



Hope Baptist Church
Bridgend
Safeguarding Adults at
risk
Policy and Procedures

March 2019

Hope Baptist Church Bridgend
Protection of Adults at Risks Policy

Hope Baptist Church (referred to as "the church" in the Policy Statement)

The Church acknowledges that the role of a voluntary organisation (including churches) has a wide range of functions and may be in a position to identify abuse. The church has a responsibility to report any suspicions of abuse to the appropriate agencies determined by the **Inter-agency Policy for responding to Alleged Abuse and inappropriate Care of Adults at Risks in South Wales.**

This policy recognises and reflects
"Safe to Belong" The Baptist Union Of Great Britain

As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. We believe that being part of the Christian family of the Church places responsibilities on all her members, both institutional and individual, to ensure that the environment for all is safe. This includes safety for all those who are vulnerable and all who wish to share in the life of the church and who are offered support and pastoral care by the church, both formal and informal.

1. Commitment

As members of this church we commit ourselves to the Safeguarding of Adults at Risk and ensuring their well - being in the life of the church.

2. Prevention and reporting of abuse

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

3. 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 to promote the safekeeping of Adults at Risk.

4. Respecting Adults at Risks

The church will adopt a code of behaviour for all who are appointed to work with Adults at Risk so that all Adults at Risk are shown the respect that is due to them.

5. Baptism

The Church will carefully consider requests for baptism and church membership from Adults at Risk in the same way in which we consider all requests.

Responsible people

The church has appointed **Ms Hannelie Jonas** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Mrs. Sally George** as the Designated Person for Safeguarding to:

- ➡ advise the church on any matters related to the safeguarding Adults at Risk
- ➡ Take the appropriate action when abuse is disclosed, discovered or suspected.

To contact please ring 07974 834957 or 01656 668791

Pastoral care

The Church will ensure that in cases where abuse is disclosed, discovered or suspected, appropriate pastoral care is provided (either from within the Church or externally) for both alleged victim(s) and/or alleged abuser(s).

Availability of policy and procedures

The Adults at Risks Policy will be read out to the Annual General Meeting of the Church, together with a report on the outcome of the annual review. A copy of Adults at Risk Policy will be displayed permanently in the Church vestibule and Junior Church porch, and will be made available on request to any member of, or other person associated with the church, their parent or their carer.

Each worker with Adults at Risk will be given a full copy of the policy and procedures and will be required to follow them.

Signed

(Church Deacon)

Date 15th February 2019

Review date March 2020

It will be presented each year at the annual church meeting where progress in carrying it out will be monitored.

Hope Baptist Church Adults at Risks' procedure March 2019



Scope and Definitions

What is an Adult at Risk?

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches Child Protection Advisory Service):

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.

A person may have needs as a result of:

- Sensory or physical disability
- A learning disability
- A physical illness
- A mental illness (including dementia)
- An addiction to drugs or alcohol (although under the terms of the Disability Discrimination Act 1995, this is excluded)
- A significant reduction in physical or mental or emotional capacity
- Ageing
- Becoming unable, for whatever reason, to protect him/her self from significant harm or exploitation.
- Bereavement
- English not their first language

WHAT IS ABUSE?

Abuse is the violation of an individual's human and civil rights by another person or persons.

It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, 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.

Types of Abuse

There is no single definition for each different type of abuse, with different terminology used by different organisations. Listed below is a simple definition for each main type along with some of the behaviours that each type of abuse may include.

Physical Abuse: To inflict pain, physical injury or suffering.

Signs:

- Hitting, slapping and beating;
- Shaking, pinching, and pushing;
- Kicking, burning and hair pulling;
- Squeezing, suffocating, poisoning and using inappropriate restraint;
- Giving inappropriate medication;

Emotional: The use of threats, fear or power gained by another adult's position to invalidate the person's independent wishes.

Such behaviour can create real emotional and psychological distress. All forms of abuse have an emotional component.

Signs:

- Mocking, coercing, threatening or controlling behaviour;
- Bullying, intimidation, harassment or humiliation;
- The lack of privacy or choice, denial of dignity, deprivation or social contact or deliberate isolation;
- Making someone feel worthless, a lack of love or affection, or ignoring the person.

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

Signs:

- Theft, fraud, embezzlement of monies, benefits or goods;
- Exploitation or profiteering;
- Applying pressure in connection with wills, property or inheritance or financial transactions;
- The abuse of influence, power or friendship to persuade a person to make gifts or change their will;
- Being charged excessive amounts for services (such as minor building works on a property).

Neglect: A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Signs:

- 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 and drinking;
- Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others);
- Failing to provide a warm, safe and comfortable environment;
- Deliberately withholding aids, such as walking sticks or hearing aids;
- Denying social, religious or cultural contacts or denying contact with family;
- Leave alone or unsupervised.

Sexual Abuse: Any non-consenting sexual act or behaviour.

No one should enter into a relationship with someone for whom they have pastoral responsibility or hold a position of trust.

Signs:

- Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting;
- Indecent assault, incest, being forced to touch another person in a sexual manner without consent;
- Making sexual remarks, suggestions and teasing;
- Indecent exposure, being forced to watch pornographic materials or sexual acts;
- Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways;
- Being spied on while a person is undertaking personal care activities;

Spiritual Abuse: The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister)

The person experiences spiritual abuse as a deeply emotional personal attack.

Signs:

- Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices;
- Extreme pastoral interference in personal matters - reducing individual choice and responsibility;
- The misuse of scripture or power to control behaviour and pressure to conform;
- The requirement of obedience to the abuser, or the suggestion that the abuser has a "divine" position;
- Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm;
- The denial of the right of faith or opportunity to grow in the knowledge and love of God;
- Exclusion of people to the full range of church life (no arrangements for gluten free bread or non alcoholic wine or fear of involving those who are HIV positive).

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

Signs:

- Ageist, racist, sexist or abusive behaviour based on a person's disability;
- Abuse linked to a person's sexuality;
- Harassment, slurs or similar treatment;
- Withholding services without proper justification, or lack of disabled access to services and activities.

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.

Signs:

- 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;
- People being prevented from doing things that are their rights;
- Not having access to personal possessions or personal allowance.

Abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place.

Please see *Safe to Belong* (2016) for further information on other forms of abuse which include;

Domestic abuse

Cyber Abuse

Self-Harm/Self-Neglect

Mate crime

Modern Slavery

Human Trafficking

Radicalisation

Honour marriage/forced marriage

Historic Abuse

WHO COULD ABUSE?

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker

- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

WHERE COULD ABUSE HAPPEN?

Abuse can take place in all kinds of different settings. For example:

- At home.
- In supported housing.
- At someone else's home.
- Within a nursing home, hospital, residential care or day care.
- At work or in educational establishments.
- In a church.
- In a car or other vehicle.
- Online or via mobile communications.

2. Prevention and reporting of abuse

It is the duty of each church member to respond to concerns about the well-being of Adults at Risk and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with

any statutory investigation into any suspected abuse linked with the church.

Introduction

We all share the responsibility for promoting the welfare of Adults at Risks and The Church has the following procedures in place to show how they are going to achieve this.

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 the behaviour of an Adult at Risk gives any cause for concern; if an allegation is made in any context about an Adult at Risk being harmed; if the behaviour of any adult (including colleagues and members of the public) towards Adults at Risk causes you concern:

- Do not dismiss your concerns, in particular do not ignore or dismiss concerns about a professional or a colleague
- Do not normally confront the adult about whose behaviour you have concerns
- Do not take responsibility for deciding whether or not Adults at Risk abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have.

You must;

- Follow the church's procedures for responding to concerns.

Unless;

- You think that the Adult at Risk is in imminent danger of harm then the police (999) should be contacted. A report is then given to the designated person as detailed in the policy statement.

When an Adult at Risk expresses a concern ...

When an Adult at Risk talks about harm or abuse that they are suffering:

Listen	Take what is said seriously;
Reassure	Tell them that they have done the right thing by telling you,

	and that you believe them;
Remain Calm	No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you;
Be honest	Do not promise full confidentiality or offer false reassurance;
Be open	Do not ask leading or closed questions, such as "Did she hit you?" It is not your role to investigate. As soon as you have enough information to concern you, stop probing.
Ask	Request their consent to share information and seek help;
Explain	Tell them that you are going to tell the Designated Person for Safeguarding (or the police/adult services immediately if in imminent danger) and give them a timescale;
Write	Document everything the adult at risk has told you, in their own words. You will need to record the questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date;
Report	Contact the Designated Person for Safeguarding within 24 hours (or the police/adult services immediately if in imminent danger) and report the disclosure;
Keep quiet	The concerns you have should be kept confidential between you, the adult concerned, the Designated Person for Safeguarding (and the church safeguarding team, if applicable). The Designated Person for Safeguarding may need to inform the Association Safeguarding Contact and the statutory authorities.

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

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

If you have concerns, witness the abuse of someone or have seen changes in behaviour or living patterns that make you suspect that someone is being abused, it is important that you don't ignore what you have seen or suspect. Everyone has the right to live free from abuse of any kind, and there is help and support available to put a stop to it. But remember that it is not your job to investigate; as soon as you have enough information you should implement your church safeguarding policy and procedures.

In summary, when responding to abuse or concerns you should:

What to do	What not to do
<ul style="list-style-type: none"> • Listen to and acknowledge what is being 	<ul style="list-style-type: none"> • Do not promise confidentiality.

<p>said.</p> <ul style="list-style-type: none"> • Try to be reassuring & remain calm. • Ask their consent for you to pass on their concerns. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again. • Take action -don't ignore the situation. • Be supportive. • Tell them that: They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission. • Be open and honest. • Give contact details for them to report any further details or ask any questions they may have. 	<ul style="list-style-type: none"> • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, 1or push for more information. • Do not offer false reassurance. • Do not delay in contacting the Designated Person for Safeguarding. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave an adult at risk to wait to hear from someone without any idea of when or how that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.
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Safeguarding Incident Form

The Safeguarding incident Form should be completed as accurately as possible, and with 24hours 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 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.

The safeguarding incident form can be downloaded from the BUGB Safeguarding website or from the designated person.

Mental capacity

Within Safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's right to autonomy and their need for protection.

If there are any concerns about mental capacity of an adult at risk, always refer to the Adult Social Care Services Duty Desk BCBC.

(01656 662200)

What if the Adult doesn't want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

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**
- **When there is a risk of harm to others**
- **In order to prevent a crime**

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding should contact your Association Safeguarding Contact for advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind (see *Safe to Belong* for a list of useful resources and contacts).

3. Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with Adults at Risks, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of Adults at Risks.

The following elements will always be part of any recruitment process for volunteers who work with Adults at Risks within the Church:

- Write a role description
- Ask the candidate to complete an application form
- Conduct a face to face interview
- Take up 2 references
- Carry out a DBS check
- Appoint for a probationary period
- Candidate to sign an undertaking to work within the agreed safeguarding policy and procedures
- Provide an induction programme and initial training

These elements are outlined in greater detail in 'Safe to Belong'

Recruiting new staff

The church does not currently run groups specifically for Adults at Risks, but if any groups were to commence, the procedures for recruiting staff and/or volunteers as detailed in the Safeguarding Children and Young People would be followed.

4. Respecting Adults at Risks

The church will adopt a code of Behaviour for all who are appointed to work with Adults at Risks so that all are shown the respect that is due to them.

Writing a code of behaviour for the local church

One would hope that within the Christian community among people who profess to be followers of Jesus, it would go without saying that all adults, whatever their age, gender, racial background,

culture, or disability, should always be treated with respect and dignity and that their safety and welfare should be a priority.

Experience tells us that what this means in terms of the behaviour, attitude and actions of those who work with Adults at Risks needs to be carefully thought through and clearly defined.

- What one person sees as a 'harmless joke', another person understands as a form of ridicule that belittles and demeans.
- What one person offers as a gesture of affection and friendship can be experienced by another as intrusive and threatening.

Behaviour that is perfectly innocent for most people, may, in a few be part of a progressive pattern of behaviour that is about developing an abusive relationship with a Adults at Risk (what is often termed 'grooming').

While the code of behaviour is first and foremost about protecting Adults at Risks it will also help to protect workers from false accusation or unnecessary and unwarranted suspicion.

Respecting Adults at Risks

The following code of behaviour is expected from all volunteers and/or paid staff within the Church

- Treat all Adults at Risks with respect and dignity.
- Use appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual Adults at Risks.
- Listen to Adults at Risks. Be careful not to assume you know what an Adult at Risk is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
 - invading the privacy of Adults at Risks when they are using the toilet or showering
 - rough games involving physical contact between a leader and an Adult at Risk
 - sexually provocative games
 - making sexually suggestive comments about or to an Adult at Risk, even in 'fun'
 - Scape-goating, belittling, ridiculing, or rejecting an Adult at Risk.
- When it is necessary to control and discipline an Adult at Risk, this should be done without using physical punishment. (A situation may, however, arise where an Adults at Risk needs to be restrained in order to protect them or a third person.)

- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.
- Comply with the boundaries and behaviour recommendations around Electronic communication.

Confidentiality

Appropriate confidentiality is necessary. However workers must understand that if they believe the Adults at Risk they are talking to, or others are at risk then they have a duty to pass that information on. Clarity regarding confidentiality is paramount in these situations and needs to be clearly communicated.

When offering transport to a Adults at Risk

Vulnerable situations can be created when workers offer lifts to Adults at Risk either to take them to and from church activities or to take them on planned outings.

These practices are adopted to mitigate the risks involved:

- Workers should avoid being alone in a car with an Adult at Risk who is particularly vulnerable; for example, an adult whose behaviour is difficult to manage.
- Although it is often impractical, wherever it is possible two adults should be present in a car with an Adult at Risk.
- Workers should not spend unnecessary time alone in a vehicle with an Adult at Risk. Long conversations in the car outside of church premises or home, or unnecessary diversions should be avoided.
- Car seat belts must always be used.

Electronic communication

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young adults in particular.

It is important for the Church to have guidelines regarding the safe use of electronic communication to maintain healthy and safe relationships between adults and Adults at Risk.

With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are general principles that the church is adopting for the well-being of the Adults at Risk.

- Adults at Risk themselves have the right to decide if the church is to have their email addresses or mobile phone numbers etc.
- The Church should only use electronic means of communication with those people from whom appropriate consent has been given.

- The Church should not put any pressure on people to reveal their email address, mobile phone number etc.
- Only volunteers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact people on behalf of the church or one of the church's organisations.
- Contact with Adults at Risk by electronic communication should generally be for information-giving purposes only and not for general chatter.

Where an Adult at Risk in need or at a point of crisis uses this as a way of communicating with a church member:

- significant conversations should be saved as a text file if possible, and
- a log kept of who and when they communicated.
- Church volunteers should not share any personal information with Adults at Risk, and should not request or respond to any personal information from the Adult at Risk other than that which is necessary and appropriate as part of their role.
- Church volunteers should be careful in their communications with Adults at Risk so as to avoid any possible misinterpretation of their motives. To reduce the risk of misinterpretation clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided.
- Electronic communication should only be used between the hours of 8.00 am and 10.00 pm.
- E-mails should be sent out with a church header and footer showing the Adults at Risk this is an official communication from a member of the Church.

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' should usually be avoided; (that is a series of text messages/emails being sent to and fro between mobile phones).
- The use of the camera should comply with the church's policy on photo's/videos.

Instant Messaging Services (IMS)

- The use of instant messenger services should be kept to a minimum.

Where an Adult at Risk in need or at a point of crisis uses this as a way of communicating with a church member:

- significant conversations should be saved as a text file if possible, and
- a log kept of who and when they communicated.