

Safeguarding Vulnerable Adults Policy

For further information refer to The Birmingham Safeguarding Vulnerable Adults Board and Birmingham Diocese

The Parochial Church Council of All Saints Kings Heath agreed to adopt the House of Bishop's safeguarding policy, Promoting a Safer Church , and all of the accompanying safeguarding practice guidance and The Church of England – Birmingham's procedures for their implementation on 20th September 2016

This policy applies to paid employees and volunteers equally

The following policy and procedures are in line with the Care Act 2014.

We recognise that vulnerable adults as described in the act are those entitled, under law, to safeguarding support from the local safeguarding board We also recognise that there may be other adults who because of their situation may be vulnerable either permanently or for a period of time. We will strive to support them in the best ways we can

Policy statements

All Saints PCC, All Saints Community Development Company and All Saints Community Projects, All Saints Catering, The Robin Centre (All Saints) recognise vulnerable adults can be at risk of mistreatment and abuse in the provision of the church and organisations, in their home or in the community.

We recognise that we need to ensure that vulnerable adults are safe when they are participating in any group or activity (including church services) in the church or All Saints organisations.

We recognise that the abuse of vulnerable adults constitutes an infringement of rights and in many cases may be a criminal offence and that we have a responsibility to work in partnership, especially with adult services, to protect vulnerable adults.

All Saints acknowledges that sexual abuse takes place and can have negative and life-long effects on those abused.

As a church and All Saints organizations, we have responsibility to make known that listening support for an individual is available and to report and refer as appropriate to statutory bodies.

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We recognise that for adults vulnerability is not an absolute. All adults will experience greater or lesser degrees of vulnerability at different times in their lives. It should not be assumed that impairment in abilities in one area of life implies impairment in all areas.

We understand that adults may choose not to report instances of abuse towards themselves and in certain circumstances, they will have the right to refuse to allow others to do so.

We will actively work together across the church and All Saints organisations in a cooperative way.

We will actively promote the empowerment and well being of vulnerable adults through the services and activities we provide

We will act in a way that supports the rights of individuals to lead an independent life based on self determination and personal choice

We will recognise the right to self determination can involve risk and ensure such risk is recognised and understood by all concerned and minimised wherever possible.

We will ensure that vulnerable adults are given the right to confidentiality and to make their own decisions.

We recognise that some people may be unable to protect themselves without the intervention of others but always to do this in a way that takes the person's wishes into consideration, with respect and strict confidentiality

We will ensure that vulnerable adults receive appropriate advice and help, including advice, protection and support when at risk or having experienced abuse.

We will ensure the safety of vulnerable adults by ensuring we have policies and strategies within All Saints to ensure their safety when on our premises, using our services or attending our activities

We understand The Care Act recognises that local authorities cannot safeguard individuals on their own; it can only be achieved by working together with the Police, NHS and other key organisations as well as awareness of the wider public and will work cooperatively with other services, including sharing of information

Fears of sharing information must not stand in the way of protecting adults at risk of abuse or neglect.

We will seek advice from the Diocese Safeguarding Adults Adviser

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We will ensure that all staff and volunteers working with vulnerable adults will be recruited and selected in an appropriate way including enhanced DBS checks (see Getting a DBS check)

We will ensure that staff and volunteers receive a copy of this policy and other relevant information and appropriate training.

We will have a safeguarding group that reviews the safeguarding practices annually, in consultation with those who work with children and young people in church and All Saints organisations and with an external consultant if deemed necessary, in conjunction with a policy review group

We will ensure we work under any legislation and statutory requirements. It is every adult's right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity.

The policy and procedures are applicable to all whether living in a domestic setting, care home establishment, social services or health setting, or any community setting.

We will endeavour to provide appropriate support for adults who have short term or long term vulnerability due to who they are or their situation according to their need and our resources.

We will endeavour to work in a creative and flexible way to achieve this

The statutory guidance to the Care Act 2014 enshrines the six principles of safeguarding as:

1. empowerment - presumption of person led decisions and informed consent
2. prevention - it better to is take action before harm occurs
3. proportionality - proportionate and least intrusive response appropriate to the risk presented
4. protection - support and representation for those in greatest need
5. partnerships - local solutions through services working with their communities
6. accountability - accountability and transparency in delivering safeguarding.

Procedures

It is the responsibility of managers/leaders, organisations, the PCC and boards to ensure that they are compliant with the safeguarding processes and practises and to inform the SVAC if there are any relevant changes or difficulties.

The interests and wishes of any victim of abuse are central to the application of the following procedures. However it is recognised that within the current legal framework there will be occasions when vulnerable adults may remain at risk.

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In these difficult circumstances staff and volunteers should be assured that they will receive support in handling cases of vulnerable adults remaining in high risk situations, provided it is evident that the procedures have been followed.

Safeguarding Group

A safeguarding group will be formed comprised of the Incumbent (chair), safeguarding and child protection coordinator, the safeguarding vulnerable adults coordinator, the chair of each All Saints organisation and the PCC, the manager/leader of any services delivered, one church warden, the chairs of any committees whose work is with children, young people or vulnerable adults and the chair of the pastoral team. This group will work in conjunction with a policy review group.

Safeguarding vulnerable adults coordinator (SVAC)

All Saints will appoint a Safeguarding Vulnerable Adults coordinator (SVAC) to support the safeguarding of vulnerable adults who use our services or attend our activities. The SVAC will be selected and appointed by the Organisations and the PCC. S/he will be required to have an interview, reference(s), a DBS check and sign the declaration before appointment. S/he will work to a job description as agreed by The Organisations and PCC and will be supervised by the Incumbent.

The role of the Safeguarding Vulnerable Adults Coordinator (SVAC):

- To work in partnership with the Safeguarding and Child Protection Coordinator and the Incumbent and the DSL for each organisation of All Saints
- To assist in the process of DBS checks
- To update and review the policy
- To ensure all those working with vulnerable adults, either through activities or targeted work, have the policy and understand it
- To assist managers/leaders with the recruitment of staff and volunteers
- To promote safeguarding throughout All Saints
- To inform the Boards of new, relevant legislation
- To support workers and volunteers when they have to deal with allegations, disclosure or concerns and to make reports/referrals if necessary
- To seek advice from Adult Services and the police and the Diocese and pass this on appropriately
- For PCC activities report all concerns and allegations of abuse to the Bishop's Safeguarding Adviser
- To keep all records

The diocese requires all parishes to have a Identity Verifier to check the ID for DBS checks. This person will be appointed by the PCC. For job description see Diocese guidelines

DSL (Designated Safeguarding Lead)

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Each organisation of All Saints will appoint a DSL to ensure that safeguarding policies are carried out in that organisation. They will deal with any safeguarding issues or incidents but will report these directly at the time to the SVAC and give a written report that is kept by the S. They should go to the SVAC for support and advice and the SVAC should intervene if procedures aren't being followed. The DSL should maintain confidentiality.

The SVAC will be the DSL for the PCC.

Each Board of the All Saints organisations will notify the SVAC of their DSL with contact details

Vulnerable adults (as described by the Care Act) are:

Adults with care and support needs

This describes adults aged 18 or over who need extra help to manage their lives and be independent. This may include:

- people with a learning disability or physical disability;
- people with mental health needs;
- people with sensory needs;
- people with cognitive needs, e.g. acquired brain injury;
- people who are experiencing short or long term illness. (including HIV)

There may be people who are vulnerable outside this list for example:

- bereaved
- survivors of sexual abuse
- with drug or alcohol dependency
- refugees or asylum seekers

Or may be in situations that make them vulnerable for example:

- domestic violence
- homeless
- unemployed
- lonely and isolated

However, it is important to note that inclusion in one of the above groups does not necessarily mean that a person is implicitly unable to protect themselves from abuse or neglect.

Sometimes a person might choose to live in a situation that we think is dangerous or unsuitable. Although we may not personally agree with their lifestyle, they do not necessarily need our help to protect them from harm. Safeguarding means balancing people's rights to freedom of choice with the risk they are facing. Sometimes situations can make people vulnerable

For those not included in the Care Act definition any intervention or proposed intervention would not include the Safeguarding Board, although advice could be sought. See section on Dealing with Abuse

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Vulnerable adults have the right:

- To be left alone or undisturbed and free from intrusion or public attention to their affairs
- To move freely around the community without fear of violence or harassment
- To be empowered through appropriate social and sex education and counselling to make choices about their sexuality and sexual options
- To engage in sexual activities and relationships that are wanted and understood without being exposed to exploitation or sexual violence
- To live safely in a homelike atmosphere without fear of domestic violence from their caregivers or fellow service users
- To be given appropriate information about keeping themselves safe and exercising these rights
- To have their money, goods and possessions treated with respect
- To be given the same respect and support as any other adult regardless of their age, sex, religion, sexual orientation or cultural background, when making a complaint or seeking help as a consequence of abuse
- To have a faith and worship within that faith.

As well as the above with All Saints vulnerable adults will have the right:

- To be treated equally alongside other adults
- Be welcomed and included in church activities
- Be communicated with in relevant and appropriate ways
- Be consulted around services and specific activities provided for them
- To a safe team of staff and volunteers within any specific services or activities.
- To services and activities that are safe and appropriate for the service users.
- To have their specific needs recognised and responded to appropriately.
- To privacy

Recruitment of staff and volunteers

See our Recruitment and Selection Policy for full details of how to recruit paid staff safely and our Volunteers policy for recruiting volunteers

The persons responsible for leading groups/activities in the church will be appointed by the PCC. The managers in the All Saints organisations will be appointed by the boards.

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The person responsible for the service or activities within All Saints organisations where vulnerable adults may be present will ensure that all staff and volunteers working within All Saints organisations should have a DBS check where the role is eligible. The check is carried out by the SVAC and the ID verifier through the Diocese of Birmingham and Thirty one eight:

The person responsible for the service or activity should:

- Ensure the worker/volunteer fills in an application form/volunteer form. This should include self disclosure of any criminal charges, where the role is eligible for a DBS check
- Apply to the Safeguarding Admin for a check to be carried out
- Send two references to check their suitability, followed up by the person in charge of the group and given to the SVAC

Any adverts for job positions should state that a DBS check will be asked for, where the role is eligible

The worker/volunteer will

- Have an interview with the SVAC that explains the safeguarding implications of their role and ensures their suitability for the job or role.
- Fill in the Diocese self disclosure form at this interview, where the role is eligible for a DBS check. If something is revealed on the self-disclosure form then advice will be taken from the diocese
- Have an enhanced DBS disclosure (see Making a DBS check), where the role is eligible. Where a DBS check discloses information, a risk assessment will be required to assess suitability for the role. This is done in conjunction with the diocese. This will involve an ID check with the ID verifier.
- Have a job or task description, with safeguarding responsibilities made clear.
- Have a named manager
- Have a probationary period of 3 months that is monitored by their manager
- Receive an induction that includes this policy and an explanation of it.
- Receive appropriate training into aspects of this policy.

All records around DBS will be kept by the SVAC coordinator, will be kept confidential and must be kept indefinitely and in safe place

All staff and volunteer records will be kept by the manager/ leader

Under 18's, if their role is eligible for a check, they will follow the same process but with parent/guardian present if applicable

Church wardens, church officers, directors, trustees and board members when their All Saints organisations are managing activities for children, young people or vulnerable adults will follow the DBD check procedures.

DBS checks will be renewed every 3 years. It is the manager/leaders responsibility to ensure renewals of DBS checks are done by following the same procedures. References are not needed for renewals

All Saints is committed to the fair and sensitive use of disclosure inform and where an applicant feels that this has not happened an appeal process will be available, details of which will be obtained, if necessary, by the SVAC from Diocesan office

Once the DBS process has been started workers and volunteers can work under supervision, unless there are reasons where this is not applicable.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), *All Saints* complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly

- *All Saints* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- *All Saints* can only ask an individual to provide details of convictions and cautions that *we* are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- *All Saints* can only ask an individual about convictions and cautions that are not protected

All Saints is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. See Equal Opportunity and Diversity policy

All Saints has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process See Recruitment and Selection policy

- *All Saints* actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records see Equal Opportunity and Diversity policy
 - *All Saints* select all candidates for interview based on their skills, qualifications and experience see Recruitment and Selection policy
 - an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and
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relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- *All Saints* ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- *All Saints* also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, *we will* ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- *All Saints* makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request
- *All Saints* undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Disclosure and Barring Service Sample Policy on the Recruitment of Ex-offenders available at

<https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>

For further information see ‘Selection and recruitment policy’ and ‘Volunteers policy’

Prevention and safety

The advances in personalisation of social care go hand-in-hand with the Act’s new approach to safeguarding; empowering people to speak out, make informed choices, with support where necessary, and encouraging communities to look out for one another. The two concepts are also inseparable from quality of life and dignity - overprotective approaches can in themselves put adults at risk of harm. There must be an emphasis on sensible risk appraisal, not risk avoidance, which takes into account individuals' preferences, histories, circumstances and life-styles to achieve a proportionate tolerance of acceptable risks.

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We aim to ensure that each adult at risk maintains:

- choice and control (including the use of services of an advocate)
- safety
- health
- quality of life
- dignity and respect.

We will respond sensitively to the needs and rights of the individual including his/her racial and cultural background, gender, religious beliefs, sexual orientation, age, physical and sensory ability, emotional distress and learning ability. The Act expects staff and volunteers to be flexible in their approach, focus on what the adult wants, even where individuals change their mind on what outcomes they want through the course of the intervention. The Care Act also recognises the key role of carers in relation to safeguarding. For example a carer may witness or report abuse or neglect; experience intentional or unintentional harm from the adult they are trying to support or a carer may (unintentionally or intentionally) harm or neglect the adult they support. It is important to view the situation holistically and look at the safety and well-being of both. The Act makes it clear throughout the need for preventing abuse and neglect wherever possible. Observant staff/ volunteers making early, positive interventions with individuals and families can make a huge difference to their lives, preventing the deterioration of a situation or breakdown of a support network. (See Intervention)

We need to be aware of the circumstances of vulnerable people who use our services and activities both when with us and when at home or in the community We should work in a creative and flexible way according to need.

Services and activities targeted at vulnerable adults

All activities or services that are targeted at vulnerable adults will have written statements of intent and codes of conduct for the staff and volunteers and Creating a Safe Environment guidelines for working practices. These will include guidelines for home visits. They should list all vulnerable adults that use the services or take part in the activities. This should include names and addresses and carer details, as . They will also have written details of the services, activities and support available (this should also be produced in other appropriate forms for those who cannot access written material). They should also have a written complaints procedure that is openly displayed. **See User Complaint Policy**

Services and activities that may include vulnerable adults

All other services or activities that may include vulnerable adults should consider how they are going to ensure their safety and participation (this includes participation in church services) and the support they can offer..

All groups should list all vulnerable adults that use the services or take part in the activities. This should include names and addresses and carer details, as

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appropriate. It should also include the reason for the vulnerability. It will include guidelines for home visiting

Building and campus

It is the responsibility of All Saints Community Development Company to ensure the building and campus will be well maintained with accessibility for those with accessibility needs. It will be clearly signposted and when appropriate have information in different formats. A disability audit should take place on a regular basis. Managers/leaders are responsible for the safety of the spaces they operate in.

Training

All worker and volunteers will have the opportunity for appropriate on-going training to support this work. Everyone should have basic training in a Church context as soon as possible after they start working or volunteering. This training should be refreshed every 3 years. This training can be accessed through the Diocesan or on site as applicable to the role. This is to include special training for under 18's. Managers/leaders are responsible for ensuring this training takes place, staff/volunteers attend and recorded on the database kept by the SVAC. Extra or specialist training can be organised by the managers/leader and/or the SVAC

We will have the following in place:

Codes of conduct and Creating a Safe Environment guidelines for staff and volunteers

Policies

Recruitment and selection policy

Good team work including regular team meetings

Support and supervision for staff and volunteers

Listening and caring staff

Training

Good links with outside agencies and support services

Resources

Signposting information and contacts

Support for carers

Guidelines for home visits

Types of abuse see appendix 1

Dealing with abuse

An adult at risk may be abused by a wide range of people including family members, relatives, professional staff, paid care workers, volunteers, other service users, neighbours, friends, associates and people who deliberately exploit vulnerable people and strangers.

There is often particular concern if abuse is perpetrated by someone in a position of power or authority, who uses his or her position to the detriment of the health, safety, welfare and general well-being of a vulnerable person.

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If any member of staff or volunteer has concerns that a vulnerable adults being abused or the vulnerable adult tells them that they have been abused then they should talk to the vulnerable adult about their concerns and inform them that they need to share their concerns with manager/leader and/or the DSL. (If the concern is an allegation against someone working/volunteering for All Saints then see Dealing with allegations).

They should record this conversation and take the concern to the manager/leader, with the vulnerable adult if they wish to be present. The person manager/leader or DSL will also inform the SVAC if the vulnerable adult gives permission. If the manager/leader is a volunteer they should inform the Incumbent. Advice should be sought from the SVAC and the Diocese advisor for vulnerable adults. This can be done without names being mentioned

The vulnerable adult should be offered support and advice about dealing with the abuse which may include talking to the police. Staff/volunteers should not talk to the alleged abuser.

If the adult concerned does not wish to take the matter further then the members of staff or volunteers and manager/leader should encourage the vulnerable adult to allow them to inform any of the following: the Incumbent, the SVAC or someone they suggest reassuring them it will go no further without their permission. An assessment around the risk to the adult will be carried out by one of these and future actions including whether it is such that they need to report this against their wishes.(See Intervention) This should be recorded. The vulnerable adult should be informed of any actions that are decided and kept informed of any developments. Advice should be sought at all stages.

Reporting may include telling the appropriate person in Adult Services, the police or the parent/carer. Adult services will not be informed if the vulnerable adult doesn't wish it

If the decision is made not to report on then the situation should be monitored and further risk assessments done if further information comes to light or the situation changes. All this should be done with regard to the vulnerable adult's rights to confidentiality

The SVAC should be kept informed at every stage

Advice should be sought from Adult Services and the Diocese Safeguarding Adults Adviser

All concerns, whether to be reported or not, should be shared with the manager/leader. It is important to pick up on any issues and follow this through, if in doubt discuss with a senior team member. Remember to keep good records.

Fears of sharing information must not stand in the way of protecting adults at risk of abuse or neglect.

Adult service may not become involved if the adult is not considered to be vulnerable under the act. However this doesn't mean that these adults can't be supported. This could be through the involvement of the police, the ministry team, the pastoral team or any other support networks available. This support should only take place with the agreement and permission of the adult involved.

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Intervention for prevention and protection

All intervention should be at the minimum level required to provide the necessary support and should be aimed at allowing the person to achieve their highest level of independence.

We aim to ensure that:

- the needs and interests of adults at risk are always respected and upheld
- the human rights of adults at risk are respected and upheld
- a proportionate, timely, professional and ethical response is made to any adult at risk who may be experiencing abuse
- all decisions and actions are taken in line with the Mental Capacity Act (MCA) 2005, which is designed to protect people who can't make decisions for themselves or lack the mental capacity to do so. This could be due to a mental health condition, a severe learning disability, a brain injury, a stroke or unconsciousness due to a sudden accident.

Adults at risk should be encouraged to make their own decisions about their lives and should be made aware of any choices and options available to them, to help them make decisions.

All intervention will be based on the concept of empowerment and participation of the at risk individual. Practice will reflect the values of privacy, dignity, choice, independence, rights and fulfilment.

Where intervention is necessary to reduce risk and is acceptable to the individual, action should be pursued which, whilst reducing the risk, causes the least disruption to the individual's life.

Where risk has been identified, when an individual is able to make an informed decision regarding their personal circumstances, and does not wish to accept the intervention of the Statutory Authorities, then their wishes must be respected. However there may be occasions where public issues may override this.

If an adult at risk is unable to make an informed choice and in situations where there is a risk to his or her personal and physical safety, or that of others, or where statutory responsibility exists, the right to self determination may need to be reconsidered.

When considering whether there is a need for intervention is partly determined by the context in which the abuse occurred. The seriousness or extent of the abuse is not always clear when anxiety is first expressed. It is important, therefore, when

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considering the appropriateness of intervention, to approach reports of incidents or allegations with an open mind in the making of any assessments of seriousness the following factors need to be considered:

- The vulnerability of the individual
- The nature and extent of the abuse
- Their competence to make a decision about intervention
- The length of time it has been occurring
- The impact on the individual
- The risk of repeated or increasingly serious acts involving this or other vulnerable adults.

This means working through a process of assessment to evaluate whether the person is suffering from harm or exploitation

All relevant incidents or expressed concerns should be logged

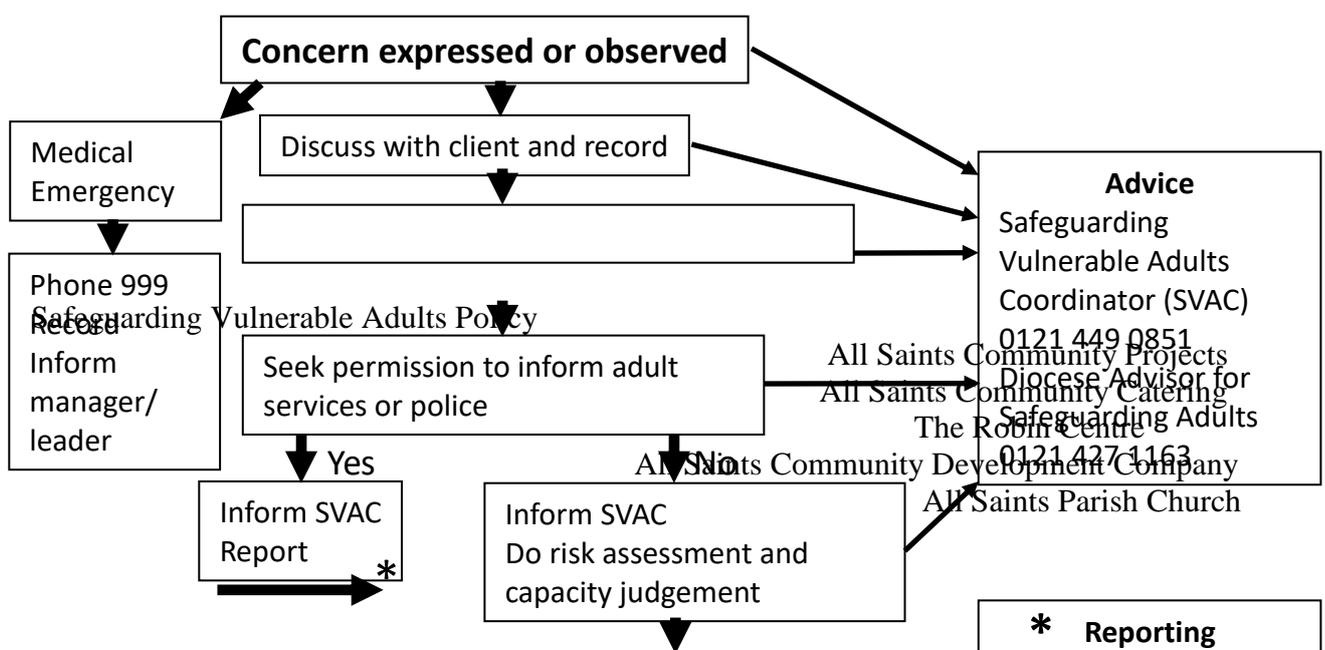
Risk assessment

When considering the risk the following is indicative of good practice:

- What kind of risk? – predicting the form that possible harm may take is the first step to preventing it.
- Degree of risk – it is not easy to judge how likely the harm is to occur. Where past experience is not available the best way is to test the situation out with careful monitoring
- What do you want to achieve – The importance of these achievements need to be weighed against the possible degree of risk involved.

Staff and volunteers are required to make a judgement about when an acceptable risk becomes an unacceptable risk. This must be done with other significant people involved with that vulnerable adult, the SVAC and the manager/leader. Records of decisions and rationales must be kept. It should only be discussed with the relatives/carers if the vulnerable adult agrees

What do I do if I'm concerned?



Dealing with allegations

If an allegation of abuse is when the abuse has taken place at an activity or service provided through the church or organisations the vulnerable adult should be encouraged to call the police if the abuse is a criminal offence. The person receiving the allegation should not talk to the person who the allegation is made against but should go straight to the manager/leader. If the allegation is against the person in charge they should go to the Incumbent or the Chair of the Board and the SVAC. If the adult doesn't want to follow it up with police or Adult Services, the person in charge of the group should still follow up the allegation with the person concerned and take appropriate action. They should get advice from Adult Services or Diocese Adviser for Safeguarding Adults. The abused adult should be offered support to enable them to cooperate They should be kept informed about what is happening. It may be necessary to suspend the worker (or volunteer) on full pay (without prejudice).

The person in charge should investigate with the support of the chair or appropriate director and the SVAC

Support should be offered to all concerned. This should be carried out within 14 working days of the initial allegation

It is a legal condition that all serious safeguarding incidents are reported to the Charity Commission. This will be done by the SVAC with the Diocesan Secretary – for further guidance see Identifying and Reporting Safeguarding Serious Incidents to the Charity Commission – Birmingham Diocese

Reporting of misuse of images

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Any misuse of images, photographs, films, use of internet, should be reported to your manager/leader and the SVAC who will take advice from the Bishop's Safeguarding Advisor (See Photograph and Filming and IT policy)

Record keeping

In Targeted Activities:

All records regarding concerns or allegations should be stored securely and confidentially with the SVAC and in the Care files

No records should be kept on personal computers or outside the building

All records should be kept indefinitely

In Other Activities:

The SVAC will keep a copy of any records kept. They should be kept securely and confidentially.

These records must be passed on if there is a change of leadership

All records should be kept indefinitely

Confidentiality

Any concerns about abuse or allegations should be kept confidential. They should not be discussed or gossiped about. The vulnerable adult has a right to confidentiality and if they don't want to report on any concerns, allegations or experiences of abuse this view should be respected. If the workers involved feel that the individual is still at risk or will be at further risk they should decide whether it will be appropriate to report on without the permission of the vulnerable adult. They should inform them that they intend to do this and record all decisions and reasons for them. (see Intervention and Reporting section).

No staff or volunteer should put any information regarding the services, activities or individuals, including photographs, on personal phones or social media without permission of the manager/person in charge.

See Photograph and Filming and IT policy

Whistle blowing

It is the responsibility of all workers and volunteers to ensure that vulnerable adults are safe when they are in the care of the Church or All Saints organisations. If you have any concerns about the behaviour of any staff, volunteers or anyone within the church that you feel is putting vulnerable adults at risk through either deliberate or ignorant bad practice then you should report this either to the Incumbent, the SVAC or to the manager/leader. If it is these people who you are concerned about you should report to the Vice chair of the PCC or the Chair of the relevant All Saints organisation.

See Whistle Blowing Policy

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The Media

No workers or volunteers should speak to the media about anything to do with the services, activities or individuals of All Saints without permission of the Board(s) or Incumbent

Confession

Disclosure may take place in a pastoral setting outside formal confession. While a person's right to confidentiality is of the highest importance, it is not absolute. There are occasions when confidentiality should not be maintained. If vulnerable adult or children may possibly be at risk from the person making the disclosure, advice should be sought from the Diocese Safeguarding Adult Adviser.

It is therefore most important for the priest to make clear to the person concerned whether what is taking place is formal or sacramental confession on the one hand or spiritual or other counsel on the other. In the latter case, the rules on confidentiality outside formal confession should be explained at the outset, together with an assurance that no matter what is disclosed the person will be helped, within the constraints imposed by the law and subject to the paramount need to safeguard the welfare of children and vulnerable adults. For further information on confession see 'Gods Children, Our Diocese'

Support

It is important that vulnerable adults are given support whatever decisions they chose to make. They should also be offered advice and guidance on appropriate ways forward.

It should be recognised that staff and volunteers face difficult decisions and that they may need support in dealing with any results of these decisions. This should be appropriate to their needs. The Manger/leader is responsible for ensuring appropriate support and the Board(s) are responsible for supporting senior staff through supervision.

Ministering to Known Offenders

Recent research has shown that a disproportionately large number of convicted offenders against children and vulnerable people attend churches. The figures range from 25 per cent upwards. It is therefore 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 children and those adults who may be vulnerable

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

- When it is known that a member of the congregation has been accused or convicted of abusing vulnerable people, the Diocese Safeguarding Advisor must be consulted, so that a safe course of action can be agreed. Because of the compulsive nature of abuse it is expected that an agreement will be entered into with the offender.
- A frank discussion should be held with the offender, explaining that a small group from the congregation will 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. Those needing to know are likely to include the clergy, churchwardens, SVAC and any befriending volunteers. Anybody co-ordinating activities for vulnerable groups will need to be informed so that they do not inadvertently ask the person to volunteer.
- Consider whether, with the offender's agreement, the congregation should be told.
- 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 protection of the young or vulnerable people and to lessen the possibility of the adult being wrongly accused of abuse. Prepare an agreement which includes:
 - attending designated meetings only;
 - sitting apart from children or vulnerable people;
 - staying away from areas of the building where vulnerable groups meet;
 - attending a house group where there are no children or vulnerable people;
 - declining hospitality where there are children or vulnerable people;
 - never being alone with children or vulnerable people

- never working with children or vulnerable people.
- Ask the offender to sign the agreement.
- Enforce the agreement – do not allow manipulation.
- Provide close support and pastoral care.
- Review the agreement at regular intervals.
- Ban the offender from church if the agreement is broken and tell other churches or the probation officer. If the person cannot be banned because they live in the parish, the advice of the diocesan registrar should be sought and a high level of supervision maintained.

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 children or vulnerable people.

Refer to Section 5 of God's Children : Our Diocese.

Duty to refer

All Saints PCC and Organisations are providers of regulated activities and as such they now have a statutory duty to refer information to the Independent Safeguarding Authority (ISA).

They will need to consider when an individual's behaviour has:

- caused concern.
The type of behaviour which would cause concern is referred to as '**relevant conduct**' by the ISA .
- raised concerns in respect of harm they have caused or potentially could cause in the future to a child or vulnerable adult
The type of harm which may cause concern is detailed in what the ISA refer to as the '**Harm Test**' and is defined in the Parish pack for safeguarding adults.

and / or an individual has:

- received a caution or conviction for a relevant offence
A relevant offence is a serious criminal offence which qualifies a person for automatic inclusion in the 'barred' lists (e.g. the rape of a child)

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- If having gathered sufficient evidence to suggest on the balance of probabilities that any one of the above criteria have been met, then All Saints has a duty to make a referral.
- A referral must be made where an employee of, or a volunteer appointed by the All Saints is removed from regulated activity for any of the above reasons irrespective of whether that person subsequently resigns, retires, is made redundant, transfers to other activity or leaves the parish.
- This duty is unlikely to arise very often but it is important when it does occur, because failure to comply is a criminal offence.

How to refer

- If the All Saints believes that a referral may be necessary, they should contact the Diocese Adult or Children Safeguarding Advise. The relevant Diocese Adviser will then advise All Saints on what appropriate action should be taken.
- The parish SVAC, the parish SCPC, and the vicar or another member of the clergy, will deal with any instances which might trigger a referral they will be empowered to act without reference back to the PCC or directors but are required to report to the PCC and directors from time to time on the exercise of its delegated powers (without, of course, disclosing personal information that should remain confidential to those who need to have it).
- Although it is the PCC and director's statutory duty to make a referral it is important to remember that safeguarding vulnerable groups is the responsibility of us all and that anyone can and should report an individual if their behaviour is such that they believe that the individual has caused or is likely to cause harm to a child or vulnerable adult. Such referrals should be made directly to social services or to the police

Definitions of Relevant Conduct and the Harm Test see the Parish pack for safeguarding adults

All Saints current targeted activities and support for adults:

The Lunch Club
 The Robin Centre
 The Youth Project
 All Saints Café (Community Catering)
 Church services
 The Pastoral Team
 The Ministry Team

Policies that support safeguarding

Behaviour policy/Bullying

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Health and safety policy
Volunteer's policy
Drugs and alcohol policy
Smoking policy
Inclusion policy
Confidentiality policy
Medication policy
Photographs and Filming, and IT policy
Equal Opportunities policy
Creating a Safe Environment
Lone working policy
Recruitment and selection policy
Employees' handbook

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteer
-

Appendix one

WHAT IS ABUSE AND NEGLECT? Adults



The definitions below are taken from the Birmingham Safeguarding Adults Board Website¹

ABUSE	Adult abuse is when something is said or done to an adult who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and 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 that makes them feel upset, hurt or frightened. Abuse is not always intentional but it causes harm so something should be done to stop it from happening again.
PHYSICAL	Includes: assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
PSYCHOLOGICAL	Includes: 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.
SEXUAL	Includes: rape, indecent exposure, sexual harassment, inappropriate

¹ <http://www.bsab.org/what-is-abuse/definitions-of-abuse/>

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	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.
NEGLECT & ACTS OF OMISSION	Includes: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
DOMESTIC VIOLENCE	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
FINANCIAL	Includes: theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
MODERN SLAVERY	Encompasses: slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
DISCRIMINATORY	Includes: forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
ORGANISATIONAL	Includes: neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
SELF NEGLECT	this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

Appendix Two

The Parish and Responding Well to those who have been sexually abused

Introduction

A report of the House of Bishops called **Responding Well** has highlighted how sexual abuse can mark a person for life. A survivor of sexual abuse may become an

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apparently capable and confident adult, able to handle demands and challenges most of the time; but they can find that suddenly this ease slips and they feel unsure and overwhelmed when meeting challenges and conflict. It is not easy to predict when this unease may surface. At such times, adults can value and be strengthened by the opportunity to speak in depth and in confidence to a sensitive listener. There will be people with this need in our churches.

It is vital to remember that if there are concerns in a parish that a child or adult has been or is being abused, this concern is to be referred to the relevant Diocese Adviser as set out in God's Children: our diocese (section 3) and the Adult Safeguarding Parish Pack (pp 49-50).

How we will respond well

i) The PCC to adopt the policy statement as part of the church community becoming more aware of the issues involved in the ways recommended in what follows.

The policy statement:

All Saints acknowledges that sexual abuse takes place and can have negative and life-long effects on those abused.

As a church and All Saints organisations, we have responsibility to make known that listening support for an individual is available and to report and refer as appropriate to statutory bodies.

Those who have suffered sexual abuse may first make this known within the life of their local parish church. This means that the church needs to be aware and understanding, with a healthy culture of welcome and support in which all feel valued as people and where no one feels judged in an inappropriate way. This will help to make sure that there is an ethos of trust.

There will be times when we will need to be self-critical. We can always do even better and it helps if we remain open to criticism and do not deny the reality of sexual abuse. When we acknowledge (rather than deny) the existence of sexual abuse and its effects, then we will be better able to respond well if a complaint were ever made. There should certainly be a healthy refusal to accept behaviour that falls short of valuing people.

Well informed and self aware congregations become safer and more caring communities.

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To assist in building and strengthening this awareness of the prevalence of sexual abuse and its effects, a set of supporting papers taken from the report is attached. It would be beneficial for a small group of the PCC to work through these papers and to ensure that the main points are presented to the full PCC.

The essential feature of abuse is that it is not welcome or mutual or consensual or permitted by law. Sexual abuse can involve the use of power to force a child or adult to have sexual activity. The Government guidance in *Working Together to Safeguard Children* (2015) defines sexual abuse as forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware that it is happening.

The definition explains the range of sexual activities that will fall under this definition, including activities which involve making contact with the other person and those which do not involve direct contact with people (for example, viewing images). The definition reminds us that sexual abuse is not solely perpetrated by adult males because women can also commit acts of sexual abuse, as can other children.

This definition identifies only sexual abuse. Abuse is wider than this. For further information on other types of abuse and the prevalence and impact of sexual abuse, please consult the Adult Safeguarding Parish Pack and *God's Children, Our Diocese* which gives the wider context of abuse in all the varied aspects. Please also consult the Adult Safeguarding Parish Pack and *God's Children: Our Diocese* which gives the wider context of abuse in all its varied aspects.

If an adult tells you about abuse as a child or adult then you can offer them support from;

The SCPC

The Pastoral team leader

The Incumbent

A Diocesan leader

There may also be a need to assess current risk to other children.

If a parish working group or individuals wish to consult the full House of Bishops report, this is entitled **RESPONDING WELL to those who have been sexually abused, Policy and guidance for the Church of England**, Church House Publishing, 2011: <http://www.ch.bookshop.co.uk/books/97807151110577/>

The role of a diocesan listener

An individual can reasonably expect the following from meeting a diocesan listener:

- a listener who shows sensitivity and help to the person to share their experience and that this experience is taken seriously
- a listener who values the person as someone of worth to God and to others
- guidance if there is a need to find help from professional counseling

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- information about how to raise concerns about the perpetrator of the abuse if the person chooses to report concerns
- permanent confidentiality that is restricted only by the requirements of the law

How the parish and All Saints organisations can arrange for someone to meet with a diocesan listener: the priest or chosen lay person contacts the Bishop's Chaplain in the first instance with the name, contact details and permission of the person concerned. Arrangements will then be made for one of the Diocesan Listeners to make direct contact with the person concerned and arrange a time for meeting.

In some cases, following an initial or meetings, the diocesan listener may need to suggest that the person asks for further help from a professional counsellor.

The Diocese Safeguarding Adult Adviser should be informed by parishes through the Bishop's Office of those cases which may give rise to the need to refer to statutory bodies or which involve clergy and employers.

Information about the Diocesan Listeners will be publicized on notice boards

FLOW CHART FOR DIOCESAN LISTENERS

