

ADULT SAFEGUARDING POLICY FOR ST. THOMAS' CHURCH

September 2016

(To be reviewed every 3 years.)

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INTRODUCTION

DEFINITIONS OF TERMS

In order to bring into focus those people for whom the Church should have a particular care this working definition may be helpful:

Any adult aged 18 or over who, by reason of mental or 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.

(Definition from the Winchester Diocese Safeguarding Guidance Manual updated sept 2013 - page 6)

WHY WE HAVE AN ADULT SAFEGUARDING POLICY

- *An Adult protection policy will help protect **adults**.*

A Adult protection policy helps to create a safe and positive environment for Adults and, although no procedures or processes can offer complete protection for adults, following these procedures and implementing a policy minimises the risk to adults from abuse and exploitation. As the Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit states

Living a life that is free from harm and abuse is a fundamental right of every person. When abuse or neglect does occur, it needs to be dealt with swiftly, effectively and in ways that are proportionate to the concerns raised. In addition, the person must be at the centre of any safeguarding response and must stay as much in control of decision making as possible. The right of the individual to be heard throughout the process is a critical element in the drive to ensure more personalised care and support. (Page 6)

- *An Adult protection policy will help protect **workers**.*

This policy sets out what is required to help create a safe, positive environment for adults. It sets out what standards of behaviour for staff and volunteers working with adults and what to do if anyone notices anything that would put an adult at risk of abuse, neglect.

- *An Adult protection policy will help protect **The Church**.*

A adult protection policy is a statement of intent that demonstrates St Thomas' Church commitment to safeguard adults from harm. Adult protection policies will help move us towards best practice in this area and deter those who would wish to abuse adults from seeking to work with adults on behalf of St Thomas' Church.

POLICY ISSUES:

MISSION STATEMENT

The Parochial Church Council (referred to as the "PCC" for the rest of this document) recognises the importance of its ministry with Adults and its responsibility to protect and safeguard the welfare of adults. The welfare of the adult is of paramount importance to. St. Thomas' Church mission statement is "knowing Jesus better and making Jesus better known" which means that St. Thomas' Church will always look to engage with the community so a strict Safeguard policy is fundamental.

As part of its mission, St. Thomas' Church is committed to:

- The safeguarding, care and nurture of adults within our church community and who participate in any activity of St. Thomas' Church;
- Safe recruitment, supervision and training for all their staff and volunteers working with adults;
- Responding without delay to every report or cause for concern that an adult for whom it is responsible may be or may have been harmed in any way, in line with The new statutory adult safeguarding framework

This states that everything that happens with adults “requires a fundamental shift in approach to supporting adults at risk. Implementation cannot be achieved through a 'business as usual' stance. The policy, guidance and toolkit (which forms the basis of the policy) is designed to support partner organisations and their staff to make the shift in culture and practice necessary to achieve the vision of the Care Act 2014 for adult safeguarding in which:

1. Safeguarding is the responsibility of all agencies.
2. A whole system approach is developed.
3. Safeguarding responses are proportionate, transparent and outcome focused.
4. The adult's wishes are at the centre of all safeguarding enquiries, “making safeguarding personal” and this ethos drives the process.
5. Mental capacity of the individual always needs to be considered.
6. There is an emphasis on prevention and early intervention.
7. People are supported in their recovery from abuse or neglect.

(Page 8 & 9 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

- Full cooperation with statutory agencies during any investigation into allegations concerning abuse of a child or young person in the church community;
- Providing informed pastoral care to any adult who has suffered abuse;
- The management and supervision of any member of the church community known or thought to pose a threat to adults.

CHURCH POLICY

The PCC recognises the need to provide a safe and caring environment for adults. It also recognises that adults can be the victims of physical, sexual and emotional abuse, and neglect including self neglect. The PCC has therefore adopted the procedures set out in this document (hereafter “the policy”).

The PCC is committed to providing on-going adult safeguarding training and will require all staff/ volunteers working with adults to attend training and teams will have refresher training every year normally done within their teams by their team leader. This policy will be reviewed normally every 3 years, and the PCC will regularly review the procedures, ensuring they reflect current practice.

A Safeguarding Committee has been established by the PCC to help ensure that the policies and procedures are effectively integrated into all church activities.

DEFINITIONS OF AN ADULT AT RISK IN THE CONTEXT OF SAFEGUARDING.

Adult safeguarding is concerned with those people who due to their circumstances would be defined as people 'with needs of care and support' who are experiencing or who are at risk of abuse, neglect or exploitation. (Page 12 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

The definition could include a wide range of people and does not make it easy for people in Churches to identify areas where they may need to undertake special care or training. It could almost be taken to apply to anyone to whom the church offer pastoral care, whether a regular attendee at their local church, or a person coming for one of the occasional ministries or who simply wants pastoral support.

AIMS OF ADULT SAFEGUARDING PROCESS

(Page 16 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

The aims of the safeguarding process are to:

- 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 to make choices and have control over their lives
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide accessible information and support 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
- Address what has caused the abuse or neglect
- Support the recovery from the abuse or neglect.

DEFINITIONS OF MISTREATMENT, ABUSE AND HARM

(Page 20 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating "safety" measures that do not take account of individual well-being, as defined in Section 1 of the Care Act 2014.

Abuse of a person at risk may consist of a single act or repeated acts affecting more than one person. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they do not, or cannot, consent.

Abuse can occur in any relationship and any setting and may result in significant harm to or exploitation of, the individual.

In many cases abuse may be a criminal offence.

Intent is not an issue at the point of deciding whether an act or a failure to act is abuse; it is the impact of the act on the person and the harm or risk of harm to that individual.

Professionals and others need to look beyond single incidents or individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns it is important that information is recorded and appropriately shared. Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- Long term abuse in the context of an on going family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

TYPES OF ABUSE

Abuse can be something that is done, or omitted from being done
(Page 21&22 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

Types of abuse	Behaviours include
Physical	Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
Sexual	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Psychological	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Financial or material	Theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Neglect and acts of omission	Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.
Discriminatory	Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.
Domestic abuse	Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.
Organisational abuse	Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.
Modern slavery	Encompassing 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.
Self-Neglect	Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

CONTEXTS IN WHICH ABUSE MAY TAKE PLACE

(Page 22&23 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

Abuse and crimes against adults may occur in different contexts. Actual or suspected abuse of persons at risk in any of the contexts set out below will trigger a safeguarding response in accordance with this policy.

Hate crime is defined as any crime that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence.

Mate crime happens when someone is faking a friendship in order to take advantage of a vulnerable person. Mate crime is committed by someone known to the person. They might have known them for a long time or met recently. A 'mate' may be a 'friend', family member, supporter, paid staff or another person with a disability.

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological • Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: "an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family (Association of Chief Police Officers 2004). If one or both adults (including 16-17 year olds) involved can be regarded as an adult(s) at risk, then the safeguarding procedures should be used. If a person at risk is not involved, then these guidelines will not normally apply. The Local Government Association has published national guidance on Domestic Abuse and Adult Safeguarding (2nd Edition, 2015) which can be accessed via the link provided in Section 3 of this Policy and Guidance.

Honour based violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. It is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party in identifying a spouse. Forced marriage can be a particular risk for people with learning difficulties and people lacking capacity.

Female genital mutilation (FGM) involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The age at which girls undergo FGM varies

enormously according to the community. The procedure may be carried out when the girl is new born, during childhood or adolescence, just before marriage or during the first pregnancy. FGM constitutes a form of child abuse and violence against women and girls, and has severe physical and psychological consequences. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Human trafficking is defined as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation". Practice guidance on human trafficking has been agreed locally and this can be found in section 3 of this Policy Framework.

Exploitation by radicalisers who promote violence involves the exploitation of susceptible people who are drawn into violent extremism by radicalisers. Violent extremists often use a persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. The Prevent Strategy, launched in 2007, seeks to stop people becoming terrorists or supporting terrorism. It is the preventative strand of the government's counter-terrorism strategy, CONTEST.

Carers at risk of harm from the person to whom they are providing care and support - carers experiencing abuse by the person they offer care to can expect the same response as any person at risk of abuse. Carers also have a legal right to an assessment of their needs. A carer's assessment should be seen as part of the overall assessment process. Sometimes both the carer and the supported person may be at risk of harm. The needs of the person at risk who is the alleged subject of abuse should be addressed separately from the needs of the person alleged to be causing the harm.

Carers who cause harm - the vast majority of carers strive to act in the best interests of the person they support. Occasionally however, carers may cause intentional or unintentional harm. Unintentional harm may be due to lack of knowledge, or due to the fact that the carer's own physical or emotional needs make them unable to care adequately for their relative. The carer may also have their own needs care and support. In this situation, the aim of any safeguarding response will be to support the carer to provide support and help to make changes in order to decrease the risk of further harm to the person they are caring for.

Abuse of trust - a relationship of trust is one in which one person is in a position of power or influence over the other person because of their work or the nature of their activity. There is a particular concern when abuse is caused by the actions or omissions of someone who is in a position of power or authority and who uses their position to the detriment of the health and well-being of a person at risk, who in many cases could be dependent on their care. There is always a power imbalance in a relationship of trust.

Safeguarding concerns between people with needs of care and support – abuse can happen between adults at risk and organisations supporting these individuals have a responsibility to protect them from abuse as well as preventing them from causing harm to other adults. It is important the needs of the adult causing the harm are taken into consideration in the safeguarding responses for both parties.

Personal budgets, direct payments and self-directed care - people who direct their own care and support should be enabled to manage their personal budgets and direct payments in a safe way. A culture that promotes positive risk taking, based on appropriate person centred policies, supports this approach and seeks to enable and empower individuals.

DEFINITION OF HARM

(Page 25 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

In determining what justifies intervention and what sort of intervention is required the 4LSAB framework uses the concept of 'significant harm'. This refers to:

- Ill treatment (including sexual abuse and forms of ill treatment which are not physical)
- The impairment of, or an avoidable deterioration in, physical or mental health and/or
- The impairment of physical, intellectual, emotional, social or behavioural development.

The importance of this definition is that in deciding what action to take, consideration must be given not only to the immediate impact on and risk to the person, but also to the risk of future, longer term harm, neglect or exploitation. The seriousness of harm or the extent of the abuse is not always clear at the point of the alert or referral. All reports of suspicions or concerns should be approached with an open mind and could give rise to action under these arrangements. The actual or likelihood of harm may impact upon the person in one or more areas of their life:

- Exercising choice and control
- Health and well-being, including mental and emotional as well as physical health and well-being
- Personal dignity and respect
- Quality of life
- Freedom from discrimination
- Making a positive contribution
- Economic well-being
- Freedom from harm, abuse and neglect, taking wider issues of housing and community safety into account

Significant harm varies between individuals and it requires careful assessment using as much information as available before a decision is made as to how to proceed and should include consideration of the possibility of future significant harm. The seriousness or extent of the abuse, neglect or exploitation is often not clear.

Some incidents may not have caused immediate significant harm but if they were to happen again, could lead to significant harm to the adult, other adults or children. If there are not well managed measures in place to prevent another incident, a situation which has a high likelihood of potential serious abuse, neglect or exploitation could cross the threshold for use of safeguarding procedures.

Not everyone who needs support to live their everyday lives is in need of such services, therefore it is important to target resources on those who do. Resources must also be used proportionately, some people will need the safeguarding adult procedures to be used to fully protect them, in other situations the safeguarding adults procedures can be used to enable a person to protect themselves in the present, or in future circumstances.

DEFINITION OF SELF NEGLECT

(Page 26 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

Safeguarding arrangements will apply where a person at risk has been identified as experiencing serious self neglect which could result in significant harm to themselves or others

and

There are concerns about the person's capacity to make the relevant decisions,
and/or they have refused an assessment

and

They have refused essential services, without which their health and safety needs cannot be met

and/or

The person has terminated services which had been arranged as a result of an assessment of health or social care needs

and

The care management process/care programme approach has not been able to mitigate the risk of this 'serious self neglect which could result in imminent significant harm'. In these circumstances, all agencies must consider a response under the local multi-agency safeguarding arrangements. Every attempt must be made to include the person at risk in this process and to apply the principles set out in the adult safeguarding procedures.

For more information about responding to self neglect, please refer to the practice guidance located in Section 3 of this Policy and Guidance.

VULNERABILITY FACTORS

(Page 27 Safeguarding Adults, Multi-Agency Policy, Guidance and Toolkit)

There may be a number of factors which increase a person's vulnerability to abuse, neglect or exploitation. A needs assessment will provide a useful insight into a person's situation and any vulnerability factors and the support planning process is an opportunity to try and resolve these. The table below gives more information about this.

<p>Personal characteristics of a person at risk that can increase vulnerability may include:</p>	<p>Personal characteristics of a person at risk that can decrease vulnerability may include:</p>
<ul style="list-style-type: none"> • Not having mental capacity to make decisions about their own safety including fluctuating mental capacity associated with mental illness and other conditions • Communication difficulties • Physical dependency – being dependent on others for personal care and activities of daily life • Low self esteem • Experience of abuse • Childhood experience of abuse. 	<ul style="list-style-type: none"> • Having mental capacity to make decisions about their own safety • Good physical and mental health • Having no communication difficulties or if so, having the right equipment/support • No physical dependency or if needing help, able to self-direct care • Positive former life experiences • Self-confidence and high self-esteem
<p>Social/situational factors that increase the risk of abuse may include:</p>	<p>Social/situational factors that decrease the risk of abuse may include:</p>
<ul style="list-style-type: none"> • Being cared for in a care setting, that is, more or less dependent on others • Not getting the right amount or the right kind of care that they need • Isolation and social exclusion • Stigma and discrimination • Lack of access to information and support • Being the focus of anti-social behaviour. 	<ul style="list-style-type: none"> • Good family relationships • Active social life and a circle of friends • Able to participate in the wider community • Good knowledge and access to the range of community facilities • Remaining independent and active • Access to sources of relevant information

ROLES AND RESPONSIBILITIES WITHIN ST THOMAS CHURCH
(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual
page 18 - 27)

The role of the Parochial Church Council (PCC): With The Vicar, to:

- accept the prime duty of care placed upon The Vicar and PCC to ensure the well-being of adults in the church community;
- create an environment which is welcoming, respectful and safe from abuse; encourages everyone to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community; safeguards adults from actual or potential harm; and enables and encourages concerns to be raised and responded to openly and consistently;
- adopt and implement Safeguarding Adults policies and procedures, being responsive to local parish requirements;
- appoint a designated Parish Safeguarding Officer, to work with The Vicar and the PCC to implement policy and procedures;
- ensure that appropriate health and safety policies and procedures are in place;
- pay attention to hidden groups within the community, including adults with special needs, in order to ensure their full integration and protection within the church community;
- inform and work in co-operation with the Diocesan Safeguarding Department in the event of any allegations or concerns that an adult has been harmed, or is at risk of harm, or the behaviour of an adult may be causing harm;
- ensure, in co-operation with the Diocesan Safeguarding Department, that those who may pose a risk to adults are effectively managed and monitored;
- The Health and Safety officer to regularly inspect and Risk Assess the buildings,
- Provide appropriate insurance cover for all activities undertaken in the name of the parish;
- Monitor and support the work of The Vicar and Parish Safeguarding Officer in relation to safeguarding, and review the implementation of the Safeguarding Adults policies and procedures.

The role of The Vicar with the PCC, to:

- ensure that Safeguarding Adults policies and procedures are 'owned' by the parish, through the PCC;
- ensure the parish has one or more designated Safeguarding Officers, and support them???
- have an oversight of the ministries for activities with adults;
- ensure individuals, groups or organisations using church premises have seen and agree to abide by our Safeguarding policy
- ensure that all workers (unpaid and paid) are recruited safely; - reference
- promote our Safeguarding Adults policy as adopted by the parish, and make them widely available;
- ensure people know procedures, and the implications for their work;
- ensure the policy and procedures are practised, and reviewed;
- inform the Diocesan Safeguarding Department as soon as an allegation is made;
- work co-operatively with the Diocesan Safeguarding Department to follow Diocesan procedures;
- manage the consequences for the congregation after an allegation or a conviction has been made;
- contribute to the appointment of all voluntary workers and paid workers by ensuring that necessary safeguarding procedures are followed;
- compile and update annually a list of names of paid and voluntary workers;
- ensure pastoral care for all concerned is offered (victim and alleged abuser and families) either personally or delegated to others;
- ensure provision of a secure cabinet for storage of records.

The role of the Parish Safeguarding Officer In co-operation with The Vicar and the PCC, to:

- to have working knowledge of the Adults Safeguarding Policy;
- work with the incumbent and the PCC to ensure that they are adopted the policy,
- ensure that the guidelines for activities with adults who may be vulnerable are followed in all parish activities;
- to be aware of current list of names of voluntary/ paid workers with adults.
- To work with the Vicar who line manages the paid members of staff that work with Adults and also oversees the teams that volunteer with Adults.
- ensure relevant training and information on Safeguarding Adults policies and procedures is completed and implemented by all voluntary workers and paid workers;
- maintain contact with the Diocesan Safeguarding Department, to keep up-to-date of Diocesan policies and procedures, and ensure the parish is informed of changes and developments;
- attend Diocesan training in Safeguarding Adults;
- keep a log of incidents, allegations or concerns which arise; The Safeguarding Officer and the Vicar will have regular meetings to discuss the life of the church in the context of Adult Safeguarding.
- keep records safely and securely in a locked cabinet, with access restricted to the Parish Safeguarding Officer and The Vicar.

The role of the Churchwarden In co-operation with The Vicar, the PCC and the Parish Safeguarding Officer, to:

- ensure, in the period of an interregnum, that the incumbent's safeguarding roles are fulfilled, in co-operation with the PCC and Parish Safeguarding Officer in line with the Managing Safeguarding in an Interregnum document contained in the Parish Vacancy Pack;
- pay attention to the specific needs of adults who may be vulnerable when undertaking routine Health and Safety inspections and risk assessments;
- ensure that risk assessments are carried out before new activities are undertaken (regular and one-off) ensure that all parish activities are adequately insured;
- ensure that paid staff are recruited safely, receive complaints and grievances, and ensure that the parish has procedures for responding to them;

RECRUITMENT FOR TEAM WORKING WITH ADULTS

All staff appointments are managed by the HR committee of St Thomas Church and as part of this process they will carry out appropriate Safeguarding checks.

There are many volunteers that work with adults in the context of St Thomas Church and the ministries that it delivers.

Any Team working with Adults will have a clear role and job description provided by the team leader - this will highlight expectations, purpose and role specifications

Team leaders for each ministry will ensure that volunteers are aware of their role and how to safeguard themselves and adults accessing their ministry.

As a church we want to make sure that anyone working with Adults are safely recruited in line with our volunteer recruitment policy. Sometimes a team member will need a DBS check and that will be if the area they are engaging with is a church "Regulated Activity." The Safer Recruitment Policy June 2013 outlines the specifications for DBS checks before someone is involved with working with Adults.

Regulated Activity

The current Regulated Activity definition for adults was tightened by the Protection of Freedoms Act 2012. It is now defined by the role and not by the characteristics of the recipient –i.e. their type or level of vulnerability.

Within a Church setting, those undertaking Regulated Activity with adults will be limited to the small number of roles where the person concerned is involved in the relevant activities set out below.

Differing from the children's definition, there is no period condition (frequency, intensity, overnight) for these activities. If a worker is expected to do them as part of the role at any point, then the role becomes Regulated Activity. An Enhanced Criminal Record plus Barred List check must therefore be undertaken.

Apart from the work of health or social work professionals (not usually relevant for church roles) the relevant activities are as follows – and include those who supervise / are responsible for people undertaking this work directly:

- help with washing/dressing; eating/drinking; toileting;
- teaching someone to do one of these tasks.
- help with a person's cash, bills or shopping because of their age, illness or disability.
- (A good example is helping someone pay a household bill. Posting the letter for the housebound person is not Regulated Activity but taking the money from them to pay at the PO counter is Regulated Activity.)
- helping someone in the conduct of their affairs (for example, a Power of Attorney for someone who is not a relative or friend. This would be very unlikely in a church context and ministers in particular are advised never to accept Power of Attorney for a church member).
- driving someone (because of their age, illness or disability) to/from places in order to receive health, personal or social care. (Note: not as family or friend but as part of the church role.)

The procedure for appointment will be:

- Informal discussion with Team Leader
- Copy of Adults Safeguarding Policy given
- An application made to the Disclosure and Barring service (DBS) for an enhanced Disclosure*
 - Receipt of the Disclosure from the DBS - if blemished shown to Associate Minister/ Vicar/ Neal Hayes and Diocese safeguarding manager.
- Induction into their role - by specific Team Leader*

*if role requires

*Team leaders for any ministry working with Adults need to make sure that there is a job description and person specification document produced so that volunteers understand their role and expectations.

Team leaders will be encouraged that they need to attend specific adults safeguarding training at least every three years.

HOW TO RESPOND TO ALLEGATIONS OF ABUSE

All reports concerning abuse must be treated seriously. The person reporting the incident must be treated sensitively and assured that they are respected and that they are being listened to and taken seriously.

The person receiving the concern, allegation or disclosure of abuse must keep detailed records of the incident and their response. A record must be kept of all conversations – whether in person or on the telephone, any e-mails or letters must be kept. Any decisions or actions taken must be recorded with supporting reasons for the response. All records must be signed and dated.

All records, correspondence and other details relating to the allegation must be kept. Any such records may be required by the Police to be produced in evidence should the case go to court.

Allegations or reports of abuse may come from a variety of sources and thought needs to be given to how each situation will be handled.

In some cases a survivor may 'test the water' and judge on the reaction / response they receive whether to go ahead with a disclosure.

Sometimes adults will behave towards certain people in a way that raises questions / concerns.

Things such as prayer boards or prayer request boxes will also provide an opportunity for people to raise things that concern or worry them. All of these should be taken seriously and action taken to identify what is behind the behaviour.

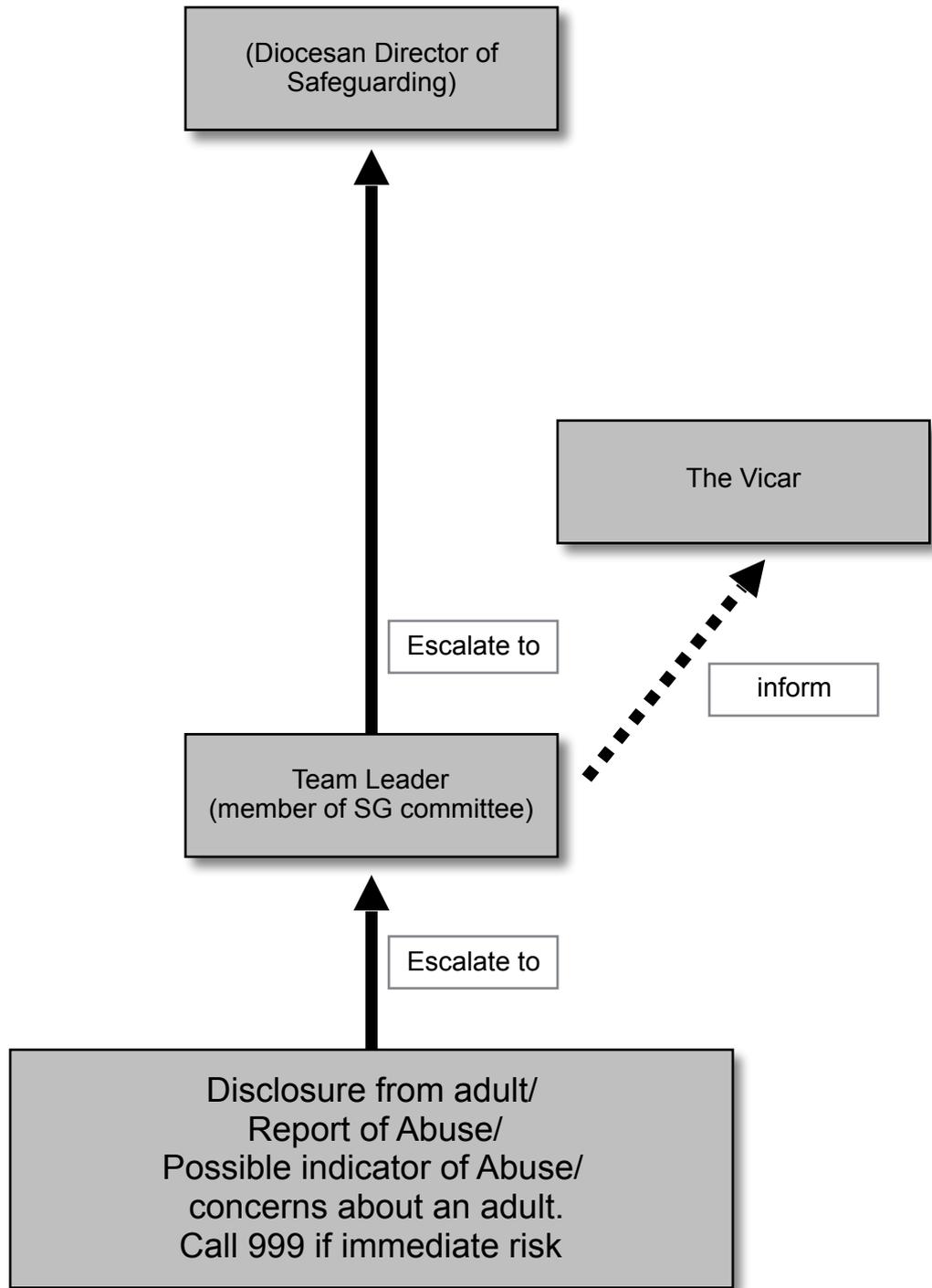
Disclosures may come by a variety of methods:

- By personal observation.
- A direct disclosure from an adult.
- From an adult about an adult at risk.
- From another adult at risk.
- From the perpetrator.

All disclosures / allegations / concerns should be reported to the Diocesan Safeguarding Advisor. The Diocesan Safeguarding Advisor will advise and institute all necessary actions and communications.

It is important that if you hear of abuse or someone discloses abuse to you then you only pass that information on to those that need to hear it - Safeguarding Officer, The Vicar and if appropriate your team leader for that ministry.

Figure 1 - Flow chart - How to respond to allegations of abuse.



BEST PRACTICE WHEN HEARING A DISCLOSURE OF ABUSE OR MISTREATMENT (Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 54 - 56)

All reports concerning abuse must be treated seriously. The person reporting the incident must be treated sensitively and assured that they are respected and that the complaint is being listened to and taken seriously.

The person receiving the concern, allegation or disclosure of abuse must keep detailed records of the incident and their response. A record must be kept of all conversations – whether in person or on the telephone, any e-mails or letters must be kept. Any decisions or actions taken must be recorded with supporting reasons for the response. All records must be signed and dated.

All records, correspondence and other details relating to the allegation must be kept. Any such records may be required by the Police to be produced in evidence should the case go to court. Allegations or reports of abuse may come from a variety of sources and thought needs to be given to how each situation will be handled.

In some cases a survivor may 'test the water' and judge on the reaction / response they receive whether to go ahead with a disclosure.

Sometimes adults will behave towards certain people in a way that raises questions / concerns. Things such as prayer boards or prayer request boxes will also provide an opportunity for people to raise things that concern or worry them. All of these should be taken seriously and action taken to identify what is behind the behaviour.

Disclosures may come by a variety of methods:

- By personal observation.
- A direct disclosure from an adult.
- From an adult about an adult at risk.
- From another adult at risk.
- From the perpetrator.

All disclosures / allegations / concerns should be reported to the Diocesan Safeguarding Advisor. (01962 737317). The Diocesan Safeguarding Advisor will advise and institute all necessary actions and communications.

See protocol for HEARING A ALLEGATION OF ABUSE OR MISTREATMENT

RECORD KEEPING

It is recognised that people may not make a formal complaint about abuse until many years after the event. It is therefore important in all circumstances where it has been considered that abuse might have taken place to make careful, factual records. It is recommended that records containing issues of child or adult abuse should be held indefinitely.

Record keeping is essential in Safeguarding. Records should be made as soon as possible after the event. These records must be kept securely and indefinitely. In many cases an allegation or subsequent action may not happen for many years.

See St Thomas Church Data Protection Policy for more information. www.sttoms.co.uk

RECEIVING A DISCLOSURE OR ALLEGATION

Many people working or volunteering for the church both clergy and lay people will visit / have contact with adults in a variety of situations. If they suspect that someone is being mistreated in any way, they should always take responsibility for doing something about their concerns. Some adults will find it difficult to disclose abuse and may need help to tell their story to someone they know and trust.

ALLEGATIONS AGAINST CLERGY AND CHURCH OFFICERS

Allegations against clergy, those holding the Bishop's Licence or commissioned, and Lay Employees (paid and volunteer) who work with adults at risk.

This procedure applies to all those who hold the Bishop of Winchester's licence or commission, and lay employees. This includes:

- All clergy – incumbents, priests-in-charge, assistant curates, non-stipendiary ordained ministers, priests with permission to officiate;
- Any licensed or commissioned lay ministers – Readers, Church Army Officers, Readers with permission to officiate;
- Lay employees - anyone, paid or unpaid, who holds an office or a position of responsibility in a parish and works with adults at risk, or has a representational ministry regarded as trustworthy and as a person of integrity, for instance a churchwarden, organist, server.

If allegations are made against any person living in the household of or closely associated with clergy or a church officer, these procedures should be used in relation to the safeguarding implications for the church officer.

If allegations are made in this diocese, but relate to church officers of another diocese, that diocese will be informed, and the two dioceses will work together in the management of the allegations.

In the event of an allegation of this kind, the Diocesan Safeguarding Adviser **MUST** be informed of the allegation **IMMEDIATELY**, and will then take responsibility for implementing the procedure, in co-operation with the parish.

MINISTERING TO KNOWN OFFENDERS

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 65)

It is possible for many congregations to have offenders amongst their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. The Church's duty to minister to all imposes a particular responsibility to such people. This must not, however, compromise the safety of adults.

When it is known that a member of the congregation has been accused or convicted of abusing adults the Diocesan Safeguarding Adviser must be consulted by the Safeguarding advisor/ Vicar, so that a safe course of action can be agreed. Because of the compulsive nature of sexual abuse a written Agreement will be entered into with the offender.

Where an offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with adults at risk the chances of re-offending are reduced and the Church has thus an important role in preventing abuse.

See protocol for Ministering to known offenders p. 33

LONE WORKING

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 67)

Lone working includes any work activity undertaken in isolation from other workers. Home working, work travel and working at remote locations, such as home visits, could all constitute lone working.

See protocol for Lone Working p. p. 36

WHISTLE BLOWING

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 77)

To fulfil their commitment to safeguard and promote the welfare of all adults, organisations are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of all adults to be addressed.

See protocol for Whistle blowing p. 34

WORKING WITH PEOPLE WHO SUFFER FROM DEMENTIA

St Thomas Church is committed to becoming a Dementia friendly church.

See protocol for working with people who suffer from Dementia p. 35

Protocols.

- 1. Guidelines for hearing allegations of abuse or mistreatment**
- 2. Safe guidelines for Pastoral relationships and conduct**
- 3. Safe guidelines for interviews and conversations in a ministry context**
- 4. Safe guidelines for record keeping and privacy**
- 5. Safe guidelines for safer working with colleagues**
- 6. Awareness of Sexual Conduct**
- 7. Guidelines for maintaining financial Integrity**
- 8. Guidelines for how to avoid abuse in the church**
- 9. Responding to disclosures by those who have experience misuses of power, abuse or harassment**
- 10. Disclosures of historic abuse**
- 11. Allegations against church workers**
- 12. Ministering to known offenders**
- 13. Whistle Blowing**
- 14. Working with People who suffer from Dementia**
- 15. Lone Worker Policy**

***these are adapted from from the Winchester Diocese Safeguarding Adults Guidance Manual**

1. HEARING A ALLEGATION OF ABUSE OR MISTREATMENT

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 57 & 58)

All disclosures must be taken seriously. It is of vital importance that if an adult discloses experience of abuse or mistreatment, you should listen carefully to the adult disclosing:

- take him or her seriously;
- don't judge;
- listen carefully to what they are telling you, stay calm, try to get a better picture of what happened, but avoid asking too many questions;
- if you have to question ask open, non-leading questions;
- don't promise to keep it secret;
- tell him or her, if you can, what you will do next;
- check you have got their details;
- carefully record the conversation as soon as possible and keep the record in a secure place;
- reassure them that they will be involved in decisions about what will happen;
- if they have specific communication needs, provide support and information in a way that is most appropriate for them;
- do not confront the person alleged to have caused the harm as this could place you at risk, or provide an opportunity to destroy evidence, or intimidate the person alleged to have been harmed or witnesses.

When someone discloses to you, remember you are not investigating and it must be dealt with in accordance with the flow chart

Do:

- Tell the person that:
- they did a good/right thing in telling you;
- you are treating the information seriously;
- it was not their fault.
- stay calm and try not to show shock;
- listen very carefully;
- be sympathetic;
- be aware of the possibility that medical evidence might be needed.

If the adult experiences communication difficulties it would be appropriate to have an independent interpreter present. Careful listening is most important, without asking 'leading' questions or 'closed' questions that may confuse the story. If someone discloses abuse it is important to receive the information without making a judgement or making a comment that may lead the individual to believe his or her word is doubted.

A referral to the local authority Adult Services is necessary. Under no circumstances should anything be done that might be construed as an investigation of the allegation, as action of this nature may contaminate evidence should a formal investigation by either the police or local authority be instigated.

Many people at risk rely on their carers for support, shelter and care and therefore the reporting of mistreatment needs to be undertaken with sensitivity and planned to ensure that the adult is fully supported and all necessary care is in place.

2. SAFER GUIDELINES FOR PASTORAL RELATIONSHOPS AND CONDUCT

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 45 & 46)

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.

- Team should exercise particular care when ministering to persons with whom they have a close personal friendship or family relationship.
- Team should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Team who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Team 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 abuse, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Team should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Team 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 recognise 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.

3. SAFE GUIDELINES FOR INTERVIEWS AND CONVERSATIONS IN A MINISTRY CONTEXT

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 46)

Formal interviews and informal conversations in a ministry context are pastoral encounters. Church workers should be aware of their language, body language, and behaviour. For example, innuendoes 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, seating decisions, and lighting, 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, who sits nearest door or exit routes, 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;
- 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; setting clear boundaries at the start is wise and fairest to all concerned;
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted; greeting or parting with a hug / kiss; etc.

4. SAFE GUIDELINES FOR RECORD KEEPING AND PRIVACY

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 46 & 47)

Any record kept will be kept in line with the Data Protection Policy of St Thomas Church. Which can be viewed on line at www.sttoms.co.uk

- Church workers should keep a daily record of pastoral encounters to include date, time, place, subject and actions to be taken. The content of any encounter should only be recorded with the person's consent unless it is a matter of child protection or might be a record of suspicion of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation and best practise guidelines.

5. SAFE GUIDELINES FOR WORKING WITH COLLEAGUES

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 47)

There is a staff handbook that should be referred to by any employee of St Thomas' Church and there is also a HR committee that any employee can refer to if necessary.

- The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues.
- 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 should 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 adults at risk 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.
- 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.
- Modelling and demonstrating appropriate practise in our relationships with other workers can also be a factor in assisting everyone in identifying where different standards may be applied to them and identifying or recognising inappropriate behaviour or abuse. Equally, inappropriate practise with co workers can provide a 'smoke screen' for an abuser to hide behind.
- It is recognised that abusers groom not only the victim but also a range of other people. Care should be taken to ensure behaviour does not cover / conceal this.

6. AWARENESS OF SEXUAL CONDUCT

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 47 & 48)

The sexual conduct of church workers may have an impact on their ministry within the Church. 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.
- Church workers 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 talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes.
- Church workers should follow the Church's discipline on sexual matters.
- Church workers must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative
- images of adults.
- Church workers should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

7. GUIDELINES FOR MAINTAINING FINANCIAL INTEGRITY

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 48)

- 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 that responsibility to anyone else.
- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances.
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from adults at risk, e.g. the recently bereaved
- The Church should have a policy regarding gifts – both personal and to the Church.

8. GUIDELINES FOR HOW TO PREVENT ABUSE IN THE CHURCH

(Copied from the Winchester Diocese Safeguarding Adults Guidance Manual page 43 - 44)

Prevention is best achieved by creating a culture of Safeguarding and ensuring people are vigilant and understand that Safeguarding is everyone's responsibility. This will include both the careful training of workers and the provision of supervision or mentoring for all those working with adults at risk. Church workers need to understand that they hold a position of power and influence even if they do not feel that is the case.

Prevention can be particularly difficult with adults at risk, because of the range of people who are in contact with them and the variety of ways in which churches and others try to be of help or befriend people who otherwise would be isolated. The desire to provide a safe environment should not get in the way of allowing people to develop their own friendships and contacts – some of which may be felt to be risky. If people are working together in groups this can be one way in which harmful behaviours can be prevented.

This is not, however, always the case and there have been many instances of a culture of abusive behaviour or attitudes developing in organisations or amongst groups of workers. Risks are increased when people have individual contact with adults at risk and are not supervised and accountable.

9. RESPONDING TO DISCLOSURES BY THOSE WHO HAVE EXPERIENCED MISUSE OF POWER, ABUSE OR HARASSMENT

(Copied from the Winchester Diocese Safeguarding Adults Guidance Manual page 49 - 50)

After experiencing abuse, at some time during the healing process many people will want to consider further action beyond personal acceptance of what has happened.

Such action may involve deciding to tell a trusted friend, partner, parent or perhaps a member of the clergy. However, some people have been further hurt when the friend, relative or church worker has not been able to cope with the disclosure and has responded inappropriately.

Seeking some kind of therapeutic help may be an option, but within such help or discussions with friends, consideration should be given to what else needs to be done.

Abuse, which thrives on secrecy, loses some of its power to harm when this secrecy is broken. Nevertheless, whom to tell, when, and for what purpose needs careful thought. Being able to talk to a close friend or relative, who is able to hear, support and care, is for many people the most useful help in healing. For some this trusted relationship is with a counsellor, clergy person or other professional.

One of the consequences of speaking to others about the abuse is that they may have a responsibility to act. A family member may need to be sure that others in the family are safe. A friend may be aware that the abuser is involved with children or adults at risk and be concerned for them. Organisations that work with children or adults will have policies with procedures that must be followed if someone in the organisation becomes aware of allegations of abuse.

At some point in the personal healing journey many survivors consider what they should do about the abuser. Some may wish to confront the abuser either personally or by letter, for others this is impossible, but they still may wish to ensure that the abuser is not in a position to harm others. For some it will be important that the person is brought to account for their actions through the criminal justice system, and if a criminal act has been committed this may be a necessary action that the church must take in order to protect others. Following an investigation, the alleged abuser may be charged and taken to court. It takes a lot of courage to give evidence in court and to accept the decision of the jury. Nevertheless many people feel relieved whatever the outcome that they have done their best and spoken out in public.

If the alleged abuse has taken place within the church the survivor may wish to make this known to someone in authority and this should be facilitated even in cases where a formal complaint is not made. If a formal complaint is made written statements will be required. If the case comes to a tribunal evidence may need to be given in person. It is important that the survivor is supported throughout this process: deciding what to do, making the formal complaint and giving evidence if necessary.

All concerns about or disclosures of abuse or mistreatment must be referred to the Diocesan Safeguarding Adviser to discuss and agree action.

If any disclosure relates to the abuse of a child it must be reported to the Diocesan Safeguarding Adviser immediately, regardless of when the abuse happened.

10. DISCLOSURES OF HISTORIC ABUSE

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 59)

In the course of their work ministers and those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children or younger adults.

The wishes of an adult disclosing abuse are very important. For some adults, just being able to talk to a trusted person about their experiences can be in itself healing, and the pastoral care of the person who has been abused should be a priority.

All such situations must be reported to the Diocesan Safeguarding Adviser. It is likely a referral will be made to the Police – if only for intelligence purposes.

11. ALLEGATIONS AGAINST CHURCH WORKERS

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 58 & 59)

Church workers themselves may be suspected or accused of mistreatment. Workers may not be following a code of conduct for church workers, an example of which is included. If the abuse of an adult at risk appears to be a criminal offence the police must be informed and a referral must be made to Adult Services. The Diocesan Safeguarding Advisor should be consulted in the first instance.

Consideration should be given to whether the worker should be suspended during any investigation – BUT no action must be taken without consultation with Police or any statutory agency involved.

With less serious matters such as inappropriate behaviour or attitude not amounting to abuse, the worker's immediate superior should approach the worker and discuss the concern with them with the aim of identifying ways of improving the situation. The worker should be informed that disciplinary proceedings might be brought if there is no improvement. People suffering from mistreatment may wish to make a complaint. Dioceses should have procedures in place to allow complaints to be made.

Advice should always be taken from the Diocesan Safeguarding Adviser prior to decisions / actions being taken.

12. MINISTERING TO KNOWN OFFENDERS

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 65 & 66)

- The allocated person responsible will have a frank discussion should be held with the offender, explaining that a small group from the congregation need to know the facts in order to create a safe place for him or her. If possible the membership of the group should be agreed with the offender. Those needing to know are likely to include the clergy, churchwardens, Parish Safeguarding Officer and any befriending volunteers. Anybody coordinating activities for adults at risk will need to be informed so that they do not inadvertently ask the person to volunteer.
- It must be made clear that no one else should be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained.
- The group should offer support and friendship as well as supervision. They should endeavour to keep open channels of communication.
- It will be necessary to establish clear boundaries for both the safeguarding of adults and to lessen the possibility of the adult being wrongly accused of abuse.

Details of contracting the agreement

An agreement determined by the Diocese and the Police will include:

- attending designated meetings only;
- sitting apart from adults at risk or specifically identified people / groups;
- staying away from areas of the building where vulnerable groups meet;
- attending a house group where there are no adults at risk;
- declining hospitality where there are adults at risk;
- never being alone with adults at risk;
- never working with adults at risk;
- the offender should sign the agreement;
- enforce the agreement – do not allow manipulation;
- provide close support and pastoral care;
- review the Agreement at regular intervals;

In some cases offences only come to light after many years. In such situations great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to adults.

13. WHISTLE BLOWING

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 77 & 78)

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalised as a result of publicly disclosing certain serious concerns. Whilst the Act does not provide the same protection for volunteers, churches should adopt the same approach in their protection. Members of a congregation should be reminded that Safeguarding is everyone's responsibility and be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent, churchwarden, Parish Safeguarding Officer.

It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however natural, must never result in anyone continuing to be unnecessarily at risk.

Reasons for whistle-blowing:

- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated oneself.

What stops people from whistle-blowing:

- Starting a chain of events which spirals out of control.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers or reputations.
- Fear of not being believed.
- Fear of consequences for themselves.

How to raise a concern:

- Concerns, suspicions or uneasiness about the practice or behaviour of an individual should be raised with an appropriate person as soon as possible.
- The person raising the concern should be specific about what practice is concerning, what has been heard or what has been observed.
- Inform an appropriate member of the PCC.
- The concerns should be put in writing, outlining the background and history, and
- Provide as many facts as possible; do not rely on rumour or opinion.

14. WORKING WITH PEOPLE WHO SUFFER FROM DEMENTIA

(Copied and edited from the Winchester Diocese Safeguarding Adults Guidance Manual page 81 & 82)

People with dementia are individuals and must be met as such. Every person will be different. However, here are some helpful points to remember: -

- Identify yourself on every visit "I'm..." (wear a name badge) calling the person by name.
- Use language, which is familiar to the person.
- Use short, familiar words and speak clearly. Address the person face-on and speak slowly but confidently. Never rush your conversation and minimise distractions around you.
- Give only one direction or ask one question at a time. Questions that can be answered by 'yes', 'no', or a gesture are helpful.
- Wait for a reply, if no response repeat the question exactly. Don't be concerned if you get no response. Periods of silence and waiting are all part of the communication process.
- Listen and be concerned for the person's feelings, mood and concern. If you don't understand the person's response then say so sensitively. Give reassurance or affirmation where needed.
- Repeat the last words to help the person continue their thoughts.
- Respond to the message being given, not the words being used. This will help you grasp the essence of the 'feeling or emotion' being shared, rather than deciphering word structure.
- Be at the same level as the person giving eye contact (kneeling beside the person is better than stooping); use gestures and be aware of sensory deficits, e.g. hearing and vision.
- Move slowly and gently. Avoid sudden moves that may alarm the individual. Watch for signs of restlessness, anxiety and frustration. Respect the person's right to have space and movement.
- Use objects to get your message across and make good use of non-verbal gestures. The use of body language is also important and should be used appropriately. Assume the person can understand and give them respect.

Barriers to communication from those who minister to people living with dementia

- Rushing your visits and your services.
- Not affirming and encouraging.
- Using long complicated expressions and sentences.
- Not using names when addressing a person.
- Not valuing the person's feelings and emotions.
- Forgetting that the person's faith and spirituality is real.
- Assuming a person will not understand.
- Not using appropriate gestures when needed.
- Not being sensitive to the other's body language and expression.
- Avoiding eye contact, distancing oneself in conversation and 'standing over' when in conversation.
- Using inappropriate verbal and body language.
- Not using silences effectively and allowing time to respond.
- Jumping to conclusions about what is said and meant.
- Using a tone of voice which is inappropriate.
- Not respecting the right to be listened to.

15. LONE WORKER POLICY

The Parochial Church Council of St Tom's Church is very aware that there are possible dangers for someone working alone in church or in the community so have put together this document to give guidance to people who may be in a situation of having to work alone. This policy is for both waged and voluntary workers and applies to both equally. The policy is laid out in bullet points as guidance.

This guidance is not intended for those who are alone for short periods when opening the premises in preparation for the anticipated attendance of others – e.g. for services.

- When working in the church please ensure you know where all exits are situated.
- If you are in a position of working in church, or on the grounds by yourself then you must ensure that someone knows what you are doing and for how long. This person would be most likely someone in your family but if this were not the case it could be a friend or someone from the staff / volunteer team. You would need to ensure that the person you have informed knows you have left the premises so that concerns for your wellbeing do not arise.
- If you plan to work for an extended period (e.g. beyond half a day), you should arrange to make calls at intervals
- Whilst working alone in the building keep all external doors locked for security and safety reasons.
- When working alone in the Church Extension, ensure that the connecting door to the Church building is locked to prevent access from an open Church.
- Be aware of and work within the guidelines of the church Health and Safety Policy.
- Employees and voluntary workers must not operate machinery that they are not trained and authorised to use
- Ladders may only be used for work of short duration provided they can be safely secured (including use of ladder ties) and a person is not alone.
- When you have finished please ensure that all lights are switched off and doors closed or locked as appropriate.
- On Home visits all staff and volunteers should leave written details of where they are going and a guide to when they are expected home or their estimated time of arrival back at base.

Glossary

The Local Safeguarding Adults Boards covering Hampshire and the Isle of Wight (including Portsmouth and Southampton) to meet the requirements of the Care Act 2014 and the Department of Health Statutory Guidance published in October 2014 = (4LSAB)