



# **Safeguarding Adults**

## **Policy and Procedures**

### **The Parish of Chilwell**

(Christ Church Chilwell and St. Barnabas Inham Nook)

**March 2022**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 11<sup>th</sup> March 2022. In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Sally Meadows and Victoria Verhoeven as the Parish Safeguarding Officers.

Incumbent .....

Churchwardens .....

# PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

## The Parish of Christ Church Chilwell

A copy of these procedures will be given to all volunteers and employees who have the responsibility for safeguarding adults. They will confirm afterwards saying that they have read and understood them, either by email or signing a declaration.

As this version of the document is publicly available personal contact details have been removed. Please contact the Church Office if required.

|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Our <b>Safeguarding Coordinator for Adults</b> is Sally Meadows</p> <p>Email: <a href="mailto:safeguarding@christchurchchilwell.org.uk">safeguarding@christchurchchilwell.org.uk</a>.</p>                                                                                                   |
| <p>Our <b>Acting Safeguarding Coordinator for St Barnabas</b> is Sally Meadows</p> <p>Email: <a href="mailto:safeguarding@christchurchchilwell.org.uk">safeguarding@christchurchchilwell.org.uk</a>.</p> <p>Our Safeguarding contact at St Barnabas (Nominated Person) is Marion MacDonald</p> |

| Contact details for the main leader(s) of each adult group showing Diocesan safeguarding requirements |                                        |         |                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------|----------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------|
| GROUP                                                                                                 | LEADER'S NAME(s)                       | ADDRESS | DBS/TRAINING REQUIRED                                                                                                                          |
| CCC                                                                                                   |                                        |         |                                                                                                                                                |
| Bethany                                                                                               | Claire Shenton                         |         | Not eligible for DBS<br>C0 training preferable, not required                                                                                   |
| Men's Group                                                                                           | Tony Smith                             |         | Not eligible for DBS<br>C0 training preferable, not required                                                                                   |
| Friday prayer group                                                                                   | Anne Marjoram<br>Adeline<br>Robinson   |         | Not eligible for DBS<br>C0 training preferable, not required                                                                                   |
| Prayer for persecuted Church prayer mtg                                                               | Chris Roseblade<br>Adeline<br>Robinson |         |                                                                                                                                                |
| Pastoral Oversight Team                                                                               | Dawn Clarke                            |         | Enhanced +RA Adult and C2 training is required for the leader.<br><br>Enhanced +RA Adult and C1 training required for all other members of POT |

|                                                   |                                                                                                                      |  |                                                                                                                                                                                |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home Communion and Pastoral Visiting <sup>1</sup> | POT Team                                                                                                             |  | Enhanced +RA Adult and C0 and C1 training required for all authorised to undertake this activity.                                                                              |
| Life Group Coordination                           | Ryan Mellor                                                                                                          |  | Not eligible for DBS                                                                                                                                                           |
| The Shelter <sup>1</sup>                          | Claire Tufnell                                                                                                       |  | Basic DBS, C0 and C1 training required for leader(s).<br><br>All volunteers to have at least C0 training.                                                                      |
| Staff Team                                        | Andy Tufnell<br>Andy Thomas<br>Tom Murphy<br>Kathryn Britton<br>Jonathan Strickland<br>Ryan Mellor<br>Claire Tufnell |  | All staff team should have enhanced DBS, C0 and C2 / C3 (leadership) training as required by the diocese.<br>Andy Tufnell to do Domestic Abuse and Safer Recruitment training. |
| Coffee morning                                    | Dawn Clarke                                                                                                          |  |                                                                                                                                                                                |
| St Barnabas                                       |                                                                                                                      |  |                                                                                                                                                                                |
| Home visiting/<br>Home communion <sup>1</sup>     | Jonathan Strickland                                                                                                  |  | Enhanced +RA Adult and C2 training is required for the leader.<br><br>Enhanced +RA Adult and C1 training required for all other members                                        |
| Community Café (Monday) <sup>1</sup>              | Jonathan Strickland                                                                                                  |  | Basic DBS, C0 and C1 training required for leader(s)                                                                                                                           |
| Coffee club (Wednesday) <sup>1</sup>              | Jonathan Strickland                                                                                                  |  | Basic DBS, C0 and C1 training required for leader(s)                                                                                                                           |
| Food Bank with Hope <sup>1</sup>                  | Rob Dixon<br>Carol Pentelow                                                                                          |  | Basic DBS, C0 and C1 training required for leader(s)<br>All volunteers to have at least C0 training.                                                                           |

<sup>1</sup> Please see Lists of Volunteer doc for a list of who is currently involved in these ministries.

## 1. Introduction:

This document outlines the diocesan procedures for safeguarding adults at risk and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church (The Parish Safeguarding Handbook – see 2), and Local Authority multi-agency policies. The overall policy of the Anglican Church for safeguarding children, young people and adults is set out in Promoting a Safer Church.

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

## 2. Our commitment:

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation.

In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability.

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice and the Church of England Parish Safeguarding Handbook.

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

## 3. Identifying Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

The Church of England policy, “Promoting a Safe Church” (PSC) (pg 1 footnotes) says,

“ Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a ‘vulnerable adult’ as “...a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired...”The full text of the 2016 Measure can be found here:-  
<https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>”

### Definitions of Adult Abuse

The UK central government document ‘Care and Support Statutory Guidance’ categorises and defines adult abuse in terms of:

- 1) Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- 2) Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- 3) Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- 4) Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- 5) Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

*N.B. Self-Neglect – also falls within The Care Act 2014 definition as a category of abuse. This covers a wide range of behaviour; neglecting to care for one’s personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.*

- 6) Discriminatory abuse including racist, sexist, based on a person’s disability, and other forms of harassment, slurs or similar treatment.
- 7) Domestic abuse that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- 8) Organisational abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- 9) Modern slavery including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the parish may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the Diocesan Safeguarding Adviser (DSA) should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body

### Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

### Domestic Abuse

During the COVID-19 pandemic, there has been a well-publicised 25% increase nationally, in the number of calls to the domestic abuse helpline.

Locally Juno Women’s Aid provide a free 24hour helpline for Nottingham and Nottinghamshire women: Help and support for people experiencing domestic and sexual violence.

For Women 0808 800 0340 Please only call the helpline if it is urgent.

General enquiries **0115 947 5257**

<https://junowomensaid.org.uk/>

Email [helpline@junowomensaid.org.uk](mailto:helpline@junowomensaid.org.uk) Or Nottinghamshire Women’s Aid – [www.nottswa.org](http://www.nottswa.org)

Equation (Men) – [www.equation.org.uk](http://www.equation.org.uk)

**Helpline for Men call 0115 9623 237**

## **4. Safer Recruitment**

Those responsible for an appointment should follow the principles outlined in chapter 5 of the Parish Safeguarding Handbook.

In outline the following steps must be followed:

- Role defined.
- Applicants complete application form and provide two referees; one of which should be from their current employer or previous church or a contact who holds a position of responsibility in the community. A reference must be received from outside the church.
- Appropriate interviews held.
- References followed up.
- Before appointment, the appointee should have the appropriate level of DBS check undertaken by the parish.
- Offer the post subject to a defined probationary period.
- Confirm the appointment in writing.
- Induct new unpaid and paid workers. This should include expectations in relation to behaviour (Code of Safer Working Practice, see below). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training.

## 5. Good Practice Guidelines

Everyone working with adults at risk will be given a Code of Safer Working Practice document and will abide by this.

<https://www.churchofengland.org/sites/default/files/2021-07/Code%20of%20Safer%20Working%20Practice%2002.07.2021.pdf>

For detailed description of Good Practice including,

Visiting Adults in their own home and

Using Social Media safely

see the Parish Safeguarding Handbook Sections 11 and 12 pages 39-51

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

When meeting with 'adults at risk' (vulnerable adults) using video conferencing platforms (such as Zoom) there should always be more than one responsible adult present so that there is mutual supervision. It is good practice for the session leader to insert 'Leader' after their name so that it is clear to everyone who is in charge of the meeting. The following CofE National Safeguarding Team guidelines should be followed, together with Christ Church Chilwell and St Barnabus' 'Guidelines for using Zoom for online meeting' and 'Policy on Use of Zoom for online meetings'

<https://www.churchofengland.org/sites/default/files/2020-04/Being%20connected%20with%20ZOOM%20safely.pdf>

## 6. Procedure to follow in the case of suspicion and disclosure of abuse (see Safeguarding Pocket Guide Cards)

Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers).

Talk to the appropriate group leader, the safeguarding co-ordinator or the vicar. The safeguarding coordinator or vicar will contact the safeguarding advisor for the diocese. If it is an emergency situation and cannot wait until the next working day then the police or social services need to be informed immediately.

Please record what you have heard, what your concerns are and what action taken. You may use the model parish recording template which is found on the Southwell Diocese website

<https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/>

Nottinghamshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser by telephone: 0300 5008090.

Members of the public can contact them on 0300 5008080. Or out of hours phone 0300 4564546.

<https://www.nottinghamshire.gov.uk/care/safeguarding/mash>

For more information see

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

## **7. Confidentiality:**

In dealing with allegations of abuse we work within a framework of confidentiality.

Key principles relating to the sharing of information are:

- (i) Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.
- (ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

## **8. Photograph Policy**

As for children, any photographs where vulnerable adults can be identified, taken by or on behalf of the church, may not be published in any form without written agreement from the person, or written 'best interests' agreement. As general guidance, any such photographs should be group photos and not close-ups of individuals.

Please note that this guidance relates to how photographs are published – this is a different matter from whether or not photographs are taken in the first place.

There is no guidance to state that individuals should not take photographs at events where there are vulnerable adults present where those photos are for individual/family collection. However, as a matter of courtesy people should be encouraged to ask informal permission before taking photos of other vulnerable adults.

Photographs of vulnerable adults should not be put on Facebook or other social media sites without specific written agreement from the person, or a written 'best interests' agreement.

<https://www.churchofengland.org/resources/digital-labs/blogs/filming-and-photography-churches-consent-and-gdpr>

## **9. Safeguarding training for people working with adults at risk (adults who are vulnerable).**

Safeguarding training is provided by the Diocese. Training dates and venues can be obtained from



Everyone who is DBS checked to work with children, young people or vulnerable adults will need to attend a Church of England safeguarding training course, with refreshers every 3 years, in order to continue in the role.

The C0 course is the introductory online course which is the basis for the other courses. The C1 course is the Foundation module for anyone working in a Lay capacity with children, young people or adults who might be vulnerable or at risk, and also for anyone in a leadership role or with governance responsibility (i.e. PCC members). C2 is the Leadership course to be completed after C1 and is for anyone leading groups for children, young people or Pastoral teams and Church Wardens.

## **10. Recording, data protection and information sharing – see pages 26-28 of The Parish Safeguarding Handbook.**

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

### Reporting concerns about adults

Referrals of suspected abuse are made (through the Diocese, unless it is an emergency) to Adult Social Services and the police. Where possible, for a person over 18, this should be done with their written consent. The starting point is the presumption that an adult can give consent and has the mental capacity to do so. The provisions of the Mental Capacity Act 2005 are complex and questions and concerns about consent and mental capacity should always be discussed with the DSA.

### Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned, or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being. Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services. Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

### **The passing on of information to new screeners and/or incumbents.**

After a church officer, member of clergy or volunteer has resigned, information on any safeguarding issues concerning them, will be kept until 20-50 years after the death of the person concerned, depending on the nature of the material. (In such circumstances the Diocesan Safeguarding Advisor would initiate a file, record the outcome and retain information also.)

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

### **Passing on Concerns**

If the PCC or church organisation has to remove someone from working with vulnerable adults, you must consult the Diocesan Safeguarding Adviser.

## **11. Implementation of the Policy.**

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed.

## **12. Procedure for regular reporting to the Parochial Church Council**

The Parish Safeguarding Coordinator will report to each PCC meeting on safeguarding matters, new groups, new workers and training needs. They will also write an annual report for the APCM.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 11<sup>th</sup> March 2022.

Signed by the incumbent:

Andy Tufnell

Signed by the church wardens:

Anne Willmot

Stephen Scott

Date for policy review: March 2023

### **Other Related Policies**

(a) *Nottinghamshire County Council: Multi-Agency Safeguarding Hub (MASH)*  
<https://www.nottinghamshire.gov.uk/care/safeguarding/policies>

(b) *Department of Health: "No Secrets", Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.*  
<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>

(c) *"Disclosure and Barring Service: "Safer recruitment protecting the vulnerable",*  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

(d) *The Care Act 2014*  
<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets>

(e) *Through the Roof 'Be a Roofbreaker'*

(f) *Policies and Templates on the Diocesan Website*  
See  
<https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/>

For the Following Useful Templates and Forms:

[Parish Safeguarding Handbook \(2018\)](#)

[Promoting a Safer Church A3 poster for parishes \(with logo space\)](#)

[Promoting a Safer Church A3 poster for parishes \(without logo space\)](#)

[Model Parish Safeguarding Policy](#)

[Model Consent Form – Transport](#)

[Model Activity Risk Assessment Template](#)

[Model Parish Recording Template](#)

[Model Parish Safeguarding Checklist](#)

[Model Personal Risk Assessment tool](#)

[Model Registration Form – Activities and Trips](#)

[Model Risk Assessment Checklist for Home Visiting](#)

[Model Volunteer Driver Agreement](#)

[Model Parish Safeguarding Checklist](#)

[Parish – Who’s Who](#)

[Application form template](#)

[Model interview template](#)

[Model volunteer job role](#)