

Policy and Procedures for the Safeguarding of Vulnerable Adults

The Parish of St Mary and St John Rothley



**November 2021
Review: November 2022**

The Parish/Conventional District/Bishop's Mission Order of

St Mary and St John, Rothley, Leicestershire

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Policy on the Safeguarding of Adults in the Church

Definitions for use with those who may be vulnerable

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.

This could include:

- Physical abuse – the non-accidental infliction of physical force, which results in pain, injury or impairment.
- Emotional abuse – emotional or psychological abuse is behaviour that has a harmful effect on a vulnerable adult's emotional health and development. All abuse of vulnerable people has an emotional impact.
- Neglect – the repeated withholding of adequate care which results in the vulnerable adult's basic needs not being met. It can be intentional or unintentional acts of omission.
- Sexual abuse – is the involvement of a vulnerable adult in sexual activities or relationships, without informed or valid consent.
- Financial or Material abuse – is the denial of access of the individual to money, property, possessions, valuables, or inheritance, or the improper or unauthorised use of funds via omission, exploitation or extortion through threats.
- Discriminatory abuse – including racist and sexist abuse, exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups.
- Institutional abuse occurs when an organisation's priorities, policies and practices are more important than individuals' needs and wishes. It includes a failure to ensure that the necessary standards are in place to protect vulnerable adults and maintain good standards of care according to individual choice.
- Domestic abuse – any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse.
- Spiritual abuse – is not a category of abuse recognised in statutory guidance but is of concern within and outside faith communities. It includes the inappropriate use of religious belief or practice

Responding to Concerns (General)

- In an emergency call emergency service.
- Share concern with Incumbent and or Parish Adult Safeguarding Coordinator
- The Incumbent/Parish Adult Safeguarding Coordinator will decide as to whether to seek advice from or make a referral to Adult Services or the Police.
- The Incumbent/Parish Adult Safeguarding Coordinator will contact the Diocesan Safeguarding Advisor for advice and notification.
- Keep a record of what happened, your concerns and your actions. Dated and signed.
- Only tell others who need to know.

Responding to Someone Wishing to Disclose Abuse

- Listen to those sharing concerns. Do not question or investigate.
- Do not promise confidentiality if it is a concern which you feel you need to share but discuss who you will share it with.
- Assure them they are not to blame.
- Inform the person how you are going to act.
- Share concern with Incumbent and or Parish Adult Safeguarding Coordinator who will decide about seeking advice and referral.
- The Incumbent/Parish Adult Safeguarding Coordinator will contact the Diocesan Safeguarding Advisor for advice and notification
- Keep a record of what happened, your concerns and your actions. Dated and signed
- Only tell others who need to know.

Points to Note:

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour
- Do not put anyone, including yourself in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- Do not keep allegations or suspected abuse a secret.
- Do not contact the Incumbent or Adult Safeguarding Coordinator if the concerns involve them or anybody related to them. Contact the Diocesan Safeguarding Advisor directly if necessary.

Safer Recruitment

When appointing/recruiting leaders and helpers for work with vulnerable adults the PCC will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

The Safer Recruitment Practice Guidance can be downloaded from:

<https://www.leicester.anglican.org/about/safeguarding>

Support, Supervision and Training

There are several support and supervision mechanisms set up within the church, dependent on roles and responsibilities. These include:

- Clergy support – informal.
- Clergy support/supervision for Pastoral Coordinator (monthly meeting)
- Support by Pastoral Coordinator/Bethany Group lead for Pastoral/Bereavement visiting.
- Support for pastoral/friendship visiting linked to Home Groups.
- Support from the Adult Safeguarding Coordinator.
- Support and review via Parochial Church Council.

Leadership safeguarding training will be completed by those the clergy nominates in line with the 2020 guidance from the Diocese.

All Parochial Church Council Members should complete the basic and foundation level training as required by the charity commission of Trustees.

Members of the congregation should be encouraged to attend basic Diocesan Safeguarding Training.

Every leader and regular pastoral visitor should be given a copy of the policy either paper or via email.

A paper or email copy of the policy will be provided to those members of the congregation who requests one.

The Adult Safeguarding Coordinator is available for further information.

Health & Safety and First Aid

Health and Safety will be managed as part of all church activities. All buildings where church activities take place will be inspected by an appropriate person at least annually in line with the Rothley Parish Church Health and Safety Policy. Health and Safety issues observed by those working within the buildings should be reported to the Adult Safeguarding Coordinator or the Church Buildings Officer.

A First Aid kit will be available on site and checked monthly and updated when required. Old School Rooms in the kitchen and at the back of Church. A logbook for recording incidents/accidents is available with each box.

Leaders of all groups held on church premises have a responsibility to know where the fire exits are situated and the evacuation procedures. They should also know how to contact emergency services. The telephone is in the OSR office and OSR kitchen

The policy was adopted at the Parochial Church Council (PCC) meeting held on Monday 22nd November 2021.

The PCC adopts the Safeguarding policy statement for adults 'Promoting a Safer Church' and commits to the implementation of this policy. This being the case, the PCC will:

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

This church appoints Wendy Ferguson as Safeguarding Adults Coordinator (weferguson2014@gmail.com).

Incumbent

Churchwarden

Churchwarden

Date

Vulnerable Adult Safeguarding - Church Activities and Contacts

Group/Activity	Place	Leaders/Contact Name
Pastoral Visiting	Individuals Homes	Jean Arkley
Lifts Coordinator	Individuals' cars	Fred Sleath
Wednesday Club and lunches	The Old School Rooms	Gill Kellie Sandra Shaw-Pearce
Cedar House Worship	Cedar House Residential Home, Rothley	Pam Harvey
Bethany Team Bereavement visiting	Individuals Homes	Joy Chapman
Home Groups	Various	Home Group Coordinator – David Wilson
Mothers Union	The Old School Rooms	Carolyn Hindocha
Prayer and Praise	Church	David Palmer Fred Sleath
Men's Breakfast	Various	Rob Gladstone Malcolm Cook
Baptism Visiting	Individual Homes	Sandra Shaw-Pearce
Choir	Church	Simon Murphy
Bell Tower	Church	Charles Poole

Church contact: welcome@rothleychurch.org.uk