

‘Safe to Belong’

**Policies and procedures to protect
Adults at risk who participate in the life
of the church**

November 2017

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Contract outlining the agreed boundaries for the welfare and safety of offenders and the adults at risk attending Eastleigh Baptist Church

Example of a completed Risk Assessment

Blank Risk Assessment

EASTLEIGH BAPTIST CHURCH STATEMENT FOR ADULTS AT RISK

In order to safeguard the welfare of adults at risk in its charge, Eastleigh Baptist Church agrees to the following statements of principle and to take any action, which may be appropriate in the light of circumstances, structures and the nature of its activities.

An adult at risk is any person aged 18 years or over who is, or may be unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a physical illness, mental illness, chronic or otherwise including dementia, or an addiction to alcohol or drugs, a physical disability, sensory impairment, been subject to a bereavement, a learning disability, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of care service in his or her own home, in the community or be resident in a residential care home. It is a mistake to make an assumption that every adult with an impairment is vulnerable or that they are vulnerable in every area of their life, even if there are some areas where they may need significant help or protection. All adults at risk are deemed to have capacity unless officially assessed as otherwise. Any concerns may not be passed on to outside agencies/family without their permission.

It must also be noted that people who may be vulnerable for other reasons, such as those who do not speak English or who are in England as refugees from persecution or ill treatment and are seeking asylum, are not included in the definition by virtue of their situation. They may, however, be adults at risk because they are included in one of the groups listed above.

Protection of Adults at risk Statement

Eastleigh Baptist Church recognises that:

- Adults at risk are a vital part of the church. They enrich the church family.
- Adults at risk need to be provided with the best possible environment in which to grow spiritually. They need to be listened to, respected, encouraged and nurtured.
- Adults at risk are individuals who have gifts and resources to give to others just as they need to receive from others.

Therefore: our provision must be of the highest quality. It is the responsibility of **every member** to ensure that all adults at risk are protected from exploitation and abuse that may take many forms – physical, sexual, psychological, financial, spiritual or neglect. Abuse is not just a physical or violent act. We consequently have a responsibility to provide them with a supportive, secure and safe environment, and with good role models who reflect the love and care of Christ.

Throughout Jesus' ministry he showed concern, compassion and care for those who were vulnerable, making time for the sick woman healed on His way to Jairus' daughter (Luke 8:43-48). He made a space for the paralysed man lowered through the roof (Luke 5:17-25) and Bartimaeus (Mark 10:46 –52) who was acknowledged even though he was at the back of the crowd.

'Now you are the body of Christ, and each one of you is a part of it.' 1 Corinthians 12 v27

At Eastleigh Baptist Church we recognise that:

1. An agreed policy made available to all church members will be displayed on the notice board in the vestibule of the Wells Place Centre.
2. The current trustee and impartial adviser for overseeing safeguarding of adults at risk is Lyn Hart who will implement the policy and procedures on behalf of the church's charity trustees and will see that training is provided and any new developments are communicated to those involved to take appropriate action when abuse is disclosed, discovered or suspected.
3. As members of this church we commit ourselves to the safeguarding of adults at risk (regardless of gender, ethnicity, sexuality or ability) ensuring their well being in the life of this church. It is the responsibility of each of us to prevent the physical, emotional, sexual, psychological, financial, spiritual, institutional and discriminatory abuse and /or neglect of adults at risk and to report any such abuse that we discover or suspect.
4. The church is committed to supporting, resourcing and providing training for those involved in any work with adults at risk at EBC. Adults at risk deserve no less than we all expect of ourselves
5. We provide a church environment for adults at risk that protects them, nurtures them and gives them opportunity to grow and learn without danger, free from discrimination and prejudice.
6. We exercise proper care in the appointment and selection of those who will work with adults at risk whether paid or voluntary, ensuring each person will have an up to date DBS.
7. As a community of God's people we will welcome adults at risk and involve them in the life of the church.
8. We will encourage adults at risk to identify the gifts that God has given them and encourage them to develop these gifts in the life of the church for our mutual enrichment.

This statement was adopted at the church meeting held in November 2016

It will be presented each year at the November Church Meeting where progress in carrying it out will be monitored.

2
EASTLEIGH BAPTIST CHURCH
'SAFE TO BELONG'
Adults at risk
POLICY

This statement was adopted at a church meeting held in November 2016

It will be presented each year to a church meeting held in the month of November where progress in carrying it out will be monitored.

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to do our best to prevent the physical, emotional, sexual, psychological, financial, spiritual, institutional and discriminatory abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
4. The church is committed to supporting, resourcing and training those who undertake this work.
5. The church adopts the guidelines of the Baptist Union of Great Britain outlined in *Safe To Belong*.
6. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.

This church appoints Lyn Hart as the 'Safeguarding Trustee' to represent the concerns and views of adults at risk at our meetings and to outside bodies.

The church appoints Toby Dodson, Lyn Hart, Emma Leggett, Cheryl Nichols, Chris Walker and Lynda Wisbey as the safeguarding team or 'Designated People for Safeguarding' to advise the church on any matters related to safeguarding of adults at risk and take appropriate action when abuse is disclosed, discovered or suspected.

Signed

Position

Date

3
PROCEDURES

3.1 APPOINTMENT OF STAFF AND VOLUNTEERS PROCEDURE

Appointing Paid Staff and Volunteers

The process for appointment of new staff, paid or voluntary (from November 2014) can be undertaken by any Group Leader but be overseen by the safeguarding trustee or the designated people for safeguarding. In seeking new staff the guidelines below should be followed.

EBC will adopt the eight step plan as set out by the BU guidelines 'Safe to Belong', for all paid staff and volunteers working with adults at risk, including those engaged in training, leading, teaching, caring for, supervising, providing transport, and others including Trustees who may have unsupervised contact with such people or are involved in appointing new paid staff.

Step 1 – a simple job profile/description; this will help to be clear about what is expected

Step 2 – complete an application form

Step 3 – take up 2 references

Step 4 – have an interview with at least one member of the safeguarding team

Step 5 – a decision will be made by the Safeguarding Trustee, Designated Person and appropriate Group Leader. Any appointment decisions regarding close family members will be undertaken by members outside of that family

Step 6 – be required to have a DBS

Step 7 – sign an agreement that sets out the responsibilities of the job and the name of the person who will supervise and read the Baptist Union Guidelines, 'Safe to Belong'.

Step 8 – offer initial training from members of the safeguarding team and on going training as appropriate to their role and complete a probationary period of three months.

After appointment paid staff and volunteers will:

1. Be required to inform the appointed trustee for adults at risk if they have had an allegation of a sexual nature made against them. A proper plan will be drawn up to ensure the safety of the both volunteer and the vulnerable adult.
2. Be asked to read the copy of this document and required to agree to the church's policy and agreed guidelines for working with adults at risk.
3. Be made aware of the Baptist Union's document 'Safe to Belong'
4. Be made aware of abuse, its signs, and what to do if abuse is suspected, alleged or confirmed.
5. No paid staff or volunteers will be allowed unsupervised contact with adults at risk whilst DBS's are awaited

Any person with previous convictions for offenses against adults at risk or included on the Sex Offenders register cannot work with adults at risk.

3.2 WHEN A KNOWN OFFENDER IS PRESENT

As a church we strive to be a community that is welcoming and open to all. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of adults at risk must be paramount.

When it is known that a person who has been convicted of sexually abusing adults at risk is attending the church it is required that a written contract is put in. This contract will set out the rules that the offender must abide by should they wish to continue to attend the church.

The Safeguarding Trustee, Designated people for Safeguarding and the minister and any appropriate team leaders are to be informed of the presence and identity of the offender. All other disclosures of identity are negotiable with the offender.

The Designated People, Safeguarding Trustee or minister, should inform and take advice from the regional minister in the local Baptist Association.

The contract must be signed by the offender, the minister and a member of the safeguarding team. One copy will be kept by the offender and one by the minister in a secure location.

The contract will be reviewed by the minister and a member of the safeguarding team every three months.

An example contract can be found in the appendix to this document.

3.3 TRANSPORT

The transporting of adults at risk on any church activity should be through the use of mini buses with seat belts.

A minimum of two adults should travel in each minibus

If private cars are to be used regularly, evidence of a driving licence and appropriate insurance must be provided, a copy taken and kept on file. This is a requirement for the ministry team and caretaker.

Where possible an adult at risk should not travel alone in a vehicle with a helper or leader. Where this is unavoidable, the adult at risk should as far as possible sit in the back.

Seat belts must be worn and vehicles not overloaded.

3.4 ONSITE ACTIVITIES

EASTLEIGH BAPTIST CHURCH AND WELLS PLACE CENTRE;

Fire – All leaders and helpers must be aware of the EBC Fire Policy, fire evacuation procedures and follow procedure notices on the walls of rooms.

Recording of accidents and injuries - all accidents and injuries will be recorded in the Wells Place Centre Accident Book, which is kept in the ground floor office. A copy of the accident and injury form shall be lodged with the Minister or Trustee responsible for Adults at risk.

Dangerous equipment - use of cookers, knives, electrical equipment to be used only under supervision.

4 CODE OF BEHAVIOUR

4.1 RISK ASSESSMENTS

All leaders of adults at risk groups must assess the risks involved in the group they are running.

Every group must have a risk assessment for the general activities of the group, which should be reviewed annually. Any activities out of the ordinary will require another risk assessment.

Risk assessments must contain details of potential hazards of the event, an evaluation of the risk and subsequent precautions to be undertaken and a plan for review of the risk assessment.

A model risk assessment can be found in the appendix of this document

4.2 PHYSICAL CONTACT

In some situations it may be appropriate to have physical contact with an adult at risk. For example, if an adult at risk is distressed it may be appropriate to put an arm around them. However we must be conscious that what to most is an innocent touch may have another, more sinister meaning for adults at risk who have experienced abuse.

The following guidelines should be followed:

- When dealing with physical contact of a leader and an adult at risk, always ask the question: "For whose benefit is this contact taking place?" The answer should always be the adult at risk.
- If no-one else is present it is always advisable to avoid physical contact
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of an adult at risk may be more appropriate than a full 'hug'
- Remember not all express friendship or affection the same way and some people find excessive touching an infringement of personal space
- If you find an adult at risk is cringing or responding negatively to being touched, then stop immediately and find an alternative, non-tactile way to convey concern
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

4.3 CONDUCT OF ACTIVITIES LED BY LEADERS AND HELPERS

Activity Leaders will:

- Ensure that the room and equipment to be used is in a safe and serviceable condition before the session
- Ensure a risk assessment has been completed for the group and the church's health and safety policy is adhered to
- Ensure that access to the building is safe and well-lit and that there is adequate security against early exits or unauthorised entry

- As far as possible a worker is not to be alone with an adult at risk where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.
- In a 'counselling' situation with an adult at risk, where privacy and confidentiality are important make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the adult at risk should know they are there.
- Meet with workers regularly to review and plan the work
- Ask about working and personal relationships with the adults at risk
- Take or create opportunities for observing those working with adults at risk
- Ideally, keep a brief written record of facts of each meeting and anything of note, which you have observed.

If the supervisor has any doubts about the worker's relationships, he or she should explore further by talking with him or her, then confidentially with other workers, and with the adult at risk and informing the Minister or Safeguarding Trustee. This issue should not be dropped until the leader is sure there is no possibility of abuse. Watch for any adult at risk receiving exceptional treatment, being highly favoured or treated unduly harshly.

Helpers and other Leaders should:

- Treat all adults at risk with respect and dignity befitting their age: watch language, tone of voice, and your body language.
- **Not engage in any of the following:**
 - Invading the privacy of adults at risk when they are showering or toileting. Make sure another adult is present if, for example, an adult at risk has soiled their underclothes and needs to be thoroughly washed or receive first aid
 - Rough, physical or sexually provocative games
 - Making sexually suggestive comments about or to an adult at risk, even in 'fun'
 - Inappropriate and intrusive touching of any form
 - Any scapegoating, ridiculing, or rejecting an adult at risk
 - Allow adults at risk to involve you in excessive attention seeking that is overtly sexual or physical in nature
 - As far as possible inviting an adult at risk into your home alone. Only invite a group or ensure that someone else is in the house
 - Giving lifts to adults at risk on their own if possible. If they are alone ask them to sit in the rear of the car.
 - Sharing sleeping accommodation with adults at risk if you take a group away

4.4 WORKING WITH COLLEAGUES

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them, to your supervisor, the Safeguarding Trustee or the Safeguarding Team about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

4.5 ABUSE OF TRUST

4.5.1 STATEMENT

As a church we have a responsibility to provide adults at risk with a supportive, secure and safe environment, and recognise that in doing so, our workers will develop relationships of trust with these groups of people. To provide the safest environment possible we identify that we have a duty to protect adults at risk from romantic and sexual activity from those looking after them within a relationship of trust.

4.5.2 THE AIM OF THIS GUIDANCE

This guidance is aimed at helping the paid staff and volunteers of Eastleigh Baptist Church provide safeguards and prevent abuses of trust involving some form of romantic or sexual activity. This guidance is aimed at protecting both those in a position of trust: Ministers, Trustees, paid staff, volunteers and those for whom they are responsible, adults at risk. Those in a position of trust carry the responsibility of ensuring that they do not abuse their position or put themselves in a position where allegations of abuse of trust, whether justified or unfounded, could be made. The guidelines and procedures in this safeguarding document are designed to minimize the risk of abuse of trust and other forms of abuse.

4.5.3 THE SCOPE OF THIS GUIDANCE

The guidance is intended to protect adults at risk that have contact with the people and activities of Eastleigh Baptist Church. The guidance applies where a relationship of trust exists between an adult at risk and a member of church, paid staff, volunteers, other members of the ministry team or trustees.

4.5.4 PRINCIPLE OF EQUALITY

The principles behind the guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable within a position of trust. The principles apply equally to all without regard to gender, race, religion, sexual orientation or disability. This is an area where it is very important to avoid sexual or other stereotyping. In addition, it is important to recognise that women as well as men may abuse a position of trust.

4.5.5 A RELATIONSHIP OF TRUST

A relationship of trust, for the purposes of this guidance, is one where a member of paid staff, volunteer or trustee is in a position of power or influence over an adult at risk by virtue of the work or nature of the activity being undertaken

A relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise responsibility as consequence of the power they have over those they care for. Where a relationship of trust exists, allowing a relationship to develop in way that might lead to a romantic or sexual relationship is wrong. A romantic or sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable. It is also inappropriate since the professional relationship of trust would be altered.

This guidance should not be interpreted to mean that no genuine relationship can start between two people within a relationship of trust. But given the inequality at the heart of a relationship of trust, the relationship of trust should be ended before any romantic or sexual relationship develops.

This guidance should not be interpreted to mean that all forms of physical or close contact with adults at risk should be avoided, in order to avoid misplaced allegations. The guidance is concerned with avoiding sexual activity in a relationship of trust. A test of that would be what a reasonable person would consider to be sexual in all the circumstances. This document deals with the issue of physical contact and the guidelines and procedures stated should be followed.

4.5.6 PROCEDURES

This section is intended to give guidance to all paid staff and volunteers who have concerns about circumstances, which could represent an abuse of trust.

It is important that a culture of openness is fostered in which paid staff, volunteers and trustees feel able to raise issues of concern to them.

Further, it is important to recognise that a variety of circumstances can arise, including a sexual relationship at one end of the scale, through close friendships, to, at the other end of the scale, an innocent situation that has been entirely misconstrued. The advice set out below applies to all of these, although the action required to respond to each set of circumstances will vary considerably. Paid staff, volunteers and trustees should take steps to minimise the risk of circumstances being misconstrued or misunderstood.

The primary aim of raising any issue of concern must be to help to prevent a situation developing which, if it does, is likely to have a detrimental effect on the vulnerable adult involved and potentially serious outcomes in terms of disciplinary action, termination of employment for a member of paid staff, volunteer or trustee and possibly barring from further work with adults at risk. When draft legislation becomes law, the possibility of criminal investigations by the police will also arise.

Certain general principles apply to any situation involving a potential abuse of trust, as they do in any circumstances where there may be a protection issue. A member of paid staff, volunteer or trustee with concerns about any situation must record and report that situation and seek advice from the Safeguarding Trustee or the Safeguarding Team. Contemporaneous recording will avoid circumstances being misconstrued and ensure that the situation is responded to appropriately. Contemporaneous recording and reporting the facts of the situation will also assist in responding to a subsequent complaint from any source. These principles apply to all of the possible scenarios described below:

- If a member of paid staff, volunteer or trustee is concerned that he or she might be developing a relationship with an adult at risk which could have the potential to represent an abuse of trust, the first advice must be to ensure that the relationship does not develop further. It can be particularly important in this context to note the advice already given above, and take steps to minimise risk and to avoid situations, which might be misconstrued.
- A member of paid staff, volunteer or trustee who needs advice about what might be a developing relationship should contact the Safeguarding Trustee, the Safeguarding Team or the Minister.
- If member of paid staff, volunteer or trustee is concerned that an adult at risk is becoming attracted to him or her or that there is a developing attachment or dependency, the member of paid staff, volunteer or trustee must record and report the situation and seek advice from the Safeguarding Trustee or the Safeguarding team.
- Similarly, if a member of paid staff, volunteer or trustee is concerned that his or her actions or words have been misunderstood or misconstrued by an adult at risk, or circumstances arise such that an abuse of trust might be wrongly suspected by others, the general advice above should be followed as to recording, reporting and seeking advice on the appropriate response to the particular set of circumstances.
- If a member of paid staff, volunteer or trustee is concerned about the apparent development of a relationship by another member of staff or volunteer, or receives a report from an adult at risk about such a relationship, it is again important to seek advice from the sources already described.

4.6 GUIDELINES FOR BEING ALONE WITH ADULTS AT RISK

4.6.1 AVOIDANCE

All workers should plan their work with adults at risk in such a way that they will not normally be alone with adults at risk where others cannot see their activity. This means:

- A worker should never plan to be alone on church premises with adults at risk
- When there are insufficient leaders and workers, to have two for each group, rooms with windows in the doors should be used; else the doors should remain open.
- At least two people should be present before the doors are opened as adults at risk arrive for a group and at least two adults should remain until the adult at risk has left the building or room at the end of the meeting.
- A worker should never invite an adult at risk to their home alone. It may be acceptable to invite a group if another adult is in the house.

4.6.2 UNPLANNED OCCASIONS

There may be situations where an adult at risk wishes to speak with a worker on their own. If this situation occurs the following guidelines should apply:

- If the worker believes that to speak to the adult at risk on their own would place them in a vulnerable position (for example, because the adult at risk has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present.
- If it is possible for the conversation to take place in a quiet corner where others are present, but where sufficient privacy can be assured, this option should be taken.
- If this is not possible, the conversation is best held in a room with the door left open or where there is glass in the door so others can see into the room.
- Wherever possible another adult should be in the building and the adult at risk should know that they are there.
- Another adult should know that the interview is taking place and with whom.
- A worker should set an agreed time limit prior to the conversation and stick to it. Make another appointed time to continue if necessary.
- A worker should never invite an adult at risk to their home alone.

There may be situations where an adult at risk has a problem with personal care. If this situation occurs the following guidelines should apply:

- There must always be 2 adults at least with the adult at risk. As far as possible one should be the same sex as the adult at risk and one must be DBS checked
- The person must take priority over the cleaning up which may result in certain areas of the building being out of bounds for a while
- The person must be taken to the nearest available appropriate safe space.

4.6.3 WORKING ONE TO ONE

One to one contact with individuals in the context of pastoral care should be properly planned, its risks considered and recorded effectively.

It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries. Inappropriate touching or gestures of affection are to be avoided.

If a worker wishes to conduct regular one to one sessions with a vulnerable adult this should be agreed by two of the following people: the Safeguarding Trustee, Safeguarding Team or the Minister.

4.6.4 LONE WORKING

In the life of the church lone working is an everyday and essential practice especially for the ministry team and visiting team. Home working, working alone in an office, work travel and working at remote locations, such as home visits, could all constitute lone working.

The following should be considered for lone working:

- Is lone working necessary? Consideration should be given to whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
- If there are casual callers take precautions before opening the door.
- Who will be involved? And who else should know about it?
- When and where will it take place? Avoid making arrangements, which could be misinterpreted.
- Is there a risk of violence? A good working definition of violence is: Any behaviour that produces damaging or hurtful effects, physically or mentally, on people.
- Are there any increased risks to the particular worker?
- Are there any known medical or other factors, which could make either party more vulnerable? Some medical conditions can lead to disinhibition.

Control measures

- The proposed lone working should be planned in advance and noted in an appropriate diary or other record. The lone worker should consider leaving details of where they are going and their estimated time of arrival back at base. (This is not necessary when work is done at home and does not involve face-to-face contact with other people.)
- Some of the people the lone worker is at risk of meeting are those who, through medical reasons or substance abuse, are liable to mood swings leading to physical violence. It is recommended good practice to encourage the person you are meeting to enter a room first and for the lone worker to seat themselves closest to the door. Should the situation lead to risk of violence, the lone worker then has a higher chance of withdrawing safely.
- The lone worker must have access to a landline phone or carry a mobile phone and be accustomed to using it.
- It may be appropriate for lone workers to be asked to check in once they have completed their task or have safely reached their home following it.

4.7 ELECTRONIC COMMUNICATION

Electronic communication is an excellent tool however it contains certain potential hazards. In its use with adults at risk the following general guidelines must be followed:

- Adults at risk themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- Workers should only use electronic means of communication with those adults at risk from whom appropriate consent has been given

- Workers should not put any pressure on adults at risk to reveal their e-mail address, mobile phone number etc.
- Contact with adults at risk by electronic communication should generally be for information-giving purposes only and not for general chatter
- The worker should keep transcripts or copies of all electronic communication with adults at risk securely. If the content of any communication concerns the worker in any way they should forward it to the Safeguarding Trustee
- Where an adult at risk in need or at point of crisis uses this as a way of communicating with a worker:
 - Significant conversations should be saved as a text file if possible
 - A log should be kept of when they communicated and who was involved
- Workers should not share any personal details with adults at risk, and should not request or respond to any personal information from an adult at risk other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications with adults at risk so as to avoid any possible misinterpretation of their motives.
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations

4.7.1 MOBILE PHONES

- Mobile phone usage should be primarily about information-giving
- Text language should be avoided so that there is no misunderstanding of what is being communicated
- Text conversations are to be avoided
- Workers should not retain images of adults at risk on their mobile phone

5

DESIGNATED PERSON OR PEOPLE FOR SAFEGUARDING

The Safeguarding Trustee and Safeguarding Team shall be appointed annually by the Church Meeting in November.

The name and contact number of the Safeguarding Trustee shall be published and known to adults at risk.

The Safeguarding Trustee will receive and record concerns or allegations of abuse or inappropriate behaviour from adults at risk and adults.

The Safeguarding Trustee will

- Consult with outside bodies where appropriate to discuss concerns
- Make a formal referral to Social Services or the police if agreed
- Inform both the Safeguarding Trustee and the Minister of any referral
- Be the link between the church and the local Baptist Association for safeguarding matters

6

SAFEGUARDING TRUSTEE

All trustees should be fully conversant with the church's Safeguarding policy and procedures.

The Safeguarding Trustee's responsibilities are:

- To ensure on behalf of the trustees that there is a proper process in place to write and update the safeguarding policy and procedures
- To monitor the implementation of the policy and procedures on behalf of the trustees
- To ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the trustees

- To receive reports from the Safeguarding Team regarding any safeguarding incidents in the life of the church and to be responsible for keeping the trustees informed as appropriate

7 ANNUAL REVIEW

These policies and procedures will be reviewed annually. The next review date will be November 2017.

The annual review will consider the following:

- Any new legislation or guidance which requires the policy to be amended
- Any concerns or incidents in the last year
- How well the procedures have been followed and what adjustments could be made
- The current procedures in light of recently started work or new projects that are about the commence
- Changes in workers and office-holders
- Current staff appointments and the procedures regarding their commencement of service
- Training

8 ADULTS AT RISK PROTECTION PROCEDURE

8.1 TYPES OF ABUSE

The members of Eastleigh Baptist Church and all its appointed workers are committed to the protection of adults at risk from physical, emotional, sexual, psychological, financial, spiritual, institutional or discriminatory abuse.

Physical: where adults at risk bodies are hurt or injured.

Emotional: where adults at risk behaviour is out of the norm, may be frightened by threats or taunts, or are given responsibilities beyond their capabilities

Sexual: where adults use adults at risk to satisfy sexual desires.

Psychological: emotional, abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services and support networks

Neglect: where adults fail to care for adults at risk and protect them from danger, seriously impairing health and development.

Financial: the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Spiritual: occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others

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.

Discriminatory: the inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability

8.2 SIGNS OF ABUSE

The following *may* indicate abuse, but do not jump to conclusions. There could be other explanations.

Physical: unexplained or hidden injuries, lack of medical attention.

Emotional: reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, and lying.

Sexual: pre-occupation with sexual matters evident in words, play, drawings: being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.

Psychological underachievement, lacking in confidence, low self esteem, speaking carefully or not at all, anxious, depressed

Neglect: looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

Financial: Unexplained loss of money, missing personal belongings such as art, jewellery and silverware, deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings;

Spiritual: Problems in relating to God as father, inability to trust God, fear of receiving from God, fear of being prayed for, seeing God as a sexual being (sometimes), feeling of being too bad for God

Institutional: Being routinely referred to in a condescending fashion, disrespectful language and attitudes, being spoken to or treated like a child, a person's privacy and dignity is routinely compromised, failure to recognise the individuality of people and applying a 'one size fits all' approach to support, no evidence of support services care plans that focus on the individual's needs, premises that are regularly understaffed.

Discriminatory: Low self-esteem, withdrawn, anger, person puts themselves down in terms of their gender, sexuality or disability, abuse may be observed in conversations or reports by the person of how they perceive themselves.

If abuse is disclosed or discovered:

- Do not delay.
- Do not act alone.
- Do not start to investigate.
- Complete an incident form

- Consult with the person to whom you are responsible and the Designated Person Contact

If the adult is risk is in immediate danger, call the police, 999

8.3 PROCEDURE FLOWCHART FOR EXCEPTIONAL CIRCUMSTANCES

STAGE 1

A worker has a concern about the welfare of a adult at risk or the behaviour of an adult

The person who has the concern has a duty to:

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to Toby Dodson, Lyn Hart, Cheryl Nichols, Emma Leggett, Chris Walker or Lynda Wisbey within 24 hours

If a adult at risk is in imminent danger of harm a referral should be made to the police (999) or Social Services (0845 6035630) without delay

STAGE 2

The Safeguarding Trustee receives the report of concern

The Safeguarding Trustee has a duty to

REVIEW AND REFER

A report will be reviewed by the Safeguarding Trustee 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.

If a adult at risk is in imminent danger of harm a referral should be made to the police or Social Services without delay.

STAGE 3

After a decision has been made as to what action should be taken

The Safeguarding Trustee, Safeguarding Team and the Ministers may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.

The action taken must be to minimise the danger for the adult at risk in the most effective way. In exceptional circumstances occasions may justify breaking confidentiality established with the vulnerable adult. The over-riding priority is to provide safety. The telephone numbers of the Designated Person and the Safeguarding Trustee are displayed on the notice board in the church office.

9

EXTERNAL USERS OF CHURCH PREMISES

All organizations using The Wells Place Centre and church premises for activities involving adults at risk will be asked to sign that they have in place, and be willing to provide, Adults at risk Policies and Procedures. If none are available, they will be asked to confirm their acceptance and observance of this document.

Based upon the Government document, 'No Secrets' which sets out a code of practice for the protection of adults at risk, the Church shall require all appropriate groups who use the church premises to have a safeguarding policy.

The Church reserves the right not to accept a booking that might involve a risk of such a person coming into unsupervised contact with adults at risk whilst being on the premises.



'Safe to Belong'

APPENDIX

Application form for Voluntary Work with Adults at risk

We ask all prospective 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 statutory authority.

1 Personal Details

Full name

.....

Other names by which known in 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) with 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 undertaken):

.....

.....

.....

.....

Please give details of previous experience of looking after or working with adults at risk.

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 Name

Address Address

.....
.....

Postcode Postcode

Connection with you 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 either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Disclosure from the Disclosure and Barring Service (DBS). If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a Disclosure and Barring Service check?*

Yes No (Please Circle)

* 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

Role Description for Voluntary Work with Adults at risk

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 its adults at risk 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 of our church and also expresses our valuing of those who work with them.

Description of position

Organisation

Job title

Brief job profile

.....

Time commitment Day of week From to

Weekly/Fortnightly/Monthly

Other:

.....

Planning will be required which may take approximately hours per week

You would also be expected to attend the following meetings:

.....

You would be responsible to

You would be responsible for

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

Appointment process

If you wish to be considered for the position the procedure will be as follows:

- You will be asked to fill in an application form and give the names of two referees. The references will be taken up.
- You will be interviewed. In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for adults at risk; and we will ask about your reasons for wanting to take on this role at this time.
- If, following the interview, it is decided to invite you to work with adults at risk, in order to offer the appropriate protection to adults at risk we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will either be asked to make a declaration about your criminal record, or you will be asked to apply for an Enhanced Disclosure from the Criminal Records Bureau.

Two points should be made:

First, we do not wish to prevent all people with past criminal convictions from working with adults at risk in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to adults at risk safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Disclosure from the DBS no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Due Diligence Checking Service (DDC) If your criminal record reveals nothing of concern, the DDC will inform the church that you are cleared to work with adults at risk If there is any information that may give cause for concern the DDC will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy, which covers the appointment of ex-offenders, which you can see on request. The DBS also has a Code of Practice, which will also be made available to you on request.

Reference form for Voluntary Work with Adults at risk

Section 1 (To be completed by church)

Name of volunteer

has applied to work with adults at riskin Eastleigh Baptist Church

His/her responsibilities will include:

.....

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to adults at risk?.....

.....

.....

What are the gifts and experience the volunteer will bring to the role?.....

.....

.....

.....

Please comment on the volunteer's honesty and reliability

.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with adults at risk?

.....

.....

Are there any other comments you would like to make about the volunteer?

.....
.....

(Please continue any of your answers over the page if necessary.)

Signed Date

Volunteer Agreement Work with Adults at risk

Name of worker

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of adults at risk. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is:

She/he is there to discuss any matters of concern you may have.

The responsibilities of your role are:
.....
.....
.....

You would be responsible to

You would be responsible for

Once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

All appointments are made initially for a probationary period of three months after which time the appointment will be confirmed.

Working with adults at risk is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed Minister

Signed Church Secretary

Date

Declaration (to be completed by the worker)

I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding adults at risk. I understand that it is my duty to protect the adults at risk with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of adults at risk.

Signed Date

One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Example Incident Report Sheet

Date:

Name of worker:

Name of adult at risk:

Time of incident:

Nature of concern:

.....

.....

.....

.....

.....

.....

.....

Who have you spoken to about your concerns?

Adult at Risk	Yes	No (Please Circle)
Carer as appropriate	Yes	No (Please Circle)
Organisation leader	Yes	No (Please Circle) Name
Other	Yes	No (Please Circle) Name
Social Services	Yes	No (Please Circle) Name

What feedback have you received?

.....

.....

.....

.....

How have your concerns been followed up?

.....

.....

Signature of Worker: Date and time

Signature of Designated Person..... Date and time

Example Log Sheet

Date of Session: / /

Nature of Session:

Activities undertaken during session:

.....

.....

Adults Present:

.....

.....

Incidents: Yes No If Yes please attach 'Incident Report'

Concerns:

Name of Adult at risk	Name of Leader Reporting	Nature of concern:
	Signed:	
	Signed:	

Signature of Worker: Date and time

Signature of
 Adult at risk.....Date and time

Checklist for Appointing Volunteers

Post:		
Name of Candidate:		
	By Whom	Date
Given copy of role description		
Received signed application form		
Interview	1.	
	2.	
References received:		
	1.	
	2.	
DBS Enhanced Disclosure		
Signed undertaking on safeguarding policy		
Induction training completed		
Probationary period completed		

Contract outlining the agreed boundaries for the welfare and safety of Offender and the adults at risk attending Eastleigh Baptist Church

The Designated Person for Safeguarding– presently Mr. Chris Walker and the Pastor - presently Rev Jonathan Hunt, will endeavour to pastorally listen to you, care for you, and advise you, as well as pray for you. Chris' telephone number is: 01234 567890; Joth's telephone number is: 01234 567891. Please feel free to call either number, and be assured of their support and honesty.

Name:.....

Address:.....

.....Postcode:.....

Telephone number:.....

- *I will never allow myself to be in a situation where I am alone with children/young people/adults at risk*
- *I will attend meetings/house groups as directed by the church leadership*
- ***I will not accept hospitality from or offer hospitality to adults at risk (insert as appropriate – single women, families with children, etc)***
- *I will not enter areas of the building during any meetings where adults at risk are in progress*
- *I accept that there are certain people who will need to be told of my circumstances in order for them to protect the adults at risk e in their care*
- *I accept that pastoral care is available within the church*
- *I understand that if I do not keep to these conditions, then I may be barred from attending XYZ Baptist Church and its activities, and in such circumstances the leadership may choose to inform the statutory agencies, relevant organisations, the church congregation, and other congregations*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this Contract will be reviewed regularly every three months and will remain for an indefinite period*

Signed:.....Date:.....

Countersigned:.....Date:.....

Countersigned.....Date:.....