

POLICY AND PRACTICE GUIDELINES ON SAFEGUARDING ADULTS.

“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”.

AGREED BY THE PCC 22.07.2021

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PROMOTING A SAFER CHURCH

FOUNDATIONS

THE GOSPEL

The church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of a welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trust worthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

HUMAN RIGHTS AND THE LAW

The church recognises the personal dignity and rights of all children, young people and adults as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice

CORE PRINCIPLES

The following key principles underpin the church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount.
- Integrity, respect and listening to all.
- Transparency and openness.
- Accountability.
- Collaboration with key statutory authorities and other partners.
- Use of professional safeguarding advice and support from both inside and outside of the church.
- A commitment to the prevention of abuse.
- The active management of risk.
- Promoting a culture of informed vigilance
- Regular evaluation to ensure best practice.

GOOD SAFEGUARDING PRACTICE – KEY FEATURES

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.
- A safeguarding policy available to church officers.
- A clear line of accountability within the church work on safeguarding (and pastoral matters)
- Clear reporting procedures with safeguarding concerns and allegations
- Clear roles for church officers
- Practice and services informed by ongoing learning, review and by the views of children, young people, families and vulnerable adults
- Safer Recruitment Procedures in place
- Clear arrangements for support and supervision
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults.
- Effective working with statutory and voluntary sector partners
- Publicly advertised arrangements for children, young people and adults to be able to speak to an independent person, as required.
- Complaints and whistleblowing procedures that are well publicised

- Effective information sharing
- Good record keeping

SUMMARY STATEMENT ON SAFEGUARDING ADULTS (DIOCESE OF LEICESTER)

At The Church of the Martyrs we:

- Recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- Commit to respectful pastoral care for all adults to whom we minister.
- Commit to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- Commit to promoting safe practice by those in positions of trust.
- Commit to promoting the inclusion and empowerment of people who may be vulnerable.
- Recognize that it is the responsibility of everybody to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
- Undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- Support, resource, train and regularly review those who undertake work amongst people who may be vulnerable.
- Adopts the Practice Guidance issued by the Church of England and the Diocese of Leicester Safeguarding Handbook.
- Ensure that only authorized people work with people who may be vulnerable and that all work with such people is carried out within appropriate accountability

THE DOMESTIC ABUSE CHARTER

The Church of the Martyrs:

- Understands domestic abuse to be the abuse of a person physically, sexually, psychologically, spiritually, emotionally, socially or financially within an intimate or family type relationship which forms a pattern of coercive and controlling behavior. This can include forced marriage and so called honour crimes.
- Holds that domestic abuse in all its forms is unacceptable and irreconcilable with the Christian Faith and the Christian way of living.
- Accepts that domestic abuse is a serious problem, which occurs in church families as well as in the wider society.
- Undertakes to listen to, support and care for those affected by domestic abuse.
- Will always place the safety of any adult, young person or child affected by domestic abuse as the highest priority.
- Will work with domestic abuse agencies, will learn from them and support them in appropriate ways, and will publicise their work.
- Believes in a God of love, justice, mercy and forgiveness.
- Will teach what it means to be male and female, equally made in God's image.
- Will play its part in teaching that domestic abuse is a sin.
- Will seek to appoint advisers to encourage the use of good practice guidelines and seek to keep the church informed about the implementation and development of these guidelines.

POLICY AND PRACTICE GUIDELINES ON SUPPORTING ADULTS

PURPOSE

Every member of the congregation has the responsibility to ensure that all are made welcome at The Martyrs, including those who might need additional care and support. By the very definition of needing additional care and support this policy is intended to raise awareness of who might be in need of additional care and support and support members of the church with knowing "what to do and when to do it".

WHO MIGHT NEED ADDITIONAL CARE AND SUPPORT?

The concept of who is vulnerable and what they are vulnerable to is not straightforward and there will always be an element of subjectivity in trying to define this. The definitions of abuse from the CARE ACT 2014 states that safeguarding applies to any adult who:

- Has needs for care and support (whether or not the Local Authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect and self harm
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The list below shows some of the main factors that can increase a person's vulnerability

Learning Difficulties	Physical Difficulties	Emotional Difficulties
Mental Health issues	Victims of abuse	Abusers
Divorce	Bereavement	Redundancy
Single parents	Loneliness	Addiction
Dementia	Frailty	Poverty
Financial difficulties	Domestic Violence	Neglect

We need to respond with prayer, thoughtfulness and sensitivity with those who are especially vulnerable and therefore the following principles apply:

- We recognize 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 parish we commit ourselves to pastoral care for all adults to whom we minister treating them with dignity and respect.
- We commit ourselves to the safeguarding of people who are in need of extra care and support, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.

The Martyrs commits itself to promoting the inclusion and empowerment of people who are in need of extra care and support by:

- Enabling them to participate in worship and the life of the church;
- Giving them a voice so their needs and concerns can be known;

- Giving them support to undertake appropriate roles in the church;
- Discovering their preferences e.g. to sit alone or with others;
- Enabling appropriate greetings e.g. perhaps a hand shake and not a hug;
- Taking people coffee if the area is very crowded;
- Assisting people to Holy Communion;
- Offering home Holy Communion;
- Large print service sheets;
- Spaces for wheelchairs alongside the pews;
- A loop system for those with impaired hearing.
- Offering lifts to and from church

This is not an exhaustive list

PRACTICE

ADULT SAFEGUARDING COORDINATOR

We undertake to follow “Practice Guidance: Safer Recruiting (July 2016) in the selection and appointment of a Coordinator for adults in need of additional care and support. This includes applying for an enhanced DBS certificate.

The safeguarding coordinator for adults should receive diocesan safeguarding training to Level C2.

The PCC appoints **Katherine Hawker** to be the Safeguarding Coordinator for adults in need of additional care and support, and **Pete Coopey** as overall Safeguarding Coordinator for children and adults. David Spence has the responsibility for DBS checks, Safer Recruiting and Training.

Under current arrangements the Safeguarding Coordinator for adults will have the following responsibilities:

- To raise awareness within the PCC and the congregation of the needs of vulnerable people (a shared role with the Parish Safeguarding Coordinator)
- To welcome the more vulnerable members of the congregation and to make a point of listening and chatting to them.
- To alert a member of the Pastoral Team if there are any concerns and to attend some Pastoral Team meetings.

- To be an advocate within the church and with outside agencies on behalf of vulnerable people.
- To inform the overall Safeguarding Coordinator (currently Pete Coopey) or a member of the clergy within 24 hours of any report of abuse. If these are not available to report directly to the appointed officer in the Diocese (currently Rachael Spiers). See appendix I, Diocesan Safeguarding reporting procedure.

Under current arrangements the Clergy or overall safeguarding coordinator will receive any concerns or disclosures of abuse and follow the Diocesan Safeguarding reporting procedure (appendix I).

It will NOT be a responsibility of either safeguarding coordinator to directly address issues or find solutions. This would be in the remit of the Pastoral Team, including clergy, who may need to contact other agencies. This statement does not preclude the Safeguarding Coordinators being involved when appropriate and if time permits.

SAFER RECRUITMENT FOR STAFF AND VOLUNTEERS.

The PCC is committed to following the Safer Recruitment Guideline for volunteers working with children, young people and adults known to be at risk or vulnerable to being at risk issued by the Church of England and endorsed by Leicester diocese. This will include:

- The Pastoral Team
- Tomatoes
- Money Matters
- Shake, Rattle and Roll

This requirement does not apply to Baby Basics, as their volunteers do not have any contact with service users.

The steps of this process are outlined below:

- Providing a job/role description.
- Ensuring the potential volunteer provides a completed application form. Ensuring the potential volunteer completes a confidential declaration form. Clergy and ordinands will be recruited by the diocese using the Safer Recruiting Procedures that include a DBS check.(Thirty One Eight have advised that only people who have direct contact with vulnerable adults are eligible for an enhanced DBS check - i.
- Conducting an interview (the current notion of an informal chat has to be replaced by an interview by 2017)

- Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
- Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check. All DBS checks are completed electronically through the Churches Child Protection Advisory Service (CCPAS)
- The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.
- Offering the post subject to a probationary period
- Confirming the appointment in writing
- Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Child Safeguarding Policy.
- Safeguarding Guidelines relating to Safer Recruitment can be downloaded from: <http://www.churchofengland.org/media/1161891/safeguarding4.pdf>

DISTRIBUTION OF THE POLICY

The Policy is the responsibility of the PCC but its implementation rests with the whole congregation. In order that members of the congregation can familiarize themselves with it is proposed to:

Inform the congregation through the notices that the policy exists.

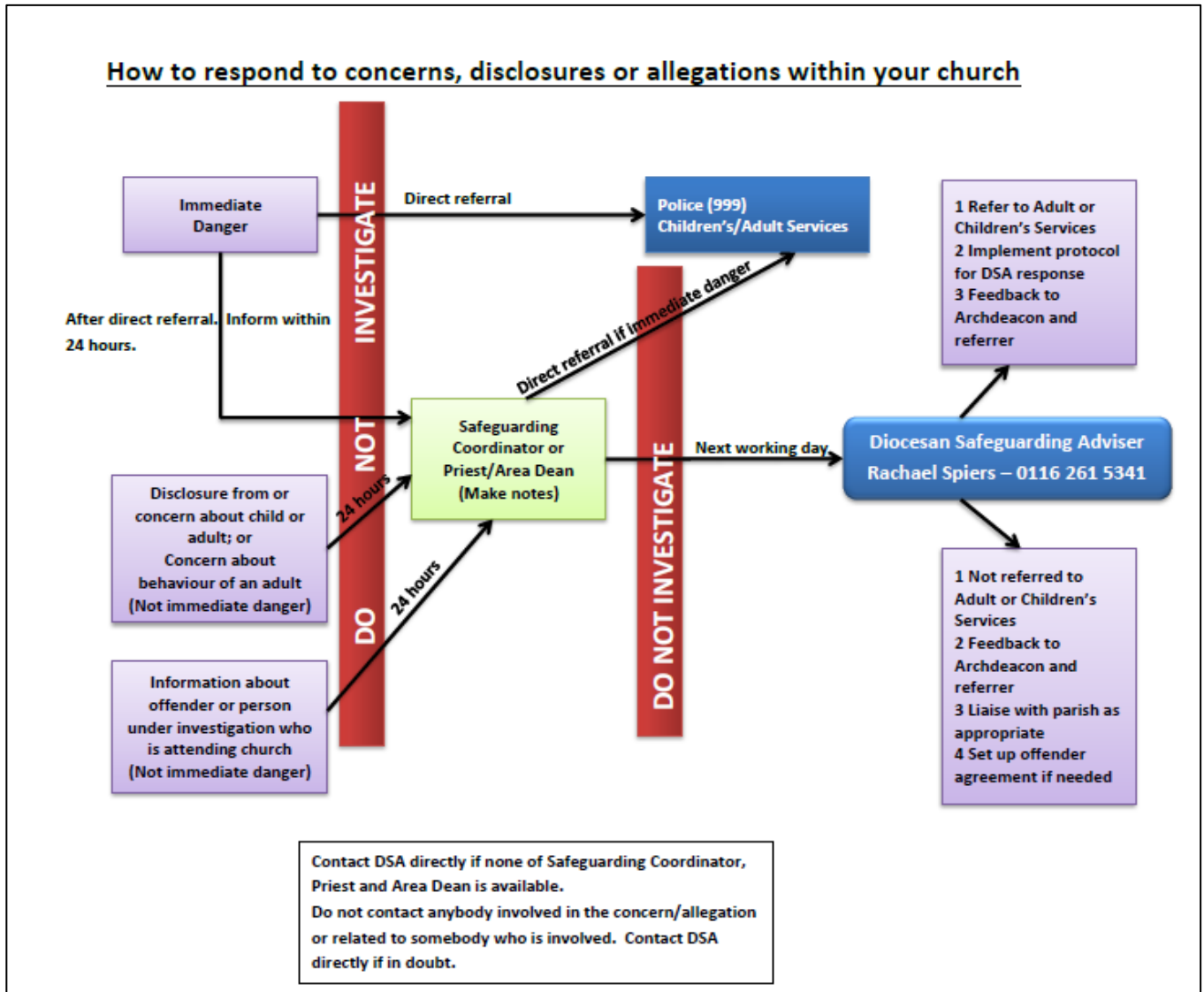
Keep a copy in the file on the welcome desk.

Draw attention to the policy by a poster on the notice board.

Pass copies to groups, including:

- Pastoral Team Members
- Tomatoes
- Shake, Rattle and Roll
- You and Me
- The Mother's Union
- Money Matters
- Hall users

HOW TO RESPOND TO CONCERNS, DISCLOSURES AND ALLEGATIONS.



- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- Assure them they are not to blame.

- Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- If there is immediate danger to the person, contact the Social Services or the Police.
- Report the incident to your priest or Adult Safeguarding Coordinator immediately.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (currently Rachael Spiers - 0116 2615341) directly if necessary.
- Do not discuss the incident with anybody else.
- The priest or Adult Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The Adviser will tell them anything they need to do.
- In the absence of the Adviser, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

PROCEDURE TO BE FOLLOWED WHERE THERE ARE CONCERNS THAT SOMEONE MAY BE COMMITTING ABUSE

If you are concerned, or it comes to your notice that someone may be committing abuse:

- Make notes of your concerns and discuss them with your priest or Adult Safeguarding Coordinator.

- The priest or Adult Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Dates and times should be recorded of any observations which have been made and of the referral to the Adviser.
- The Adviser who will decide whether to
 - **Report** the concerns to Social Services and/or the Police, who will then investigate while the Adviser liaises with the parish; or
 - Continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the priest/coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
- In the absence of the Adviser, the appropriate Archdeacon should be contacted.

PROCEDURE TO BE FOLLOWED WHERE PEOPLE WITH CONVICTIONS FOR OFFENCES AGAINST CHILDREN OR PEOPLE UNDER INVESTIGATION ARE ATTENDING CHURCH

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) agreement will need to be drawn up to minimize any risk to the safety of children within the church. If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is known.

- The priest or, in the absence of the priest, the Adult Safeguarding Coordinator, must inform the Diocesan Safeguarding Adviser of the situation.
- The Adviser will decide whether an agreement needs to be in place and will provide a template for the agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Allegations or concerns about senior clergy

If an allegation involves local clergy the report the matter to the Diocesan Safeguarding Officer – Rachael Spiers on 0116 2615341

- If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester on 0116 2708985.
- If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

WHERE TO GET HELP AND SUPPORT.

- Domestic Violence Helpline/Women’s Aid/Refuge – 0808 2000 247
- Rape Crisis – 0808 802 9999
- Respect – 0808 802 4040
- Samaritans – 116 123
- Safe Lives – 0117 403 3220
- The Men’s Advice Line -0808 801 0327
- Elder Abuse – 0808 808 8141
- Age Concern – 0800 169 18 19
- RESOURCES

These resources are kept in a grey magazine rack on the welcome desk at the back of church

Please return after use as we only have one copy of each document.

- Promoting a Safer Church. (2017)
- Promoting a Safe Church – Policy for Safeguarding Adults in the Church of England (2006)
- The Courage to Tell – Christian Survivors of Sexual Abuse tell their stories of pain and hope (1999)
- Only you can do this – Cerys Morgan (a struggle against church secrecy so as to protect its reputation (2010)
- Ending Domestic Abuse – A pack for churches
- Responding well to Domestic Abuse – Policy and Practice Guidelines (2017)
- Bereavement – Age Concern
- Caring for someone with Dementia – Age Concern
- At home with Dementia – Age Concern
- Living with Early Stage Dementia – Age Concern.