######

###### Adults at Risk

###### Policy and Procedures

# The Parish of

**Bestwood Emmanuel**



**Principles of the House of Bishop’s Policy for Safeguarding Adults**

Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

**Principles**

We are committed to:

* Respectful pastoral ministry to all adults within our church community.
* Within our church community, to the safeguarding and protection of vulnerable people.

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

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

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

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

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

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

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

Mrs Diana Copestake who can be contacted on 0115 9527913

or by email dianacope@hotmail.com

This policy was agreed by Emmanuel Bestwood Parochial Church Council.

Date

Signed .................................................. Incumbent

 .................................................. Churchwardens

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Review Date: March 2020

**PROCEDURES FOR IMPLEMENTING THE PARISH POLICY**

**The parish of Bestwood Emmanuel**

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

**1. CONTACTS**

Our Safeguarding Co-ordinator is Mrs Diana Copestake – see contact details above

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| **2. \*Contact details for the leader of each group working with adults at risk** |
| GROUP | **LEADER’S****NAME** | **ADDRESS** | **TEL. NO.** |
| Messy Church | Nikki Bates | 10, Church View Close, Warren Hill, Nottingham NG5 9QP | 0115 9208879 |
| Emmanuel Toddlers Group | Nikki Bates | As Above | As Above |

**1. Introduction**

The overall policy of the Anglican Church for safeguarding adults is set out in “Promoting a Safe Church” (PSC).[[1]](#footnote-1)

**2. Our commitment**:

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

In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability.[[2]](#footnote-2)

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

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

**3. Identifying Abuse**

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

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

**Examples of Abuse:**

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

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

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

**(iii) Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting to.
**(iv)** **Financial or Material –** including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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

**(vi) Self-Neglect** this covers a wide range of behaviour, neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour, such as hording.

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

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

**(ix) Domestic Abuse** which includes psychological, physical, sexual, financial, emotional abuse so called ‘honour’ based violence

**(x) Modern Slavery** encompasses slavery, human trafficking forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

We are also aware that people could be subject to spiritual abuse.

**4. Recognising Adults at Risk:**

An adult at risk is “any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”.[[3]](#footnote-3)

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

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

**AND**

**Who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.[[4]](#footnote-4)**

**5. How can we promote good practice?**

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

The Church should be committed to:

* Helping in such a way as to maximise a person’s independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
* Respecting the person and all their abilities.
* Recognising the choices people make, even if they may appear to be taking risks.
* Giving people the highest level of privacy and confidentiality possible in the circumstances.
* Including everyone in decisions affecting their life.
* Creating an environment within the Church that can include everyone.[[5]](#footnote-5)

**6. Safe Recruitment**

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with vulnerable adults.

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

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

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

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

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

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

## To take allegations seriously, however insignificant they may seem

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

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

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

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

# Following discussion with the Diocesan Safeguarding Adviser (see below), a decision will be taken on the next steps which might include referral to the Adult Social Care Department in the Local Authority. The “referrer”, who may be the Diocesan Safeguarding Adviser, incumbent, or other nominated senior colleague in the parish will work within the good practice guidance of the Local Authorities, and give consideration to the following activities:

**Gathering all relevant information.**

* Making arrangements to meet the immediate health and welfare needs of the alleged victim
* Contacting the emergency services (police, ambulance) if urgent.
* Clarifying the facts. (But do not discuss with alleged perpetrator)
* Checking records and data for additional information.
* Giving attention to any support needs of the alerter.n
* Where appropriate, notifying the relevant local authority Adult Social Care Department (contact details below)

**9. Investigation:**

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

The Diocesan Safeguarding Adviser is the referrer for the Diocese of Southwell and Nottingham. Please let the Diocesan Safeguarding Adviser know when you have made a referral if you have not taken advice first.

**10. Confidentiality:**

In dealing with allegations of abuse we work within a framework of confidentiality.

Key principles relating to the sharing of information are:

1. Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.

(ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

**13. Useful contacts**

1. **Diocesan Safeguarding Adviser:** Donna Bernard-Carlin, Jubilee House, Westgate, Southwell Tel: **01636 817200**

E-Mail: **donna.bernard-carlin@southwell.anglican.org**

1. **Nottinghamshire County Council Adult Social Care and Health Department:**

 Contact number to be used: Tel: 0300 500 8080 8.30 – 6pm

 Local offices listed on County Council web site: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

 Emergency Duty 0300 456 4546 out of hours

1. **Nottingham City Council Adult Health, Social Care and Housing Department:**

General contact number for service information: 0300 131 0300

 Contact details on City Council web-site: [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

1. **Nottinghamshire Police:**

 In Emergency, 999. If less of an emergency Central Switchboard, 101

**14. Implementation of the Policy**

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description.

The Parish Safeguarding Coordinator will be responsible for carrying out an annual safeguarding audit immediately following the APCM. Such audit shall confirm the names of all office holders and volunteers within the Church.

Training is offered in the Diocese.

**15. Procedure for regular reporting to the Parochial Church Council**

Safeguarding is a standing agenda item at each PCC meeting.

**16. GDPR**

The Safeguarding Coordinator is responsible for ensuring that all information is stored and handled in accordance with the Church Data Privacy Notice.

**SAFEGUARDING ADULTS**

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council of Emmanuel Bestwood on March 2019

**Date for policy review**

The Parochial Church Council will review this Safeguarding Policy in March 2020

1. PSC <http://www.churchofengland.org/media/37405/promotingasafechurch.pdf> [↑](#footnote-ref-1)
2. PSC page 10 [↑](#footnote-ref-2)
3. PSC Page 2 [↑](#footnote-ref-3)
4. As defined by “No Secrets”. This definition may be amended in the Care Act [↑](#footnote-ref-4)
5. Further description and discussion of good practice is developed in “Promoting a Safe Church” [↑](#footnote-ref-5)