

# Lower Earley Baptist Church

To be a community where Jesus is encountered and lives are transformed

## Safeguarding Adults at Risk Policy & Procedures

*A set of agreed policies and procedures  
for ensuring a safe environment for  
adults at risk  
within the care of our church.*

FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'ADULT AT RISK' REFERS TO 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. THE TERM 'CHURCH' REFERS TO LOWER EARLEY BAPTIST CHURCH. THE SAFEGURDING TEAM COMPRISES THE DESIGNATED PERSON, SAFEGUARDING TRUSTEE AND OTHERS IDENTIFIED WITHIN THE ANNUAL CHURCH APPOINTMENTS LIST.

This Safeguarding Policy is affirmed by the leaders of Lower Earley Baptist Church.

	Signature	Date
Keith Wilson (Minister)	K. Wilson	07/02/18.
Ruth Wilson (Secretary)	Ruth M. Wilson	07/02/18
Robert Adamson (Treasurer)	JK Adams	07/02/18
Peter Tansie (Trustee)	Peter Tansie	07/02/18
Jon Lloyd (Trustee)	Jon Lloyd	07/02/18
Joe Peacock (Trustee)	Joe Peacock	7/2/18
Don Wimpenny (Safeguarding Trustee)	Don Wimpenny	7/2/18

To be reviewed by March 2019

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# Lower Earley Baptist Church

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## Safeguarding Adults at Risk in Church

### **POLICY STATEMENT**

Our vision is for Lower Earley Baptist Church to be a community where Jesus is encountered and lives are transformed.

1. As members of Lower Earley Baptist 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 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. 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 published in the booklet 'Safe to Belong' and summarised in the church procedures
6. Each person who works with adults at risk will agree to abide by these procedures and any guidelines established by Lower Earley Baptist Church.

Lower Earley Baptist Church appoints Steve Wilson as the Designated Person for safeguarding adults at risk.

The policy and procedures will be monitored and reviewed at least annually.

An annual report will be presented to the church leadership prior to the AGM. The policy statement will be read annually at the AGM.

(End of Policy Statement)

## Definitions of Abuse

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.

Definitions and examples of abuse are given below. These are not exhaustive.

Everyone at some stage in life could be an **adult at risk** through circumstances, such as illness, old age, loneliness, alienation or addiction. Anyone could abuse and abuse can take place anywhere.

### ***Physical Abuse***

To inflict pain, physical injury or suffering, eg hitting, slapping, beating, shaking, pinching and pushing and using inappropriate restraint and medication.

### ***Emotional Abuse***

The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes, e.g. mocking, coercing, threatening or controlling behaviour, making someone feel worthless, a lack of love or affection, or ignoring the person.

### ***Sexual Abuse***

**Any non-consenting** sexual act or behaviour, e.g. rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting, being spied on while a person is undertaking personal care activities.

### ***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 someone's needs, e.g. failing to provide access to appropriate health, social care or education services, ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking.

### ***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. forcing religious ideas or practices onto people, misuse of scripture or power to control behaviour and pressure to conform and exclusion of people to the full range of church life.

### ***Discriminatory***

The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability, e.g. ageist, racist, sexist, or abusive behaviour based on a person's disability and a lack of disabled access to services and activities.

### ***Institutional***

This is 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, e.g. the inability of an institution to safeguard people from emotional or even physical harm and neglect, having fixed rules and routines by which people are controlled and people being prevented from doing things that are their rights.

### ***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.

### ***Other forms of abuse***

Examples of other forms of abuse are described in Section 4.2 of Safe to Belong (see Contact Details as end) and include:

- Cyber abuse
- Self-harm/neglect
- Mate Crime
- Modern slavery
- Radicalisation
- Forced marriage

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

## **Responding to Concerns**

### ***What do we do if abuse is suspected or disclosed?***

Everyone has his or her part to play in ensuring the safeguarding of adults at risk within the church.

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

**Then do not delay.** Pass on your concerns to your church Designated Person for Safeguarding within 24 hours. If they are not available or are implicated in the concern, speak to another member of your

church safeguarding team (if applicable) or get in touch with your Local Association Safeguarding Contact (see contact details at end).

<b>DO</b>	<b>DON'T</b>
Listen seriously	Ask leading questions
Reassure and remain calm	Offer false reassurance
Ask consent to share information	Promise confidentiality
Be honest and explain what you are going to do, eg talk to the Designated Person, and when	Investigate allegations yourself
Write it all down using their words	Forget to record your questions and date and time
Report to designated person in 24 hours	Share information beyond the safe guarding team

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

If an adult is in imminent danger of harm contact the police or emergency services on 999 without delay.

### ***Statutory Authorities***

If the police or Adult Social Care Services are contacted then the Association Safeguarding Contact should be informed as soon as possible afterwards. This should be done by the local church Designated Person for Safeguarding, even if they weren't the person to whom the disclosure was made.

### ***Safeguarding Incident Form***

The Safeguarding Incident Form (see BUGB web site) 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.

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, or there is a risk of harm to others, or In order to prevent a crime.

The church has a responsibility to support these people, no matter what form of abuse they have suffered (see contact details for BUGB website 'Guide to Supporting Those Who Have Experienced Abuse' ).

## Making a safer church

### General

The church should seek to consider accessibility, safety and inclusiveness in relation to church life, particularly:

- Premises- accessibility and safety of premises for those with disability
- Language – promoting inclusivity by avoiding barriers and discrimination
- Worship- considering the wide range of needs within the congregation, eg
  - Providing large print
  - Speakers facing the congregation
  - Describing visual presentations for those who cannot see it clearly
  - Using a microphone during times of open prayer.

### Roles and responsibilities

Role	Responsibilities	How
<b>Designated Person for Safeguarding</b>	The recognised person for receiving disclosures or reports of disclosures of abuse.	Displaying name and contact information, preferably with photo, so church members know who to contact.
	Liaising with the Association Safeguarding Contact and external agencies where necessary.	Creating a list of contact numbers and providing access to the Safeguarding Incident Form
	Keep the safeguarding policy relevant and up to date.	Annually review and update if necessary.
	Advocating and facilitating safe church practices.	Promoting a culture of best practice throughout the church life.
	Report to the church meeting on safeguarding issues.	Make sure safeguarding is on the church meeting agenda.



<b>DBS Verifier</b>	Making sure that all relevant persons working with adults at risk have an up to date DBS check in place at all times.	Coordinating the completion and renewal of DBS forms, and liaising with the Designated Person(s) for Safeguarding on the outcomes when required.
<b>Minister</b>	Support and assisting the Designated Person(s) for Safeguarding.	Regular communication with the Designated Person(s) for Safeguarding, particularly if a serious incident arises.
<b>Church Meeting</b>	Adopt the safeguarding policy and procedures annually.	Discussing and agreeing the policy and procedures brought by the Designated Person(s) for Safeguarding.
<b>Safeguarding Trustee/Deacon</b>	Taking the lead on safeguarding matters on behalf of the trustees/deacons.	Regular communication and reporting from the Designated Person(s) for Safeguarding and ensuring safeguarding is on the agenda at trustee meetings.
<b>Trustees/Deacons of local church</b>	Responsible for safeguarding best practice within the church	Make sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).
<b>Pastoral Care Group</b>	Responsible for implementing safeguarding during pastoral care activities.	Ensure that safeguarding policy is promoted and providing support and training to pastoral care workers within the church

### ***Photographs***

Make sure that you have a 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.

### ***Financial Integrity***

To maintain financial integrity, those assisting adults at risk should not handle their finances, provide financial guidance or receive financial benefit.

Where shopping on behalf of an individual, then records and receipts must be kept. An enhanced DBS check is also required.

### ***Safe recruitment, support and supervision of workers***

The church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision. At LEBC the Pastoral Care Group is the primary means for ensuring support and accountability of workers.

The Church should ensure that the following selection procedures have been followed:

- A written role description
- Prospective volunteers to be interviewed by at least two people from the Pastoral Care Group and/or diaconate.
- DBS (or enhanced DBS) will be applied for (and renewed every 5 years)
- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures including regular attendance at meetings of the Pastoral Care Group
- Names of those on Pastoral Care Group will be submitted annually for acceptance at the church AGM.
- Training and support will be provided via the Pastoral Care Group
- Administration of this process will be overseen by the Designated Person, but may be carried out by others.

### ***Record keeping***

It is good practice but not essential to make a factual record of pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. However, the personal details in such records and their retention should be kept to a minimum.

Factual records of Pastoral Care Group meetings (names attending, date and outline agenda only) and training should be kept for five years.

Records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner for at least 75 years. Please speak to the Designated Person for Safeguarding if you have records that need to be stored for this purpose.

All record keeping must abide by the Data Protection Policy

### ***Confidentiality***

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. Pastoral matters within the Pastoral Care Group remain confidential, except where a safeguarding action is required.

### ***Enhanced DBS Checks***

Enhanced DBS checks must be undertaken where the following regulated activities are undertaken:

- Providing personal care (assists with eating, drinking, going to toilet)
- Assistance with cash, bills and/or shopping
- Assistance in the conduct of a person's own affairs
- Conveying to and from places of health, personal or social care (not church)
- Providing health care
- Providing social work.

## **Risk Assessments**

Risk assessments will be prepared to cover the activities of the church in relation to adults at risk, including the Pastoral Care Group.

### ***When a known offender is present***

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 at each step. Please do not attempt to address this issue without contacting them. The process involves:

- A small group of people is set up to work with the alleged or known offender. This should include the minister, and it may be an existing church safeguarding group. This group will liaise with the local association and statutory authorities where necessary.
- A risk assessment is carried out to determine the level of risk that the alleged or known offender poses.
- A formal agreement is written and then agreed by the alleged or known offender. This lays out the conditions under which they can attend church services and various other activities organised by the church.
- The formal agreement is reviewed at regular intervals (not less than annually and when circumstances change) by all parties.
- A press statement is prepared and written in advance, where appropriate.

It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the small group without the individual's knowledge, and that confidentiality is maintained.

### **Contact Details**

[www.lowerearleybaptistchurch.org.uk](http://www.lowerearleybaptistchurch.org.uk)

Safeguarding Trustee Tel: 07423060554

Designated Person Tel: 01189353598 (church office)

Wokingham Borough Council Social Care Services [www.wokingham.gov.uk/contact-us](http://www.wokingham.gov.uk/contact-us)

Wokingham Adult Social Care Tel: 0118 974 6772

Community Mental Health Team Tel: 0118 989 0707

Emergency Duty team (out of office hours) Tel: 01344 786 543

Police Tel: 101

Baptist Union of GB (BUGB) [www.baptist.org.uk/](http://www.baptist.org.uk/) Tel 01235 517700

Safe to Belong [www.baptist.org.uk/Groups/266101/Safe\\_to\\_Belong.aspx](http://www.baptist.org.uk/Groups/266101/Safe_to_Belong.aspx)

**Southern Counties Baptist Association** [www.scba.org.uk/](http://www.scba.org.uk/) Tel: 01235 517673

Berkshire Women's Aid Tel: 0118 950 4003

(The Pastoral Care Group hold details of other support organisations)