



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

| | |
|-----------------------------------|---|
| Langley Free Church Policy | Safeguarding Adults at Risk Policy with procedures |
|-----------------------------------|---|

| | |
|-------------------------|---|
| Primary Responsibility: | Designated Person for Safeguarding (DPS) <i>Lynsey Sharkey</i> |
|-------------------------|---|

| | |
|-------------------|-------------|
| Issued: | 8/06/2020 |
| Status: | First issue |
| Review Period: | 1 Year |
| Next Review Date: | 8/06/2021 |

DISTRIBUTION:

| | |
|----------|----------------------------|
| Original | Langley Free Church Office |
| Copy | Pastor |
| Copy | DPS |
| Copy | Website (PDF) |
| Copy | Dropbox (PDF) |



Contents

1. Introduction and definition
2. Policy Statement
3. Types of abuse
4. Procedures:
 - a) Mental Capacity and communication
 - b) how to respond to disclosure and what to do if the adult does not want help
 - c) report procedure
 - d) Safe recruitment, support and supervision of workers
 - e) Making Church Safer- Best practice guidelines
 - f) Safe working practices & Health and safety
 - g) A safe community
 - h) Responsible people
5. Appendix
 - 1) Definitions of abuse
 - 2) Detailed guidance on reporting requirements
 - 3) Incident Report form and body map
 - 4) Useful contacts



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

1. Introduction and definition

We all have the same rights and expectations to independence, respect, choice, fulfilment of ambitions, to be heard, included and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other. Safeguarding is the actions required to promote individual's fundamental rights to be safe. This includes the maintaining of safe environments for all and having processes to follow if things go wrong.

The mission statement of Langley Free Baptist Church (LFC) is:

'To love the Lord our God with all our heart, soul, mind and strength; To love our neighbours as ourselves and to follow the Manifesto of Jesus' Luke 4:18-19

In fulfilling this statement, we:

- Welcome adults at risk into the life of our community
- Run activities for adults at risk
- Make our premises available to organisations working with adults at risk

For the purpose of this policy, there is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from thirtyone:eight [formally known as CCPAS]:

'Any adult aged 18 or above, who has care and support needs whether or not those care or support needs are being met; 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.'

The term 'adults at risk' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. Some adults may be more at risk and there are sometimes where risks may increase. Some of these circumstances may include: learning, sensory or physical disability, old age or frailty, mental health problems, addiction, bereavement, past trauma / abuse or where English is not their first language.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

2. Policy Statement

Our safeguarding responsibilities:

LFC recognises its responsibilities in safeguarding all adults at risk, regardless of gender, ethnicity or ability. LFC has sought guidance from the Baptist Union with respect to safeguarding adults at risk. The Baptists Together 'Safe to Belong' document (2015) has been used as a basis for much of the Church's policy and procedures.

As members of LFC we commit ourselves to the nurturing, protection and safeguarding of all adults but are particularly mindful of the needs of anyone within the community who has a vulnerability which could place them at increased risk. In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

This policy and the following procedures apply to all activities organised and run by LFC. Outside organisations that run groups or activities involving adults must have their own Safeguarding policy and procedures in place.

Prevention and reporting of abuse

It is the duty of each church member and each member of the wider church family to prevent the abuse of adults; and the responsibility of all to respond to concerns about the well-being of adults at risk by reporting any abuse disclosed, discovered or suspected, whilst being mindful that some adults are able to say who can be informed (see *What if the adult does not want help?* For more guidance). LFC will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safer recruitment, support and supervision of workers

LFC will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of adults at risk.

Safer working practices

LFC is committed to providing an environment that is as safe as possible for adults at risk and will adopt ways of working with them that promote their safety and well-being. Those appointed to the role of working with adults at risk will be expected to demonstrate both respect and dignity as part of their work ethic and respond to any concerns of abuse or concerns that any adult is at risk in a timely manner.

A safer community

LFC is committed to the prevention of bullying and seek to ensure that the behaviour of any individuals who may be a threat to adults at risk in the community of the church are managed appropriately.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Safeguarding Team

Safeguarding adults at risk within the church is everyone's responsibility. However, LFC has appointed a safeguarding team and they will work together to achieve best practice in safeguarding for adults at risk within the church.

LFC has appointed **Lynsey Sharkey** as Designated Person for Safeguarding (DPS) to:

- Receive reports of disclosures, abuse or concerns and maintain confidential records
- Take the appropriate action when abuse is disclosed, discovered or suspected
- Keep the safeguarding policy up to date
- Advise the church on any matters related to the safeguarding

LFC has appointed **Wendy Williams (Temp)** as Deputy Designated Person for Safeguarding (DDPS) to:

- Assist the DPS on any matters related to the safeguarding
- Support the DPS in taking appropriate action when required

The church has appointed **Heidi Johnston** as the Safeguarding Trustee to:

- Raise the profile of safeguarding within the church
- Oversee and monitor implementation of the policy and procedures on behalf of the church's trustees.

Putting our policy into practice

- A copy of the safeguarding policy summary will be displayed permanently on the church noticeboard and a hard copy of the policy is available in the church office on request from any member of, or other person associated with the church, and a PDF version is available on our church website.
- Each person working with adults at risk, whether paid or voluntary, will be given a full copy of the safeguarding policy with procedures and will be asked to sign to confirm that they have read the policy and will follow them.
- The policy with procedures will be monitored and reviewed annually. Any necessary changes adopted into the policy and implemented through our procedures needs to be highlighted to any member of, or other person associated with the church.
- The policy summary will be read annually at the Church AGM and agreed by all present.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

3. Types of abuse

What is abuse?

Abuse is the violation of an individual’s human and civil rights by another person/persons. It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse. Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life and can take many forms. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Adults at risk may be abused in a family, an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult, a child or a group of individuals.

There are many different ways in which people suffer abuse, the list below is, sadly, not exhaustive.

| Type of abuse | Definition | Includes.... <i>(please note that this is not an exhaustive list)</i> |
|------------------|--|---|
| <i>Physical</i> | To inflict pain, physical injury or suffering | <ul style="list-style-type: none"> • Hitting, slapping and beating; • Shaking, pinching and pushing; • Kicking, burning and hair pulling; • Squeezing, suffocating, poisoning and using inappropriate restraint. • Giving inappropriate medication |
| <i>Emotional</i> | The use of threats, fear or power gained by another adult’s position, to invalidate the person’s independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. | <ul style="list-style-type: none"> • Mocking, coercing, threatening or controlling behaviour • Bullying, intimidation, harassment or humiliation • The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation • Making someone feel worthless, a lack of love or affection, or ignoring the person |
| <i>Sexual</i> | Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. | <ul style="list-style-type: none"> • Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting • Indecent assault, incest, being forced to touch another person in a sexual manner without consent • Making sexual remarks, suggestions and teasing • Indecent exposure, being forced to watch pornographic material or sexual acts • Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways |



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

| | | |
|------------------|--|--|
| | | <ul style="list-style-type: none"> • Being spied on while a person is undertaking personal care activities. |
| <i>Neglect</i> | A person’s wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone’s needs are. | <ul style="list-style-type: none"> • Failing to provide access to appropriate health, social care or education services • Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking • Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others) • Failing to provide a warm, safe and comfortable environment • Deliberately withholding aids, such as walking sticks or hearing aids • Denying social, religious or cultural contacts, or denying contact with the family • Leaving alone or unsupervised. |
| <i>Financial</i> | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. | <ul style="list-style-type: none"> • Theft, fraud or embezzlement of monies, benefits or goods • Exploitation or profiteering • Applying pressure in connection with wills, property or inheritance, or financial transactions • The abuse of influence, power or friendship to persuade a person to make gifts or change their will • Being charged excessive amounts for services (such as minor building works on a property) |
| <i>Spiritual</i> | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack. | <ul style="list-style-type: none"> • Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices • Extreme pastoral interference in personal matters – reducing individual choice and responsibility; • The misuse of scripture or power to control behaviour and pressure to conform; • The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position; • Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm; • The denial of the right of faith or opportunity to grow in the knowledge and love of God; |



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

| | | |
|-----------------------|--|---|
| | | <ul style="list-style-type: none"> • Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive) |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. | <ul style="list-style-type: none"> • Ageist, racist, sexist, or abusive behaviour based on a person's disability • Abuse linked to a person's sexuality • Harassment, slurs or similar treatment • Withholding services without proper justification, or lack of disabled access to services and activities |
| <i>Institutional</i> | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse. | <ul style="list-style-type: none"> • The inability of an institution to safeguard people from emotional or even physical harm and neglect • Having fixed rules and routines by which people are controlled • People being prevented from doing things that are their rights • Not having access to personal possessions or personal allowance |

For other forms see Appendix 1



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

4. Procedures

a) Mental Capacity

Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection. It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand.

If there are any concerns about the mental capacity of an adult at risk, always refer to the DPS.

Communication

A person may have vulnerabilities that make communication more difficult. This should be considered and consideration given to what support they need to enable them to share their concerns or any allegations. Consider age, culture, language, communication skills and disability.

You may need to ask the person to repeat themselves or to check that you have understood what they said.

b) Responding to disclosure

If you suspect an adult is being abused or may be at risk of abuse, or if you have a concern about their wellbeing, it is important that you seek the right advice and report the concerns in the right way.

It is often not easy to recognise abuse or harm. Therefore, it is important to act if you suspect abuse – do not wait until you are absolutely sure. This does not mean that you are jumping to conclusions or making judgements about the situation, it simply means that there is a safeguarding concern.

You may suspect abuse because:

- You have a general concern about someone's wellbeing.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

It is our duty as a church to respond to concerns of abuse. If you have concerns, witness the abuse of someone or have seen changes in behaviour or living patterns that make you suspect that someone is being abused, it is important that you don't ignore what you have seen or suspect.

But remember that it is not your job to investigate; as soon as you have enough information you should implement these procedures.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

If someone directly discloses abuse to you, remember:

| WHAT TO DO | WHAT NOT TO DO |
|---|---|
| <ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring, supportive & remain calm. • Explain clearly what you will do and what will happen next. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details of the DPS for them to report any further details or ask any questions that may arise. | <ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Do not pass on information to those who don't need to know; not even for prayer ministry. |

What if the adult does not want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the Police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- **When the person lacks the mental capacity to make such a choice**
- **When there is a risk of harm to others**
- **To prevent a crime**

If at all unsure of whether or not to pass on information about abuse without permission, speak to the DPS who should contact the Baptist Union Safeguarding Representative for advice. It is also important that the individual knows where to get appropriate help and support if they should change their mind. The Care Act 2014 provides helpful guidance on these situations:

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

c) Report procedure

Stage 1:

A member of the church community has a concern about the welfare and or safety of an adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RESPOND AND RECORD

A written record must be made of the concern/s using a safeguarding incident form and body map [if applies] (see *Appendix 3* or forms are available in the office or electronically if requested) and once completed should be passed to the DPS **within 24 hours**.

The written record should:

- be made as soon as possible after the event; be legible;
- include the name & date of birth of the adult at risk;
- include the nature of any concerns and description of any bruising or injuries that have been noticed on the body map provided;
- include an exact record of what the adult at risk has said, using their own words where possible; include any action taken;
- be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

If you think that anyone is in imminent danger of harm:

A report should be made immediately to the police by calling 999, but also inform the DPS this has been done when you pass on your report

If the DPS is not available, or is implicated in the situation:

Any reports or concerns should be passed to another member of LFC Safeguarding Team.

Stage 2:

The DPS receives the report of concern and then has a duty to:

REVIEW AND REFER

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others and the Safeguarding team) as to what action should follow. Any formal referral to the police or Social Services should normally be made **within 24 hours of receiving the report**.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

Stage 3:

After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns. Where formal referrals are made, reports may need to be made to the local Association, the Disclosure and Barring Service (DBS) and the Charity Commission.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice regarding the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, DDPS, Safeguarding Trustee) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be necessary, for the sake of the adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister/Pastor

Any safeguarding concerns involving a Minister/Pastor should always be reported immediately to the Southern Baptist Association Safeguarding Contact in addition to following the church's usual procedures.

Do not tell the Minister/Pastor that a concern has been raised about them.

When concerns are expressed about the safeguarding team

Any safeguarding concerns involving anyone in LFC safeguarding team should be raised with the Minister/Pastor.

Do not tell the person it is concerning that a concern has been raised about them.

Abuse of Trust

Relationships between adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the adult has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with an adult with whom they have a relationship of trust.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Allegations made against adults at risk

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc.

When an allegation is made against an adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents/carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, the DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the adult on a Safeguarding Contract or equivalent (*see Safer Community / Working with Alleged or Known Offenders*)
- 4) Make sure there is pastoral support in place for the adult throughout the process.

Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

d) Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of adults.

Recruitment Guidelines

Leaders and helpers who work with adults at risk at LFC will be appointed and will follow the process laid out in these procedures in order to work with adults. Appeals for leaders should only be made in exceptional circumstances and by a trustee, DPS or Minister/Pastor and due care must be given in order to ensure the safeguarding of all involved.

If a person is interested in working with adults at risk at the Church, they will need to complete an application form. This form will request information on basic personal details, two suitable referees and will also include a declaration confirming the person is prepared to work within the safeguarding policy and procedures and a declaration of any previous relevant convictions. The decision as to the suitability of an applicant must involve two people, usually the group leader and a member of the safeguarding team. All interested in working with adults at risk are welcome to join a group as an observer and see the group in action but need to complete the application form before becoming part of any team. The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them.

DBS (Disclosure and Barring Service) checks will be carried out for anybody over the age of 16 working with adults at risk at LFC. There are criteria which exclude someone from working with adults, such as those who have been involved in misconduct in relation to adults, not depending on a criminal conviction. A criminal conviction in itself does not prevent a volunteer from working with adults, this depends on the conviction and the circumstances. Any information obtained will be handled and stored confidentially.

As in all other areas of church life we welcome people to serve the church based on the right mix of talent, skills, character, potential and call of God and practise a policy of equal opportunities.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend Safeguarding training at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

e) Making Church Safer - best practice guidelines

LFC is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of LFC to do it well, prioritising the safety and well-being of those they are working with so that all adults at risk are shown the respect that is due to them.

The following points are guidelines for working with adults at risk and are aimed at helping develop best practice:

- Treat adults at risk with dignity and respect whatever their age, culture, race, background or ability.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the adults and be aware that adults at risk don't always understand sarcasm.
- Listen well to everyone. Be careful not to assume you know what an adult is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with an adult and record it when necessary. For instance, if you need to administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to an adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject.
- Try not to be on your own with an adult unless necessary: If you are talking confidentially with an adult, privacy is important; try to ensure you keep the door open if possible or ask if there is another person the adult would feel comfortable talking in front of.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the needs of the adults. Do not invade the privacy of adults at risk when they are using the toilet or showering.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see *Appendix 3*). Enter the names of all those present and anything of note which you observe, e.g. details of any allegations made, etc. All workers who witnessed the incident or responded in any way should be recorded and sign and date on the form.

Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

Language

Negative and uncaring attitudes can be a major barrier to accessing church life. This can include the language used within worship (for example referring to God as a father or lover can be difficult for some, and words like mankind and brotherhood exclude others) or the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves). Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people to enable the highest level of inclusivity and accessibility the church can.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy (communal response to and participation in) and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

Photographs

You need to have the person's permission to take a picture, and approval if you intend to upload it, making sure that they are happy for people to see it online. When taking group pictures remember you need permission from **everyone** who will be photographed.

Bear in mind that there may be many reasons why someone doesn't want their picture on public display, from simply not liking their photo being taken, to not wanting an abusive ex-partner to be able to identify their current location.

Financial integrity

Any allegations of financial discrepancies may be based on misunderstanding or confusion, therefore having clear processes in place will help to protect church workers as well as any adults at risk.

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, **always obtain receipts or other evidence of what has been done.**
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any unexpected gifts received should be reported to the DPS, who should decide whether or not the gift should be returned.
- Any money received by LFC should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their Will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the DPS. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointee to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. Users must not use computing resources to gain unauthorized access to remote computers or data or to impair or damage the operations of the church's computers, networks or peripherals. Deliberate attempts to circumvent data protection or other security measures are not allowed. Inappropriate computer use is prohibited. The following are examples of inappropriate use:

- Accessing content that promotes hate language, harassments or threats.
- Accessing content that ridicules others based on race, creed, religion, sex, disability, nationality, or sexual orientation.
- Creating, downloading, viewing, storing, copying or transmitting sexually oriented or sexually explicit material
- Gambling.
- Using software, such as password-cracking tools and vulnerability scanners.

This list should not be considered all-inclusive; and other items may be considered in violation upon review. Internet and computing resources must not be used to knowingly violate the laws and regulations of the United Kingdom or any other nation in any material. Violations will be taken seriously, and the person/s responsible may be asked to stand down from their role in using the computer or have sanctions placed upon them.

Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

- Workers need to recognise the limits of their own abilities and competencies, also get further help when working with situations outside of their expertise or role.

Confidentiality

Someone's personal information should not be discussed with others except with their permission. If concerns need to be passed to the DPS or to an outside agency, information must be kept confidential to those relevant parties. Do not tell or hint to others what has been disclosed, not even for prayer ministry.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

f) Safe working practices & Health and Safety

All activities for adults will comply with the church's current health and safety report which is reviewed annually. Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate. The Food Safety (General Food Hygiene) Regulations 1995 state that 'anyone who handles food or whose actions could affect its safety must comply with the regulations'. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.). Buildings being used for adults' groups will be properly maintained.

Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons be familiar with the emergency procedures in the event of a fire.

First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have three first aid kits as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. A nominated individual (G.O) will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

Risk Assessment

Before the creation of a new group or one-off activity with adults, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

Transport

These guidelines apply to all drivers involved in the transportation of adults at risk on behalf of LFC. ***They do not apply to private arrangements, for example, transport arrangements made between friends.***

- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Adults at risk with Special Needs

Adults at risk who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc., and may have limited



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of adult with special needs and find out from them how best to assist them.

Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs, then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication, then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

g) A safe community

LFC is committed to the prevention of bullying to adults at risk. We will seek to ensure that the behaviour of any who may pose a threat to adults at risk in the community of LFC is managed appropriately.

When adults at risk become a part of the life of LFC, they become part of a far wider community. This wider community life of the church has the potential to enrich their development and growth, but it also brings with it additional risks that need to be addressed. The safeguarding of adults at risk must be paramount.

Bullying

Bullying is another form of abuse, and it can be verbal or physical. Often adults can be victims too of bullying. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the adults at risk. Anyone in LFC can be a victim of bullying, just as anyone in LFC can be the bully, including those in leadership.

Bullying can take many forms:

- Being verbally or physically abusive towards another person, i.e. name-calling, teasing, personal insults and mocking
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Physically through kicking, hitting, intimidating or unwanted physical contact
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone or inappropriate text messaging
- Cyberbullying (or online bullying) which takes place online or through smartphones and tablets which could include harassment, cyber stalking, impersonation, denigration, flaming or exclusion
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media
- Taking belongings from them

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

In order to prevent bullying, adults at risk should also know how to report bullying and it will be treated seriously and details will be carefully checked before action is taken.

If bullying behaviour occurs carers (if applicable) of both parties (bullied and bully) should be informed and an attempt should be made to modify behaviour. All allegations and incidents of bullying will be recorded, together with the actions that are taken.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours.

Working with Alleged or Known Offenders

A church community should be welcoming and open to all, this includes those convicted of abuse (sexual or otherwise), but special rules will apply. The Safeguarding Team and the Minister/Pastor, together with the Probation Service will define a clear contract and individual guidelines to manage the situation and safeguard vulnerable members of the church community. Anyone aware of a convicted offender (of offences against adults at risk) within the church community has the duty to report this to the DPS, the Safeguarding Trustee or the Minister/Pastor.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect adults.
- The members of the Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of LFC. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

Alleged or known offenders who are themselves adults at risk

A formal contract may be quite a daunting process for someone with learning difficulties yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

h) Responsible people

| Role | Responsibilities | How |
|--|---|--|
| Designated Person for Safeguarding | A recognised person for receiving disclosures or reports of disclosures of abuse. | Displaying name and contact information, preferably with photo, so church members know who to contact. |
| | Liaising with the Association Safeguarding Contact and external agencies where necessary. | Creating a list of contact numbers and having blank copies of the Safeguarding Incident Form ready for use. |
| | Keep the safeguarding policy relevant and up to date. | Annually review and update if necessary. |
| | Advocating and facilitating safe church practices. | Promoting a culture of best practice throughout the church life. |
| | Report to the church meeting on safeguarding issues. | Make sure safeguarding is on the church meeting agenda. |
| DBS Verifier | Making sure that all relevant persons working with children have an up to date DBS check in place at all times. | Coordinating the completion and renewal of DBS forms, and liaising with the Designated Person(s) for Safeguarding on the outcomes when required. |
| Safeguarding Advisor (Deputy Designated Person for Safeguarding) | Advise the church on any matters related to the safeguarding of adults at risk | Working with the safeguarding team to give advice on best practice and review policies and procedures |
| | Support the Designated Person in taking appropriate action when required | Working with the safeguarding team to discuss concerns and supporting the decisions taken. |
| Church Meeting | Adopt the safeguarding policy | Discussing and agreeing the policy |
| Safeguarding Trustee | Taking the lead on safeguarding matters on behalf of the trustees. | Regular communication and reporting from the Designated Person(s) for Safeguarding and ensuring safeguarding is on the agenda at trustee meetings. |
| Trustees | Responsible for safeguarding best practice within the church | Make sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.). |



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Leaders of Adults's Groups

All leaders of groups need to know the following:

- How to go about appointing new staff following the appropriate procedures
- How to contact the DPS and/or safeguarding team.

They are responsible for:

- Ensuring their workers have appropriate supervision
- Informing the DPS of any concerns about adults at risk raised by their workers.

Workers with Adults at risk

All of those who work with adults at risk should take personal responsibility for implementing the Safeguarding policy. They should each:

- Know and implement the guidelines for good practice
- Be aware of the ways in which adults at risk are harmed
- Know what to do if an adult discloses abuse
- Know what to do if an allegation is made about another adult
- Know who to speak to if they have any suspicions or concerns



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of an adults. Somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. Adults at risk and adults at may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or an adults or adults. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

| Type of abuse | Adults |
|-----------------------|---|
| <i>Physical</i> | To inflict pain, physical injury or suffering to an adult at risk. |
| <i>Emotional</i> | The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. |
| <i>Sexual</i> | Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. |
| <i>Neglect</i> | A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are. |
| <i>Financial</i> | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. |
| <i>Spiritual</i> | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack. |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. |
| <i>Institutional</i> | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse. |
| <i>Domestic Abuse</i> | Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. |
| <i>Cyber Abuse</i> | The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. |



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

| | |
|---------------------------------|---|
| <i>Self-harm</i> | Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves. |
| <i>Mate crime</i> | 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them. |
| <i>Modern Slavery</i> | Modern slavery is the practice of treating people as property; it includes bonded labour, adults labour, sex slavery and trafficking. It is illegal in every country of the world. |
| <i>Human Trafficking</i> | Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and adults at risk can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice. |
| <i>Radicalisation</i> | The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others. |
| <i>Honour / Forced Marriage</i> | An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality. |
| <i>Historic Abuse</i> | Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in adult's hood waiting until adulthood before they share their experience. |



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a adults or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in adults
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of an adults is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. If they are not contactable, or they are implicated in the situation, another member of the Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after an adult tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- ❖ be hand-written as soon as possible after the event
- ❖ be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- ❖ include the adults' name, date of birth (or age if the date of birth is not known)
- ❖ include the nature of the concerns/allegation/disclosure
- ❖ include a description of any bruising or other injuries that you may have noticed
- ❖ include an exact record of what the adult has said, using their own words where possible
- ❖ include what was said by the person to whom the concerns were reported
- ❖ include any action taken as a result of the concerns
- ❖ be signed and dated
- ❖ be kept secure and confidential and made available only to the church Safeguarding Team (including the church Minister/Pastor), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of adults' work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to adults.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in LFC where appropriate (including the Minister/Pastor and Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that an adult is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the adults in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team.
- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police or Social Services, the DPS should report the referral to:
 - The Safeguarding Trustee
 - The Minister/Pastor
 - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by LFC Safeguarding Team and the Minister/Pastor.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, LFC continues to have a responsibility to offer support to all those who have been affected, including: victims, alleged perpetrators, children, other family members, church workers, church safeguarding team, Minister/Pastor or leadership team.

The duty to REPORT

If a church worker has been accused of causing harm to adults at risk, this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

LANGLEY FREE CHURCH LOVE • FOLLOW • WORSHIP • PROCLAIM SAFEGUARDING INCIDENT FORM

| | |
|---------------------------|-------|
| Name of organisation | |
| Name of worker | |
| Name of person of concern | D.O.B |

Date & time of incident/concern: _____

The Incident: *Please continue on the back if you need more space*

What happened? (nature of concern/ disclosure made – use the person's own words if known)
Where did it happen? Who was allegedly involved and in what way? (include witnesses)

Who have you spoken to about your concerns? (Please circle)

Person of concern: Yes No

Their carer: Yes No

Organisation's leader: Yes No Name: _____

Social Services: Yes No Name: _____

Other: Yes No Name: _____

What feedback have you received?

Signature of Worker: _____ Date and time: _____

Signature of DPS: _____ Date and time: _____

Please pass it onto a member of the safeguarding team within 24 hours.

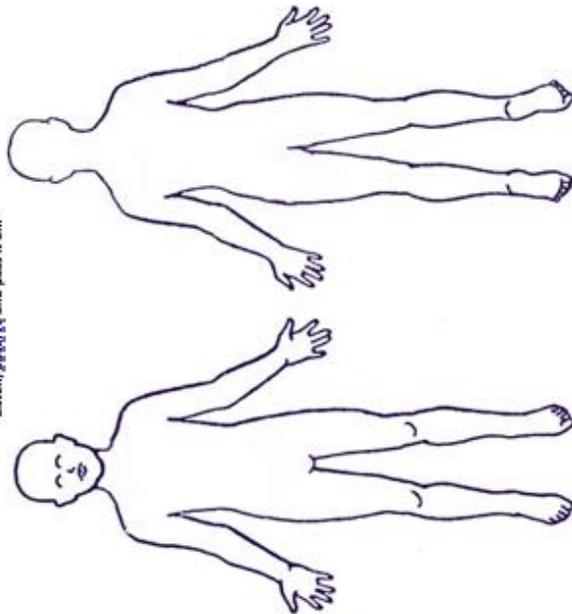
This report is for the purpose of keeping a record of reports made to the DPS.

This will be stored securely following Government guidelines.

Telephone: 01753 540771
Email: safeguarding@langleyfree.org.uk
Langley Free Church 100 Trelawney Ave., Langley, Slough SL3 8RW, United Kingdom

LANGLEY FREE CHURCH LOVE • FOLLOW • WORSHIP • PROCLAIM BODY MAP TO ACCOMPANY INCIDENT FORM

Name of person of concern: _____
These diagrams are designed for the recording of any observable bodily injuries that may appear on the person.
Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram.
Remember it is not your job to investigate or to decide if an injury or mark is non-accidental.
Listen, observe and pass it on.



Back

Front

Name of person completing this form: _____

Signature: _____

Date & time: _____

Please pass it onto a member of the safeguarding team within 24 hours.

This report is for the purpose of keeping a record of reports made to the DPS.

This will be stored securely following Government guidelines.

Telephone: 01753 540771
Email: safeguarding@langleyfree.org.uk
Langley Free Church 100 Trelawney Ave., Langley, Slough SL3 8RW, United Kingdom



LANGLEY FREE CHURCH

LOVE • FOLLOW • WORSHIP • PROCLAIM

APPENDIX 4: USEFUL CONTACTS:

Police:

Non-emergency Number: 101

Emergency Number: 999

Web address for local police: <https://www.thamesvalley.police.uk>

Contact Crimestoppers [anonymously report a crime or suspicious behaviour]:

Phone Number: 0800 555 111

Web address: crimestoppers-uk.org

Slough Adult Social Care Services

Monday- Friday 9am- 5pm: 01753 475111 (option 1)

Email: safeguarding.adults@slough.gov.uk.

Out of Hours: 01344 786543

Action on Elder Abuse helpline

Telephone number: 0808 808 8141

Web Address: www.elderabuse.org.uk

Care Quality Commission: 03000 616161

Local Baptist Association Safeguarding Contact:

Dave Llewellyn

Email address: dave@scba.org.uk

Regional Minister Lead:

Revd Dr Colin Norris

Mobile Number: 07725 039943

Email Address: c.norris@scba.org.uk