologically and spiritually</li> </ul>

<b>Spiritual Cont.</b>		Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive)	
<b>Discriminatory</b>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	Ageist, racist, sexist, or abuse based on a person's disability  Abuse linked to a person's sexuality  Harassment, slurs or similar treatment  Withholding services without proper justification, or lack of disabled access to services and activities	<ul style="list-style-type: none"> <li>▪ Low self-esteem</li> <li>▪ Withdrawn</li> <li>▪ Anger</li> <li>▪ Person puts themselves down in terms of their gender, sexuality or disability</li> <li>▪ Abuse may be observed in conversations or reports by the person of how they perceive</li> </ul>
<b>Institutional</b>	<p>The mistreatment or abuse of an adult by a regime or individuals within an institution.</p> <p>It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.</p> <p>The church as an institution is not exempt from perpetrating institutional abuse.</p>	<p>The inability of an institution to safeguard people from emotional or even physical harm and neglect</p> <p>Having fixed rules and routines by which people are controlled</p> <p>People prevented from doing things that are their rights</p> <p>No access to personal possessions or personal allowance</p>	<ul style="list-style-type: none"> <li>▪ Being routinely referred to in a condescending fashion</li> <li>▪ Disrespectful language and attitudes</li> <li>▪ Being spoken to or treated like a child</li> <li>▪ A person's privacy and dignity is routinely compromised</li> <li>▪ Failure to recognise the individuality of people and applying a 'one size fits all' approach to support</li> <li>▪ No evidence of support services care plans that focus on the individual's needs</li> <li>▪ Premises that are regularly understaffed</li> </ul>

## **Details of Other Forms of Abuse**

### **Domestic Abuse**

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.

Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

For more information on domestic abuse, see the '**BUGB Guide to Domestic Abuse**' (publication date: 1 March 2016) or speak to the BUGB Safeguarding Team.

### **Cyber Abuse (also known as cyber bullying or cyber stalking)**

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

For more information on cyberabuse, see the '**BUGB Guide to Cyber Safety**' (publication date: 1 December 2015) or speak to the BUGB Safeguarding Team.

### **Self-Harm / Self-Neglect**

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

For more information on dealing with issues of self-harm, see the '**BUGB Guide to Self-Harm**' (publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.

### **Mate Crime**

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

### **Modern Slavery**

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

### **Human Trafficking**

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

### **Radicalisation**

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed (see glossary) into terrorism than others.

### **Honour marriage / forced marriage**

An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

## **Historic Abuse**

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

## **Appendix 3: Safeguarding Incident Form**

Please see the following three pages for the Safeguarding Incident Form.  
This form is to be completed with the Designated Person for Safeguarding within 24 hours of any disclosure being made or concern raised.

This document can be downloaded and printed as many times as is necessary. It is suggested that the Designated Person for Safeguarding has some blank forms at the ready.

## Safeguarding Incident Report Form

This report form is for the purpose of keeping records of any disclosures of concern that are made to the Designated Person for Safeguarding or the Safeguarding Trustee. This report should be completed with the Designated person. The concerned person should also make a full factual written record of their observations and any conversations, which should be signed and dated.

Designated Person for Safeguarding: Simon Lace  
[simonl@ebc-bracknell.org](mailto:simonl@ebc-bracknell.org)  
01344 487744

Safeguarding Trustee: Eileen Charlton  
[officestaff@ebc-bracknell.org](mailto:officestaff@ebc-bracknell.org)  
01344 487744

### Concerned Person Details

Name:

Address:

Phone number:

Email address:

### Individual of Concern Details

Name:

Address:

Phone number:

Email address:

**The Incident:**

What happen?

When did it happen?

Where did it happen?

Who was allegedly involved and in what way?

**Any Action that has been Taken:**

Have the carer or parents/guardians been informed? Y or N

If so when and by whom?

Have the statutory authorities been informed? Y or N

If so please complete the table below:

Authority	<i>Police</i>			
Name	<i>Bobby</i>			
Position	<i>Child abuse officer</i>			
Email contact	<i>bobby@police.com</i>			
Phone contact	<i>077999</i>			
Contacted by	<i>Church designated safeguarding person</i>			
Date and time	<i>15/07/16 1:30pm</i>			

Have the Local Association been informed? Y or N

(Ensure this is done if authorities have been informed)

If so when and by whom?

Any other actions taken:

**Future Action to be Taken:**

What action needs to be taken?

Who is responsible for this?

Signature of Designated Person for Safeguarding (or Safeguarding Trustee)

Date:

Time:

Signature of Minister or other Member of Safeguarding Team

Date:

Time:

## Appendix 4: Useful Resources and Contacts

### Local:

#### Talking Therapies

Berkshire Healthcare NHS self referral to arrange to talk through problems and difficulties. This may be done in person or as an online support once assessment has been done.

Website: [www.talkingtherapies.berkshire.nhs.uk](http://www.talkingtherapies.berkshire.nhs.uk)

Text: 'Talk and your postcode' to 07500915968

Telephone: 0300 365 2000

#### EBC Pastoral Team Leader

Steph Littlejohn (Assistant Minister) heads up the pastoral care support at EBC and can put people in contact with appropriate local contacts if needed.

Email: [Steph@ebc-bracknell.org](mailto:Steph@ebc-bracknell.org)

Telephone: 01344 487744

### National:

#### Baptist Union Safeguarding team:

Each of our local Baptist Associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: [www.baptist.org.uk/Groups/220183/Safeguarding.aspx](http://www.baptist.org.uk/Groups/220183/Safeguarding.aspx)

Local Association Safeguarding Contacts:

[www.baptist.org.uk/Groups/248291/Association\\_contacts.aspx](http://www.baptist.org.uk/Groups/248291/Association_contacts.aspx)

#### Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

#### Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Address: PO Box 60001, Streatham, SW16 9BY

#### Action on Hearing Loss -(previously known as the Royal National Institute for the Deaf)

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)

Address: 19-23 Featherstone Street, London, EC1Y 8SL

#### Age UK

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 169 6565

Website: [www.ageuk.org.uk](http://www.ageuk.org.uk)

Address: Tavis House, 1-6 Tavistock Square, London, WC1H 9NA

### **Alzheimer's Society**

Provides information, support and guidance on Alzheimer's and other forms of dementia.

Helpline: 0300 222 1122

Website: [www.alzheimers.org.uk](http://www.alzheimers.org.uk)

Address: Gordon House, 10 Greencoat Place, London, SW1P 1PH

### **BUILD-Baptist Union Initiative with People with Learning Disabilities**

A national, denominational body providing conferences, publications, advice and teaching materials for people with learning disabilities and their family and churches.

Website: [www.build-together.org.uk](http://www.build-together.org.uk)

### **Bullying UK**

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: [www.bullying.co.uk/cyberbullying](http://www.bullying.co.uk/cyberbullying)

### **CAADA-Coordinated Action Against Domestic Abuse**

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: [www.caada.org.uk](http://www.caada.org.uk)

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

### **Churches' Child Protection Advisory Service (CCPAS)**

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Helpline: 0845 120 4550

Telephone: 01322 517817

Website: [www.ccpas.co.uk](http://www.ccpas.co.uk)

Address: PO Box 133, Swanley, Kent, BR8 7UQ

### **The Cybersmile Foundation**

A non-profit organisation trying to combat cyber abuse.

Website: [www.cybersmile](http://www.cybersmile)

### **DDC – Due Diligence Checking**

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

### **Disclosure & Barring Service (DBS)**

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### **Independent Age**

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: [www.independentage.org](http://www.independentage.org)

Address: 18 Avonmore Road, London, W14 8RR

### **Livability**

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Telephone: 020 7452 2000

Website: [www.livability.org.uk](http://www.livability.org.uk)

Address: 50 Scrutton Street, London, EC2A 4XQ

### **MENCAP**

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

Address: 123 Golden Lane, London, EC1Y 0RT

### **Methodist Homes for the Aged**

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200

Website: [www.mha.org.uk](http://www.mha.org.uk)

Address: Epworth House, Stuart Street, Derby DE1 3EQ

### **Mind**

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393

Email: [contact@mind.org.uk](mailto:contact@mind.org.uk)

Website: [www.mind.org.uk](http://www.mind.org.uk)

Address: 15-19 Broadway, London, E15 4BQ

### **Police**

If there is a serious danger that an adult at risk may be in imminent risk of harm then call the police. In an emergency, it is appropriate to dial 999. The police non-emergency number is 101.

### **Royal National Institute for the Blind (RNIB)**

A national voluntary organisation focusing on the needs of blind and partially sighted people. RNIB offers help with advice, aids and equipment.

Helpline: 0303 123 9999

Website: [www.rnib.org.uk](http://www.rnib.org.uk)

Address: 105 Judd Street, London, WC1H 9NE

### **The Relatives and Residents Association**

Gives advice and support to older people in care homes and their relatives and friends.

Advice line: 020 7359 8136

Website: [www.relres.org](http://www.relres.org)

Address: 1 The Ivories, 6-18 Northampton Street, London, N1 2HY

## **Respond**

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700

Website: [www.respond.org.uk](http://www.respond.org.uk)

## **Samaritans**

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Helpline: 08457 90 90 90 (available 24 hours a day)

Website: [www.samaritans.org](http://www.samaritans.org)

## **Scope**

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333

Email: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)

Website: [www.scope.org.uk](http://www.scope.org.uk)

## **selfharmUK**

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: [www.selfharm.co.uk](http://www.selfharm.co.uk)

## **Survivors UK**

Support for survivors of male rape or sexual abuse.

Email: [info@survivorsuk.org](mailto:info@survivorsuk.org)

Website: [www.survivorsuk.org](http://www.survivorsuk.org)

Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

## **Think U Know**

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## **Through The Roof**

A Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities.

Website: [www.throughtheroof.org](http://www.throughtheroof.org)

Address: PO Box 353, Epsom, Surrey, KT18 5WS

## **Torch Trust**

Christian resources and activities for blind and partially sighted people.

Telephone: 01858 438260

Website: [www.torchtrust.org](http://www.torchtrust.org)

Address: Torch House, Torch Way, Northampton Road, Market Harborough, LE16 9HL

## **Trading Standards**

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided, or pressurised into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Phone: 08454 040 506

Website: [www.tradingstandards.gov.uk](http://www.tradingstandards.gov.uk)

**Victim Support**

Victim Support is the independent charity for victims and witnesses of crime in England & Wales.

Support line: 0808 16 89 111

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Women's Aid**

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

Address: PO Box Bristol 391, BS99 7WS

## Appendix 5: Code of Behaviour

The following gives guidelines for the behaviour expected from any church worker (paid or volunteer) when working at EBC (Easthampstead Baptist Church) events.

- Be trustworthy, honest and think the best of others
  
- Arrive promptly at any event that you are expected to be assisting at
- Wear appropriate clothing for the activities you will be partaking in
- If you can't attend when expected contact the leader/administrator of the event and inform them with as much notice as possible
- Make sure you understand the role you are being asked to do so that you can be a support to others in the team
  
- Be alert and ready to help people with the things they may need
- Some people attending EBC events may have some disability and we should be mindful of this and prepared to help as necessary and appropriate. Eg escorting a partially sighted or blind person around the building, serving food and drink in appropriate ways, talking clearly and while facing someone who is hard of hearing
- If you are concerned about an individual or what you are being asked to do then you should ask for help
- Be friendly and polite to both team members and attenders of events
- Come with an attitude of helpfulness
  
- Make sure you understand the safeguarding procedures for EBC and if become concerned about someone follow the advice within the policy and procedures. Informing the appropriate people

## **Appendix 6: Forms**

**Role Profile Template**

**Application Form**

**Voluntary Agreement Template**



## Information for <Ministry Name> Volunteers

This sheet gives you information about a voluntary position working with Adults at Risk. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values everyone who comes and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with Adults at Risk. A thoughtful appointment process expresses our valuing of the Adults at Risk in our church and also expresses our valuing of those who work with them.

### Description of position

Organisation: <Ministry Name>, Easthampstead Baptist Church

Job Title: <.....>

Brief Job Profile: <.....>

Time commitment: Day of week: <.....> From and to: <.....>  
Weekly / Twice Monthly / Monthly

Planning/preparation: <.....>

Line management: You would be responsible to <Ministry Leaders name and title> and <anyone else relevant at event

You would be responsible for <.....>.

All appointments are made initially for a probationary period of six months after which time the appointment will be reviewed and either confirmed or terminated.



## Application Form for Voluntary Work with Adults at Risk

We ask all perspective workers with Adults at Risk to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority.

### 1. *Personal Details*

Full name .....

Other names by which known in the past .....

Address .....

.....

.....Postcode .....

Telephone Number .....daytime .....evening.....mobile

How long have you lived at the above address? ..... years

If less than 3 years please give previous address(es) and dates:

From ...../...../..... To ...../...../..... From ...../...../..... To ...../...../.....

Address ..... Address .....

.....

Postcode ..... Postcode

.....

## 2. Experience and Skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities you have undertaken:

.....

.....(Continue over page)

.....

.....

.....

Please give details of previous experiences of looking after or working with Adults or Adults at Risk within a church context and in other places. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....

.....

.....

.....

.....

.....

Do you suffer, or have you suffered any illness which may directly affect your work with Adults at Risk?

Yes                       No                       (Please tick)

If yes, please give details:

.....

.....

## 3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with Adults at Risk, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name .....  
Address .....  
.....  
Postcode .....  
Connection  
with you .....

Name .....  
Address .....  
.....  
Postcode .....  
Connection  
with you .....

**4. Criminal Records Declaration**

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required to co-operate in obtaining a DBS (Disclosure and Barring Service) check.

If considered suitable for the post, do you agree to co-operate in obtaining a DBS check?\*

Yes                       No                       (Please tick)

\* Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with adults at risk within the church.

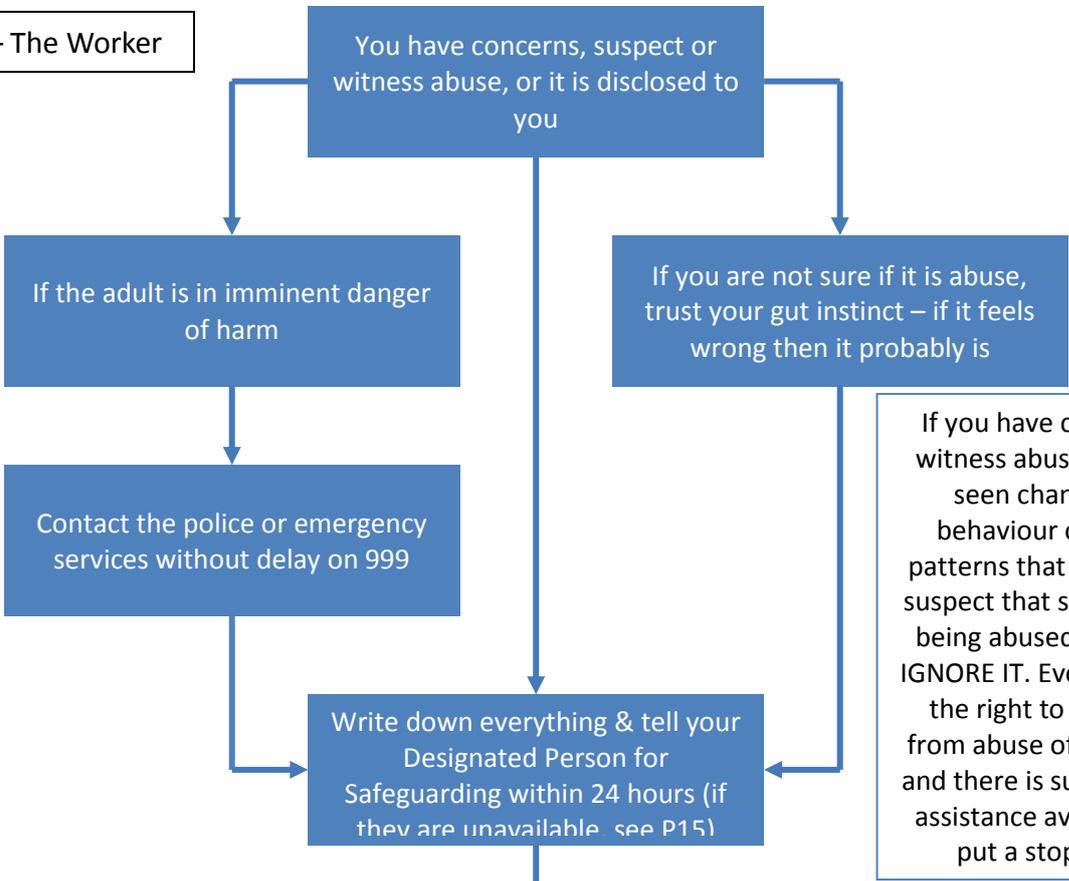
**5. Declaration**

I confirm that the submitted information is correct and complete.

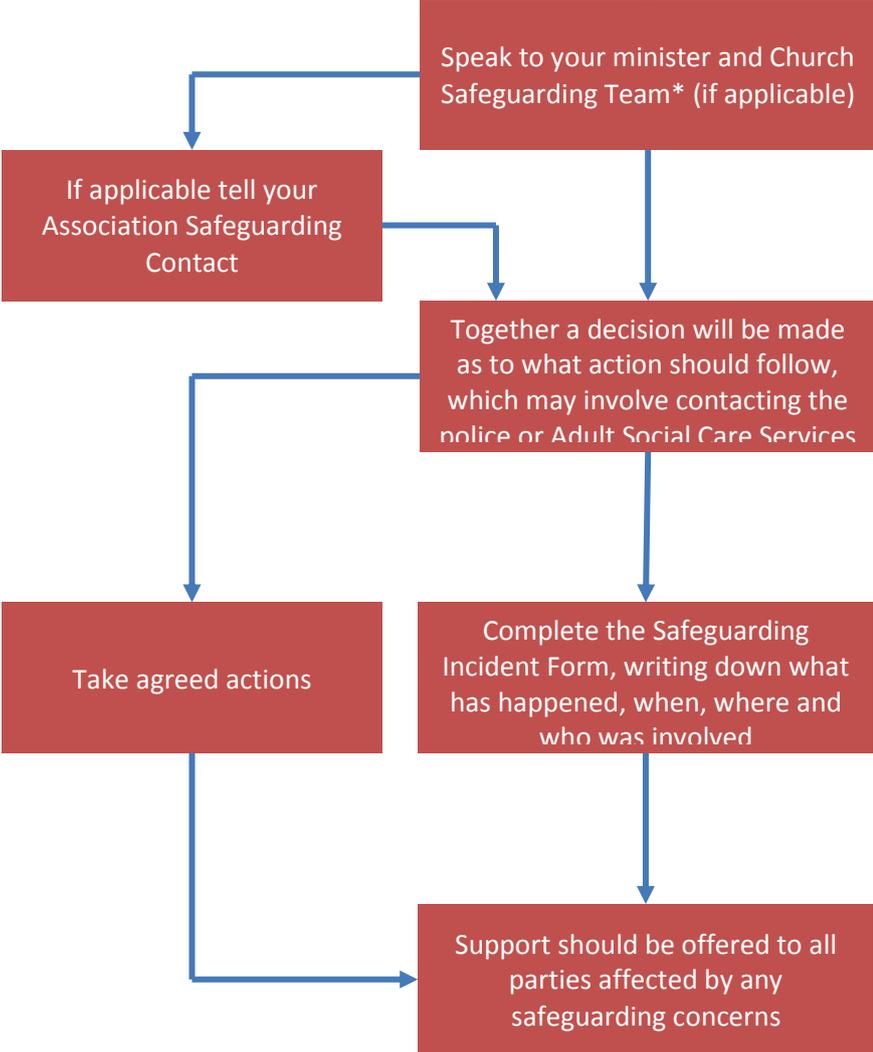
Signed ..... Date .....



**Stage 1 – The Worker**



**Stage 2 – The Designated Person for Safeguarding**



\*If the adult doesn't want any further help, the disclosure should still be reported monitored