

SAFEGUARDING ADULTS AT RISK POLICY

Introduction

The Care Act 2014 replaces No Secrets Guidance and sets responsibility for adult safeguarding in primary legislation, endorsing the principle of wellbeing, placing safeguarding adult's duties on a statutory basis. Statutory Guidance supports the Act and Section 14 clearly states that safeguarding is defined as protecting an adult's right to live in safety, free from abuse and neglect.

King's Church Hastings recognises that it has a duty to safeguard all those who attend the church and its associated ministries. It recognises safeguarding adults is an integral part of its service to the community and it is every adult's right to live free from abuse in accordance with the principals of respect, dignity, autonomy, privacy and equity.

This policy is guided by the six principles as set out by the document Care and Support Statutory Guidance, Section 14, June 2014

Principle 1: Empowerment

Personalisation and the presumption of person-led decisions and informed consent.

Principle 2: Prevention

It is better to take action before harm occurs.

Principle 3: Proportionality

Proportionate and least intrusive response appropriate to the risk presented.

Principle 4: Protection

Support and representation for those in greatest need.

Principle 5: Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. to harm and abuse.

Principle 6: Accountability

Accountability and transparency in delivering safeguarding.

At King's Church Hastings:

We are committed to promoting and supporting environments which:

ensure that all people feel welcomed, respected and safe from abuse

encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community

protect adults who may be vulnerable from actual or potential harm

enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be at risk (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be at risk can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be at risk, their carers and other agencies is essential in promoting their welfare.

We will endeavor to safeguard adults who may be at risk by:

- In all our activities -
- valuing, listening to and respecting adults who may be at risk
- fostering and encouraging best practice by setting standards for working with adults who may be at risk, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following King's Church Hastings procedures in -

- ensuring careful selection and recruitment of Elders and Pastors, voluntary workers and paid workers with adults who may be at risk, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be at risk, their carers, and all those working with them

When concerns are raised, following the church procedures in -

- responding without delay to every concern raised that an adult who may be at risk may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child

- working with the safeguarding team and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following church procedures in -

- ensuring, in partnership with the church and other agencies, that care and supervision is provided for any member of our church community known to have offended against an adult at risk, or to pose a risk to them.

WE ARE COMMITTED TO REVIEWING OUR POLICY AND PROCEDURES ANNUALLY.

IMPLEMENTATION

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others.

Everyone within the King's Church Hastings community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable.

A policy about the safeguarding of adults at risk should be the concern of the whole congregation, and should be presented to the trustees and core leadership team for adoption and be reaffirmed at least annually. This is an opportunity for church members to remember their commitment to one another.

Everyone should be alert to situations where those who might be vulnerable are exposed to unacceptable risks. Those who work with vulnerable people often find themselves in challenging situations and need the support, prayers and encouragement of everyone in the congregation.

Sometimes workers may be confronted with difficult behaviour on the part of those with whom they are working; sometimes workers may have to face difficult decisions about incidents that may need to be reported to the statutory authorities.

The congregation and church workers need to be clear about the procedures which should be followed when they are concerned about people being harmed or abused.

Those who work most closely with vulnerable people, for example those working within Link Lunch, Midweek Services, Community Groups, Bible study groups or pastoral visitors, etc., are in a unique position to get to know them. As a result, workers might learn about things that give cause for concern or they may see others, sometimes including fellow workers or church members, behaving in ways that may be described as abusive or potentially harmful. When visiting a care home, for example, a visitor may observe another resident showing signs of abuse.

Workers should have a good knowledge of the guidelines for good practice and should be implementing them; they should know what to do if they learn of any incidents where vulnerable people are being mistreated or abused.

Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved: sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful, and then the matter should be dealt with through training or discussion.

The choices of the adult at risk should if at all possible be accepted. The response to any concerns should always be proportionate and appropriate to the issue.

Kings Church Hastings should do its best to provide a safe place for those who may be vulnerable.

Where the church organises special activities of groups for vulnerable people, care should be taken to ensure that those who work in these activities are carefully appointed, supported and supervised.

Recruitment to other positions of trust should be carried out sensitively but thoroughly to try to prevent inappropriate appointments being made.

SECTION TWO

Useful Definitions

A: What is Safeguarding?

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. The aims of safeguarding adults at King's Church Hastings are:

Stop abuse or neglect wherever possible.

Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

Safeguard adults in a way that supports them in making choices and having control about how they want to live.

Promote an approach that concentrates on improving life for the adults concerned.

Raise awareness throughout the church and associated ministries so that the organisation as a whole plays its part in identifying and preventing abuse and neglect.

Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult.

If appropriate address what has caused the abuse or neglect.

B. Who is an Adult at Risk

The Care Act (2014) Statutory Guidance states that an adult at risk is:

"any person who is aged 18 or over and at risk of abuse or neglect because of their needs for care and support"

AND

"is, or is at risk of, being abused or neglected"

AND

"unable to protect themselves against abuse or neglect or risk of it because of those needs"

"The level of needs is not relevant, and the adult does not need to have eligible needs for care and support, or be receiving any particular support, or be receiving any particular service from the local authority for the duties to apply"

This may include a person who:

- A learning/physical/sensory disability
- Mental ill health or dementia
- Frailty due to age

- Acquired brain injury
- A drug/alcohol problem
- Certain types of physical illness
- Many frail or confused older people

C. What is Abuse?

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

Abuse and neglect can take many forms and every case should always be considered on its own merit with due consideration given to individual circumstances. The following categories of abuse are not mutually exclusive and an adult may be subject to more than one type of abuse at the same time.

Physical: including hitting, slapping, pushing, kicking, inappropriate sanctions such as depriving an individual of food, drink, clothes, warmth, access to care.

Restraint – It is illegal to use any form of restraint as a method of punishment.

Sexual: including rape or attempted rape, sexual assault or sexual acts to which the adult at risk has not consented, could not consent or was pressured into consenting. Sexual abuse also covers acts of sexual harassment or non-contact abuse such as pornography.

Psychological: including emotional abuse, threats of harm or abandonment, intimidation, deprivation of contact or cultural needs, humiliation, blame or verbal.

Financial or material abuse: including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission: such as a carer not meeting a person's care or health needs, ignoring medical or physical care needs, failure to provide access to appropriate health and social care services and withholding medication, nutrition and heating.

Discriminatory: Discriminatory and oppressive attitudes towards race, gender, cultural background, religion, physical and/or sensory impairment, sexual orientation and age.

Institutional: Institutional abuse can be in the form of most all categories highlighted within this document this may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

Hate Crime: The Association of Chief Police Officers (ACPO) defines hate crime as: *any hate incident, which constitutes a criminal offence, perceived by the victim or any other person, as being motivated by prejudice or hate*¹. Adults may therefore be victims of hate crime due to age, disability,

gender, gender identity, sexual orientation, socio economics, race/ethnicity, religion/beliefs, lifestyle choice

Domestic Abuse: The cross-governmental definition of domestic abuse is defined as, *an incident or pattern of incidents of controlling, coercive or threatening behaviours, violence or abuse between those aged 16 or over, who are, or have been, intimate partners or family members regardless of gender or sexuality* (16]. This can include (but is not limited to) psychological, physical, sexual, financial and/or emotional abuse.

Risks Arising from Self-Neglect or a Person's Own Behaviour or Lifestyle: The use of safeguarding adult policies should be considered if an adult at risk has been identified as having been subject to 'serious self-neglect that could result in significant harm' and They have capacity to make relevant decisions but have refused essential services without which their health and safety needs cannot be met and The review of health and social care process/care programme approach/their support plan, including risk management plans have not been able to mitigate the risk of 'serious self-neglect that could result in significant harm'.

Exploitation: This maybe opportunistic or premeditated, it means unfairly manipulating someone for profit or personal gain for example, modern slavery, human trafficking and Radicalisation

Modern Slavery or Human Trafficking: According to the International Organization for Migration (IOM), millions of people, primarily women and children, are subjected to human trafficking and this is a violation of human rights and dignity. This is described by the UK National Crime Agency as: *“movement of a person from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone’s vulnerability. It is possible to be a victim of trafficking even if your consent has been given to being moved. Although human trafficking often involves an international cross-border element, it is also possible to be a victim of human trafficking within your own country”*

There are three main elements:

The movement – recruitment, transportation, transfer, harbouring or receipt of people

The control – threat, use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability, or the giving of payments or benefits to a person in control of the victim

The purpose – exploitation of a person, which includes prostitution and other sexual exploitation, forced labour, slavery or similar practices, and the removal of organs

Children cannot give consent to being moved; therefore the coercion or deception elements do not have to be present. Countries throughout Europe translate and interpret the Palermo Protocol in different ways so the definition of what constitutes human trafficking can differ between nations.

Forced Marriage: You have the right to choose who you marry, when you marry or if you marry at all. Forced marriage is when physical (e.g. threats, violence or sexual violence), emotional and or psychological pressure (e.g. person is made to feel like they are bringing shame on the family) is brought to bear to make one person marry another.

Female Genital Mutilation (FGM): According to the NSPCC, female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons and it can be known as female circumcision, cutting or Sunna. Sometimes, religious, social or cultural reasons are put forward for this happening but it is abuse and a criminal offence, to a woman or child. The term covers all harmful procedures to the female genitalia for non-medical purposes. There are four types of FGM and all are illegal and have serious health risks. FGM ranges from pricking or cauterising the genital area, through partial or total removal of the clitoris, cutting the lips (the labia) and narrowing the vaginal opening. FGM is usually performed by someone with no medical training and no anaesthetic or antiseptic treatment is used. Victims are often forcibly restrained and cutting is made using instruments such as a knife, pair of scissors, scalpel, glass or razor blade and serious health problems are common.⁵

IT IS IMPORTANT TO NOTE THAT MANY SITUATIONS MAY INVOLVE A COMBINATION OF THE CATEGORIES LISTED ABOVE.

D. Possible indicators of abuse – THIS IS NOT AN INEXHAUSTIBLE LIST

The following are possible indicators that an adult at risk is being abused. They are not necessarily conclusive, and care should be taken not to misinterpret. If a worker becomes aware of the following indicators, they should discuss this with their line manager, or designated Pastor/Deacon/Leader (See the “Responding to Disclosures of Adult Abuse Page 11)

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.
- Untreated injuries in various stages of healing or not properly treated.
- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, over dosing or under dosing.
- The individual telling you they have been hit, slapped or mistreated.
- Feelings of helplessness;
- Hesitation in talking openly;
- Implausible stories;
- Confusion or disorientation;
- Anger without an apparent cause;
- Sudden changes in behaviour;
- The person becoming emotionally upset or agitated;
- Unusual behaviour (sucking, biting or rocking);
- Unexplained fear;

- Denial of a situation;
- The person becoming extremely withdrawn and non-communicative or non-responsive;
- The individual telling you they are being verbally or emotionally abused.
- Signatures on cheques etc. that do not resemble the individual's signature or which are signed when the individual cannot write.
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money.
- The inclusion of additional names on an individual's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person.
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.
- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment;
- Rashes, sores, lice on the vulnerable person;
- Inadequate clothing;
- Untreated medical condition;
- Poor personal hygiene;
- Over or under medication;
- Lack of assistance with eating or drinking;
- Unsanitary and unclean conditions.
- Bruises around the breasts or genital area;
- Unexplained venereal disease or genital infection;
- Unexplained vaginal or anal bleeding;
- Torn, stained or bloody underclothing;
- The vulnerable person telling you they have been sexually assaulted or raped.

E. Spiritual aspects of abuse

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly to those who may be vulnerable to such practices.

Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional, or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. (See "What to do if you suspect abuse" section).

Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way.

Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

F. Perpetrators of Abuse

Abuse can occur within a caring relationship where there is an expectation of trust and the abuser is well known to the person being abused, as well as in situations where the abuser is not well known to the victim or is a stranger.

Abuse can also occur in situations where there is an imbalance of power or control and the abuser misuses such power/control either intentionally, unintentionally or for their own benefit or gain.

Abuse of adults at risk may be perpetrated by a wide range of people, including:

- Partner, child or relative;
- Professional staff, paid care workers, volunteers,
- Other service users;
- Another vulnerable adult;
- Neighbours, friends or someone from the community;
- A non-carer or stranger able to access the vulnerable adult;
- Carers.

IT MUST BE NOTED THAT SOME PERPETRATORS DELIBERATELY SEEK OUT ADULTS WHO APPEAR TO BE VULNERABLE, WITH THE INTENTION OF HARMING, EXPLOITING OR MANIPULATING THAT PERSON.

F. Responding to disclosures of adult abuse

Although staff are encouraged to be alert to the signs and signals which may indicate that someone in their care is being abused, many incidents will only come to light because the person discloses this themselves.

The person to whom this disclosure is made will not necessarily be the person to take forward any investigation of the matter.

If someone tells you about abuse or you have concerns your role is to respond sensitively and pass the information on to the Church Designated Safeguarding Adults at Risk Adviser or directly to social services or to the police.

Disclosure may take place many years after a traumatic event or when someone has left a setting in which they were afraid. This delay should not, in itself, cast doubt on its truthfulness.

If someone discloses abuse to you:

Do:

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying.
- Be sympathetic ('I am sorry that this has happened to you').
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that:
- They did the right thing to tell you.
- You are treating the information seriously.
- It was not their fault.
- You are going to inform the appropriate person.
- You / the service will take steps to protect and support them.
- Report to the Church Designated Safeguarding Adults at Risk Adviser or to Social Services or the Police.
- Write down what was said by the person disclosing as soon as possible.

Do Not:

- Press the person for more details; this will be done at a later date.
- Stop someone who is freely recalling significant events; (for example, don't say 'Hold on we'll come back to that later,' as they may not tell you again.
- Do not promise to keep secrets; you cannot keep this kind of information confidential.
- Make promises you cannot keep (such as, 'This will never happen to you again').
- Contact the alleged abuser.
- Be judgmental.
- Pass on the information to anyone other than those with a legitimate 'need to know,' such as the Church Designated leader or other appropriate person.

AT THE FIRST OPPORTUNITY MAKE A NOTE OF THE DISCLOSURE AND DATE AND SIGN YOUR RECORD.

You should aim to:

- Note what the people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
- Separate out factual information from your own opinions.
- Use a pen or biro with black ink, so that the report can be photocopied.
- Be aware that your report may be required later as part of a legal action or disciplinary procedure.

IMPORTANT GUIDELINES

- **Under no circumstances should any individual attempt to deal with the problem alone.**
- **The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.**
- **In the first instance the concern should be reported to the Safeguarding Adults at Risk Adviser immediately.**
- **Anyone has the right to contact Social Services but the Church Designated Safeguarding Adults at Risk Adviser must be informed and is always available for consultation. If necessary s/he will liaise with Social Services on your behalf.**
- **All local authorities have a Designated Person in Adult Services to whom serious concerns should be referred. Details are available through local authority web-sites or directories.**

FAILURE TO OBSERVE THESE GUIDELINES MAY LEAVE A VULNERABLE ADULT UNPROTECTED AGAINST FURTHER ABUSE

SECTION THREE

Code of Conduct

Guidelines for those in positions of trust or exercising pastoral ministry with vulnerable people

All those involved in pastoral ministry, whether paid or unpaid, should be working to these following guidelines. For the purpose of this policy such people shall be termed as Church Workers as there are people in King's Church Hastings who might be placed in a position of support and/prayer support who would not be classed as leaders, therefore the term leader for this policy would be inappropriate.

Following these guidelines should both ensure that vulnerable people are protected and that workers are not wrongly accused of abuse or misconduct.

Conversations and interviews in a ministry context

Formal meetings and informal conversations in a ministry context would mainly be classed as pastoral encounters.

Those working in a pastoral capacity should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

The church worker should consider in advance:

The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.

The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).

The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.

Whether the circumstances suggest a professional or social interaction.

The propriety or danger of visiting or being visited alone, especially in the evening. Å The personal safety and comfort of all participants.

Establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration.

The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

Pastoral Relationships

Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.

People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important.

Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

Church workers should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.

Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.

Church workers who exercise a healing/prayer ministry should receive guidance and training in line with King's Church Hastings practice.

Church workers should recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.

Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.

Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.

Care should be taken when helping with physical needs, washing and toileting, always respecting the choices of the individual concerned.

Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.

Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

Behaviour outside work and ministry

In church ministry, behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

Record keeping and privacy

Church workers should consider keeping a daily record of pastoral encounters to include date, time, place, subject and actions to be taken. This can be very helpful in cases where abuse has been disclosed and action will need to be taken. It might be that legal processes will have to be followed and such a process will often request written information. Also it can be difficult to remember what has been told and it is important any information is based on fact not opinion.

Any record should be factual and avoid rumour or opinion.

We recommend if written notes are kept they are kept safe and in a confidential manner.

If there are concerns about such a process support should be sought from the King's Church Hastings Safeguarding Advisor.

Working with others

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Colleagues in this capacity can mean those employed by the church through to those working together in a pastoral or community team.

Harassment or bullying should never be condoned.

All workers need to be aware of the possibility of stress within the work place.

The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays.

Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.

Church workers should be aware of the responsibilities, function and style of other church workers and encourage cooperation and consultation between workers in the tasks they do.

Colleagues should not be discriminated against, harassed, bullied or abused for any reason.

Colleagues should not be penalised for following this guidance, or for taking action regarding others and this guidance.

When leaving office or relinquishing any task, church workers should relinquish any pastoral relationship, except with the agreement of a successor.

Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.

Church workers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

Sexual conduct

It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers should be aware of the power imbalance inherent in pastoral relationships.

Church Workers:

- Must not sexually abuse any adult.
- Must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.
- Should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

Financial integrity

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

Church Workers:

- Should not seek personal financial gain from their position beyond their salary or recognized allowances.
- Should not be influenced by offers of money.
- Should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Should ensure that money received by the church is handled by two unrelated lay people.
- Should ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Should take care not to canvas for church donations from those who may be vulnerable, e.g. the recently bereaved.

SECTION FOUR - APPENDICES

APPENDIX 1

KING'S CHURCH HASTINGS Policy Statement on Safeguarding Adults at Risk in the Church and associated ministries

This statement was adopted by King's Church Hastings at (meeting, date and time)

This policy will be reviewed each year to monitor progress achieved.

We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

As members of this church we commit ourselves to respectful pastoral care for all adults to whom we minister.

We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

We commit ourselves to promoting safe practice by those in positions of trust.

The church commits itself to promoting the inclusion and empowerment of people who may be vulnerable.

It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people, and to report any such abuse that we discover or suspect.

We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

The Church is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appointsAndy Moule..... to represent the concerns and views of vulnerable people at our meetings and to outside bodies. **This person will be the Designated Adults at Risk Advisor – preferably someone with experience in working with Adults at Risk and a professional person in Health or Social Field – reason for this is because they need to have the knowledge to advise/train etc. This person then has to complete appendix 2 before “employed” to the task!**

Signed**Usually signed by Senior Pastor and then Senior Trustee or someone like that!** Date.....

Signed Date.....

APPENDIX TWO

Confidential Declaration Form

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the King's Church Hastings Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Please tick YES NO

Declare all convictions, cautions, warnings or reprimands however old. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions abroad must be declared as well as those from the UK.

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

Are you at present under investigation by the police or an employer for any offence?

Please tick YES NO

Has your name been placed on the Protection of Children Act (POCA) List 99, or the Protection of Vulnerable Adults List (POVA), barring you from working with children of vulnerable people?

Please tick YES NO

Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm * to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm* from you?

Please tick YES NO

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult with whom you had pastoral responsibility.

Has your conduct ever caused or been likely to cause significant harm * to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

To your knowledge, has it ever been alleged that your conduct has resulted in causing significant harm * to a child?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the Police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

Has a child in your care, or for whom you have or had parental responsibility, ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a

supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES NO

All these matters will be checked with the relevant authorities.

Have you any health problem(s) which might affect your work with children or vulnerable adults?

Please tick YES NO

Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work, e.g. because of a recurring health issue.

Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

If yes, give details of any previous names.

Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

If yes, please give details of all previous addresses in the past 5 years, on a separate sheet if necessary.

Declaration I declare that the above information (and that on the attached sheets **) is accurate and complete to the best of my knowledge. (** Please delete if not applicable)

Signed.....Date..... Full

Name..... Date of Birth.....

Address.....

.....

Please return completed form to:

.....

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children, young people or vulnerable adults. Before an appointment is made, applicants will be asked to provide an enhanced / standard disclosure from the Criminal Records Bureau (where appropriate).

Appendix 3 – Plan of Action

Issue	What are we going to do?	Target date to achieve	Person responsible	Date achieved
Adult at Risk church policy discussed and adopted by KCH				
Church Adult at Risk representative is appointed				
Ensure that Safeguarding Adults at Risk policy receives publicity throughout the church and all para church situations				
All Church activities are reviewed to ensure we are inclusive of vulnerable adults				
Ensure that the environment of the church is safe and secure for all				

APPENDIX 4 – RESOURCES AND INFORMATION

Relevant Legislation

The Care Act 2014, DOH 2014

Safeguarding Adults: The role of health service practitioners DoH 2011

Safeguarding Vulnerable Groups Act 2006

Care Standards Act 2000

Health Act 1999

Health Act 2006

The Police Act - CRB 1997

Mental Health Act 1983

Mental Health Act 2007

Disability & Discrimination Act 1995

Human Rights Act 1988

Statutory Agencies

Social Care (Adult Services) (Please enter your local office number and out-of-hours numbers)

Police - public protection unit

999 for emergencies Each service also has a direct number for these protection units.

National Health Service

999 for emergencies 0845 4647 for NHS Direct (nurse advice)

General Helplines

National Domestic Violence Helpline 0808 200 0247

Samaritans 0845 790 9090

Stop It Now 0808 1000 900 - Helpline for abusers, potential abusers and others concerned with sexual abuse

Women's Aid 08457 023 468

Voluntary organisations for people who may be vulnerable

Action on Elder Abuse 080 8808 8141 www.elderabuse.org.uk

Age Concern England www.ageconcern.org.uk

Alzheimer's Society www.alzheimers.org.uk

Church Action on Disability 0870 243 0678 www.chaduk.org

Help the Aged 020 7278 1114 www.helptheaged.org.uk

MENCAP www.mencap.org.uk

MIND – The National Association for Mental Health 020 8519 2122 www.mind.org.uk

RNIB – The Royal National Institute for the Blind www.rnib.org.uk RNID – The Royal National Institute Deaf People www.rnid.org.uk

Resources for adult survivors of abuse

Christian Survivors of Sexual Abuse Address only: 38, Sydenham Villas Road, Cheltenham, Glocs. - Support and self-help for survivors

Support and networking for survivors of sexual abuse by those in ministry

NAPAC 0800 085 3330 - National Association for People Abused in Childhood

RESPOND 0808 808 0700 - For survivors or abusers with learning difficulties

Survivors UK www.survivors.org.uk - Support for male survivors

S:Vox www.svox.org.uk - Support and self-help for survivors

Useful websites

Dept. for Education and Skills www.dfes.gov.uk/index.htm

Dept. of Health www.dh.gov.uk/Home/fs/en

Home Office www.homeoffice.gov.uk

Independent Safeguarding Authority www.isa-gov.org.uk

Criminal Records Bureau www.crb.gov.uk