

Bishopdown Evangelical Church

POLICY FOR THE PROTECTION OF ADULTS AT RISK

POLICY STATEMENT

As members of this church, we commit ourselves to the following:

- 1) The safeguarding of adults at risk and ensuring their well-being in the life of this church.
- 2) To do our best to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
- 3) Caring for and supporting those who have experienced abuse.
- 4) Exercising proper care in the appointment and selection of those who will work with adults at risk.
- 5) Supporting, resourcing and training those who undertake this work.
- 6) Complying with the guidelines of the Baptist Union of Great Britain set out in the 'Model safeguarding policy and procedures' 2017.

SAFEGUARDING TEAM

	Name	Contact Details
Designated person for safeguarding	Carol Walker	carwal@talktalk.net
Deputy designated person for safeguarding	Olive Martin	hmartin207@btinternet.com
Safeguarding Trustee/Minister	Gavin Walker	gandcwalker@talktalk.net

INTRODUCTION

This policy is intended as a guide to good practice in the protection and promoting the welfare of adults at risk at Bishopdown Evangelical church.

- A copy of the policy will be kept in the policies file on the top shelf of the right-hand cupboard in the middle room
- Each person working with adults at risk will be given a copy of the relevant parts of this policy and will be asked to sign that they are willing to follow it
- A full copy of the policy will be made available on request to any member or person associated with the church.
- The policy will be monitored and reviewed annually at the church members meeting in September
- Each person working with adults at risk will be asked to re-read the policy annually and sign that they have done so.

SUMMARY

1. Speak to the church's **designated person for safeguarding**, Carol Walker if you are in doubt or suspicious about anything. Tel: 07796 638468. E-mail: carwal@talktalk.net

2. If she is unavailable, or if an allegation has been made against her or a member of her family, speak to the **deputy designated person for safeguarding**, Olive Martin.

Tel: 07581 181548. E-mail: hmartin207@btinternet.com

3. In an emergency, when neither of these people are available, speak to the **Wiltshire council multi-agency safeguarding hub** on 0300 456 0108. After 5pm you can contact the **emergency duty service** on 0300 456 0100.

4. In an absolute emergency ring 999

DEFINITIONS

Who is an adult at risk?

An adult at risk is any person 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.

Recognising 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. 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.

Types of abuse

Abuse	Definition
Physical	To inflict pain, physical injury or suffering.
Emotional	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
Neglect	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
Discriminatory	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of an adult by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care

	and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional 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.
Cyber Abuse	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.
<i>Self-harm</i>	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 individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'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.
<i>Historic Abuse</i>	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.
<i>Modern Slavery</i>	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.
<i>Human Trafficking</i>	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.
<i>Radicalisation</i>	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 individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	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.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
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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.

CREATING A SAFE ENVIRONMENT

Bishopdown Evangelical Church is committed to providing a safe environment for adults at risk and will adopt ways of working with them that promote their safety and well-being. The church takes seriously its responsibility to ensure that the premises are safe for all who use them.

All those who work with adults at risk should observe the following guidelines:

- a) Be familiar with the church's health and safety policy and comply with it
- b) Treat everyone with dignity and respect
- c) Listen well to everyone. Be careful not to assume you know what an adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said
- d) Be aware of any physical contact you may have with an adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- e) Do not make sexually suggestive comments about or to an adult at risk, even in 'fun'.
- f) Do not scapegoat, belittle, ridicule or reject an adult at risk.
- g) Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (found in the folder with the first aid box in the kitchen). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.
- h) Do not form a romantic relationship with an adult at risk with whom you have a relationship of trust. (A 'relationship of trust' exists between a worker and an adult at risk with whom they work)
- i) When visiting someone in their home alone or giving someone a lift alone, a worker will carry a charged mobile and tell someone else where they are and roughly how long they will be. They will then inform this person when they have finished the visit. If the worker does not contact this person when expected, this person will try to contact the worker and if they are unable to do so will raise the alarm.

PREVENTION AND REPORTING OF ABUSE

It is the duty of each church member to prevent the abuse of adults at risk, to respond to concerns about the well-being of adults at risk and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

What to do if abuse is suspected or disclosed

If the behaviour of an adult at risk gives any cause for concern

If an allegation is made in any context about an adult at risk being harmed

If the behaviour of any adult (including colleagues and members of the public) towards adults at risk causes you concern

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

Procedures for Responding to Concerns

STAGE 1

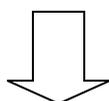
A worker/church attendee has a concern about the welfare of an adult at risk or the behaviour of an individual

The person who has the concern has a duty to

RECOGNISE, RESPOND, RECORD AND REPORT

A written record must be made of the concern using an adult's at risk form and the concern should be reported to the Designated Person within 24 hours.

(Standard Incident Forms are kept in the folder with the first aid box in the church kitchen)



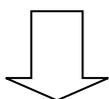
STAGE 2

The Designated Person receives the report of concern

The designated person then has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report



Stage 3

After the decision has been made as to what action should be taken the Designated Person, the Safeguarding Trustee, and the Minister, may have a duty

Procedure for responding to concerns

STAGE 1 - RECOGNISE, RESPONE, RECORD AND REPORT

- a) **Recognise** – that abuse may be taking place
- b) **Respond** – to the concern. It is not your role to decide whether a person has mental capacity and is therefore able to make decisions that impact their safety and well-being. If you have concerns always share them with the Designated Person for Safeguarding even if you do not have the consent of the adult to do so, but make sure that the Designated Person knows that the adult has not given consent.
- c) **Record** - Within an hour, if possible, make a written **record** of what has been said or noticed, and sign and date it. Use the form available in the folder with the first aid box in the church kitchen. Include the name, address and date of birth of the adult at risk, the nature of the concern and any bruising or injuries that have been noticed. Make sure it is clear and factual and try to write down exactly what you and the adult at risk said, using their own words if possible. Make a note of the time when it happened, the setting, who was there, what happened immediately beforehand and any action taken. Keep this report locked somewhere safe or give it to the Designated Person.
- d) **Report** the discovery or disclosure to the Designated Person as soon as possible, at least within 24 hours. If she is not contactable or the allegation relates to her or a member of her family the report should be made to the Deputy Designated person for safeguarding. Say nothing to the alleged abuser (even if it is a colleague or someone you know well) as this might compromise the person's safety or an investigation by police or social services. **Don't discuss it with anyone else.**

IMMEDIATE EMERGENCIES

Where a person requires urgent **first aid or medical treatment**, this takes priority over procedures for reporting safeguarding concerns.

If you think the person is in immediate **danger from an abuser**, contact the police first. When the emergency has been dealt with, then follow the procedure to report.

If you are not sure what to do, speak to the designated person for safeguarding. Do not leave it and hope the situation will go away.

Even if the concern seems very minor, it is far better to report it and feel reassured, than to end up as part of an enquiry into the death or serious injury of an adult at risk.

STAGE 2 - REVIEW AND REFER

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

a) Review - the Designated Person may speak with other members of the safeguarding team or the minister and may consult with agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

b) Refer - the Safeguarding Team will make a decision about who the report should be referred on to.

All original reports should be retained safely and securely by the Designated Person and a written record should be made of the actions taken.

STAGE 3 - REPORT AND SUPPORT

Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Minister.

- a) **Report** - whenever a formal referral is made to Social Services the Designated Person should:
- report the referral to the Minister
 - report the referral to the Southern Counties Baptist Association safeguarding contact
 - If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children and young people this should be reported to the disclosure and barring service (DBS).
 - If a worker in the church has been accused of causing harm to adults at risk this would be classed as a serious incident that should be reported to the Charity Commission in the annual return

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

- b) **Support** - Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected. It may be necessary to appoint different people to support the alleged perpetrator and the victim(s)

Allegations against staff or volunteers

It should be recognised that certain workers may be more vulnerable to allegations than others (e.g. workers doing one to one work, male workers, single people, anyone who has had a recent disagreement with a vulnerable adult).

Bishopdown Evangelical Church will take seriously any allegation of abuse by staff or volunteers, from whatever source.

The allegation must be reported to the designated person for safeguarding immediately, using the form available in the folder with the first aid box in the church kitchen. If the allegation is against the designated person or a member of her family, it should be reported to the deputy designated person for safeguarding. The designated persons will follow the procedure previously outlined.

Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion

Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)

A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.

No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the Local Baptist Association safeguarding contact in addition to following the church's normal procedures. The minister should not be told that a concern has been raised about him.

SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

1) Recruitment

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- a) Prospective workers with adults at risk will be asked to fill in and sign an application form giving two references and a declaration of previous criminal convictions.
- b) They will have an interview (with the designated person for safeguarding or someone designated by them)
- c) Two satisfactory references (at least one should be from outside the church) should be obtained
- d) Certain roles may also require a DBS check to be completed
- e) The church leadership must approve the appointment
- f) All workers with adults at risk will receive introductory safeguarding training as part of their induction to their work at Bishopdown Evangelical Church. They will also receive a copy of p1-10 of this policy and the health and safety policy which they will be required to sign to confirm that they have understood and agree to comply with them

It is the designated person's responsibility to ensure that these steps are taken for each appointment.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with adults at risk to knowingly apply, accept or offer to work with adults at risk. It is also a criminal offence to knowingly offer work with adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with adults at risk.

2) Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training (or equivalent) at least once every four years. They will receive updates in safeguarding from the Designated person in the intervening years. Other training will be given as needed. The Designated person will keep a record of training undertaken by all staff and volunteers.

Each worker will be supervised and supported by a designated leader in their group where possible.

When a known offender is present in the church

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused others in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative to protect those at risk.

Where someone attending the church is known to have abused people in the past, then whilst extending friendship to the individual, the church in its commitment to the protection of all those at risk will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused.

OTHER RESOURCES

The designated person for safeguarding has electronic copies of the following, which are available to all Workers at their request:

Baptist Union of Great Britain – Model safeguarding policy and procedures 2017

Useful information can also be obtained from the following:

Wiltshire safeguarding adults board at: <https://www.wiltshiresab.org.uk/>

- Multi Agency Safeguarding Hub (MASH) 0300 4560108 or mash@wiltshire.gov.uk
- Out of hours/Emergency Duty team 0300 4560100
- Local Authority Designated Officer (LADO) 0300 4560100

The Baptist Union of Great Britain - Safeguarding at:

<http://www.baptist.org.uk/Groups/220183/Safeguarding.aspx>

Southern Counties Baptist Association

<https://www.scba.org.uk/Groups/349113/Safeguarding.aspx>

Joy Cheang - Safeguarding advisor - Phone: 07712 508779;

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