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| --- | --- |
| BBClogo | Safeguarding policy for vulnerable adults |

Contact Details - To Be Publicly Displayed

Designated Person for Safeguarding/DBS Co-ordinator/DBS Verifier

Sue Healy – [safeguarding@burlington.church](mailto:safeguarding@burlington.church)

Mob: 07949 362633

Senior Minister/DBS Verifier

Simon Harris – [simon@burlington.church](mailto:simon@burlington.church)

Mob: 07881 653493

Safeguarding Trustee/DBS Verifier

Becky Garland – [garlandasinjudy@outlook.com](mailto:garlandasinjudy@outlook.com)

Mob: 07809 016241

Suffolk Police

Main switchboard no: 01473 613500 / 101 / 999 (emergency)

**Adult Social Care**

Contact number – 0808 800 4005 or via Police

Why do we need a Safeguarding Policy?

The purpose of this policy is to provide practical guidance to those working with vulnerable adults in the Burlington Baptist community to ensure that vulnerable adults are protected and safeguarded from exploitation and abuse.

The policy identifies those with organisational responsibility for implementing the policy, training requirements for those working with vulnerable adults and the procedure for reporting and recording abuse. The policy also works to safeguard volunteers.

“A vulnerable adult is defined as a person of 18 years and over who is or may be eligible for community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.” (No Secrets, Department of Health 2000)

Abuse is a violation of an individual's human or civil rights by any other person or persons.  It is a single or repeated act or omission, occurring within a personal or other close relationship where there is an expectation of trust, which causes harm to a vulnerable adult.

Abuse can take many forms:

Discrimination

When you are treated unfairly because of your race, age, gender, disability, sexuality or background.

Emotional

This could be someone calling you names, bullying you, or treating you like a child, being ignored, or blamed for things that you did not do, being shouted at, or threatened.

Financial or Legal Abuse

This could be someone stealing from you, or forcing you to pay for other people’s things, or when you don’t have a say in how your money is being spent. This could also be extortion, theft, fraud or embezzlement.

Neglect

This could be if you are hungry, cold, do not have clean clothes to wear, or are denied access to things that you need.

Physical

This could be someone hitting, kicking, pulling hair, pinching or shaking you, or being given too much or too little medication. This could also be assault.

Sexual

This could be being touched, or forced to touch someone else, or made to have sex with someone when you don’t want to. This could also be rape or sexual assault.

Spiritual

This is when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others.

As a Church we have a number of vulnerable adults within our community. We also run a number of Missional Communities and events offsite, each with its own unique context and setting. To make our policy and training as effective and practical as possible each community has its own sub policy and guidance relating to its activities. We also need to cover online activities and any special safeguards they need – see the Electronic Communication section below.

The Baptist Union provide key “Safe to Belong” guidance and the overall framework for this policy – see this link for more information:

<http://www.baptist.org.uk/Articles/450987/Safe_to_Belong.aspx>

Please also note the following key Baptist Union documents:

Guidance on Self Harm:

<http://www.baptist.org.uk/Articles/457358/BUGB_Guide_to.aspx>

Guidance on Cyber Abuse:

<http://www.baptist.org.uk/Articles/456609/BUGB_Guide_to.aspx>

Organisational Responsibility

The Board of Trustees has executive responsibility and appoints a Safeguarding Trustee to ensure that the policy is reviewed, that training is implemented throughout the church organisation and that the abuse of vulnerable adults is reported to the authorities and dealt with appropriately. The Eastern Baptist Association (EBA) provide policy oversight and training resources.

Management of the Vulnerable Adults Policy is overseen by the Designated Person for Safeguarding. The Designated Person for Safeguarding will train and monitor church group leaders who will be responsible for supervision and training of their groups. The group leader will hold a DBS check obtained by Burlington Baptist Church. Every leader/ missional community will have a number of secondary leaders who have also undergone training and shown evidence of a current DBS check with a known organization (which has been performed within the last five years). If they do not have a DBS check then it is strongly advised that the secondary leaders do have a separate DBS check obtained by Burlington Baptist Church. Contact the Designated Person for Safeguarding for details of how this detailed process currently operates but it follows the “Safe to Belong” principles. Note that DBS checks are now valid for up to five years.

The following link is the generic Baptist Union guide to DBS checks and in particular shows the type of DBS which is applicable and when to seek advice from the current DBS provider on behalf of the Baptist Union e.g. If there is any doubt about the type of DBS which is applicable:

<http://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx>

“Volunteers” who work within groups will also need to be assessed for suitability by the leader of their group and undergo an appropriate induction including explaining the essence and importance of this policy.

Appointing of group leaders is via the Trustees and the Church Meeting. This governance takes into account the community’s knowledge of the leaders involved and may require references where relevant.

Leaders should consider use of relevant/ appropriate elements of the relevant elements of the following Baptist Union document in conjunction with the appropriate Regional Minister:

<http://www.baptist.org.uk/Articles/369400/Church_Contract_with.aspx>

Reporting Abuse

Where anyone in the Church has knowledge or a suspicion of abuse taking place, this will be shared with the Designated Person for Safeguarding at the earliest opportunity. Where this is not possible they may choose to report their concern promptly to the Safeguarding Trustee or to the Senior Minister. For additional help and guidance see Appendix I - Escalating an Incident of Suspected Abuse.

The Designated Person for Safeguarding will ensure that any report of abuse is documented in a timely fashion and inform the Safeguarding Trustee and/or relevant agencies.

Burlington Baptist Church will operate a confidential reporting system to enable anyone who knows or suspects that abuse is taking place to ‘whistle blow’ without fear of blame.

Note that all Safeguarding referrals in electronic form need to be sent to the Designated Person for Safeguarding whether they do the actual referral or not. Every other copy needs to be permanently deleted. The Designated Person for Safeguarding will print them and add to our files prior to deletion of the electronic version.

Guidance for responding to an allegation of abuse

Do:

* Make sure the individual is safe.
* Assess whether emergency services are required and if needed call them.
* Listen, offer support and reassurance.
* Ascertain and establish the basic facts.
* Make careful notes and obtain agreement on them.
* Ensure notation of dates, times and persons present are correct and agreed.
* Take all necessary precautions to preserve forensic evidence.
* Follow correct procedure.
* Explain areas of confidentiality; immediately speak to the Designated Person.
* Explain the procedure to the individual making the allegation.
* Remember the need for ongoing support.

Don’t:

* Confront the alleged abuser.
* Be judgmental or voice your own opinion.
* Be dismissive of the concern.
* Consult with persons not directly involved in the situation.
* Ask leading questions.
* Assume information.
* Make promises.
* Ignore the allegation.
* Elaborate on your notes.
* Panic.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse occurred. This is a task for the professional adult protection agencies, following a referral from the Designated Person for Safeguarding.

Confidentiality

Vulnerable adult protection raises issues of confidentiality which should be clearly understood by all. Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of vulnerable adults with other professionals, particularly investigative agencies and adult social services. Clear boundaries will be communicated to all.

All personal information regarding a vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.

If an adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.

Within that context, the vulnerable adult should, however be assured that the matter will be disclosed only to people who need to know.

Staff should assure the adult that they will keep them informed of any action to be taken and why. The adult’s involvement in the process of sharing information should be fully considered and their wishes and feelings taken into account.

Training

Basic Safeguarding Policy Training (effectively covering Level 1) - A Verbal briefing on this policy

Safeguarding Level 2 – Training course as supplied by EBA (this course is relevant for all workers with vulnerable adults but especially for those leading groups)

N.B. Safeguarding Level 3 training is only relevant to Trustees, Ministers, the Designated Person for Safeguarding, the Safeguarding Trustee and other members of the Safeguarding Team e.g. PA to the Senior Minister.

Transport

Travel to and from activities that is informally arranged between volunteers and vulnerable adults. However if transport is formally arranged via the church then the following criteria should be met.

1. The driver must hold a current licence and be insured to drive the vehicle with appropriate business travel cover where the travel effectively forms part of a church employee’s role or where a volunteer is being paid by the church to provide transport.
2. The car should be in good working order and have a current MOT
3. Where possible two or more vulnerable adults should be in the car.
4. If a minibus is being used, the correct licence and insurance rules should be met.

If for short journeys one vulnerable adult is in the car with one supporting adult, an other supporting adult from the church must be made aware.

Electronic Communication

Electronic communication covers many different forms of interaction from text messaging, through social media apps, to online video calls/meetings. The following set down the key areas we need to address/enforce:

People essentials for all Online meetings involving video – all adults involved must dress appropriately and ensure that anything that can be seen in their interaction is appropriate/inoffensive for the vulnerable adult with which they are interacting e.g. meeting should not take place from a bedroom. All vulnerable adults must dress appropriately for these meetings too and also be aware of their location and anything that can be seen in their interaction. The considerations of numbers of adults to vulnerable adults and mix of genders applies to video meetings as to physical meetings. Video meetings should not be recorded given the difficulties in protecting the material.

People essentials for all meetings involving audio only = all adults must ensure that anything that can be overheard in their interaction is appropriate/inoffensive for the vulnerable adult with which they are interacting. The considerations of numbers of adults to vulnerable adults and mix of genders applies to video meetings as to physical meetings. Audio only meetings should not be recorded given the difficulties in protecting the material.

Technical guidance for online meetings (video and audio only):

* Invite people directly to the meeting as opposed to providing a public link
* Lock meeting when all expected participants are present to prevent unexpected joiners.
* Use a “waiting room” feature if it exists in the tool being used so that a joiner can be vetted.
* Use facilities such as “mute all participants” or “remove participant” as necessary to control meeting content/interaction.
* Carefully control who can share video content.
* Carefully consider whether live textual chat is appropriate – and disable/moderate as necessary.
* Think about how to handle comments against the content – this will vary with the technical tool being used for the meeting e.g. Facebook vs Zoom.
* This [link](https://www.eauk.org/news-and-views/online-meeting-security?utm_source=Evangelical+Alliance&utm_campaign=325ed088a1-HEADLINES_2_APR_20_COPY_01&utm_medium=email&utm_term=0_9c7f3b9355-325ed088a1-302264161&mc_cid=325ed088a1&mc_eid=2c79261052) is one of many giving more technical guidance for some tools.

**Specific policies for particular Missional Communities**

Impact Missional Community (MC)

In respect of Impact (who work mainly with vulnerable adults associated with or formerly associated with Christchurch House)the Leaders and Volunteers within the MC will not:

* Invite any vulnerable adult living in CH into their home without discussion in advance with the CH project leader and the leader of the MC.
* Enter a vulnerable adult’s room at CH without another volunteer/leader present.
* Join the social media sites of any vulnerable adult living in CH.
* Text, Social Media, chat or telephone a vulnerable adult from CH unless this is agreed in advance by the Safeguarding Leader of the MC. The Safeguarding Leader is permitted to text/telephone vulnerable adults to confirm arrangements concerning the MC but will immediately inform BBC and any other agency if a vulnerable adult should be inappropriate in respect of texts or calls to them.
* Take a vulnerable adult in their car unless this is agreed by the Safeguarding Leader. In respect of Christchurch House MC, no vulnerable adult from CH will be conveyed in a car alone.

The Leaders and Volunteers within the MC will:

* Wherever possible endeavor to not be left alone in a room with a vulnerable adult.
* Disclose immediately any child protection concern and/or abuse to the Safeguarding Leader
* Ensure any disclosure is written down in the safeguarding book
* Work in partnership with Christchurch House Staff and observe the guidelines of child and vulnerable adult protection.

Feet For The Street (FFTS) and Elevenses (11’s) Missional Communities (MC)

Included in the group of adults at risk are those who misuse drugs, alcohol and substances. Whilst these addictions are often hidden, care needs to be taken to ensure this group of vulnerable adults is protected.

FFTS and 11’s primarily operate on the Church premises, however care must be taken when meeting guests outside of this normal context. Where addictions are known or suspected, you must discuss this with your missional community leader before meeting with a guest in a private place (e.g. your home or their home).

Role Requirements and Responsibilities

Leader

Burlington Baptist member, Burlington Baptist DBS Check. Vulnerable Adult Policy trained. Supervisor of secondary leaders and volunteers.

Responsible for reporting incidents to Designated Person for Safeguarding.

Secondary Leader

Burlington Baptist member, DBScertificated, either from a known organization or through Burlington Baptist, Vulnerable Adult Policy trained.

Responsible for reporting incidents to Designated Person for Safeguarding.

Volunteer

Vulnerable Adult Policy trained.

Will report concerns to MC/ Safeguarding Person.

Relevant Documents

Burlington Baptist Vulnerable Adult Policy (this document)

Copy of relevant third parties’ Safeguarding Policies e.g. Christchurch House

BU Safeguarding Retention Schedule (at www.baptist.org.uk/gdprsafeguarding)

**Access to Safeguarding records**

1. The Designated Person for Safeguarding and the Safeguarding Trustee have keys to the Safeguarding record store.

2. Both parties need to keep each other informed of times when they will be unavailable for more than 2 consecutive days. If there is a period when both parties will be away then one key to be placed in the Church Centre fire safe temporarily so that it can be accessed by the PA to the Senior Minister in an emergency. This key should be held by the relevant party as soon as they are available again.

Policy Audit

Annual trustee review (or as needed) to check Training/ Incidents/ Policy Updates.

The history and issue status of this policy are included in the policy index. It is part of the annual review of church policies.

Appendix I: Escalating an Incident of Suspected Abuse

Ideally incidents will be escalated to The Designated Person for Safeguarding (contact details as at the front of this policy) who will go through the following steps. Practically this will not always be possible especially in an emergency situation. DO NOT DELAY - anyone can follow the steps below and Suffolk Social Care Services are available by phone 24hrs a day to advise and assist you through this process: 0808 800 4005. Incident Forms can be found in the welcome area if you feel there is an area of concern

|  |  |
| --- | --- |
|  | Actions |
| Step 1 |  |
| Suspicion or allegation of abuse by an adult that was:  Directly Observed.  Directly Reported.  Anonymously Reported. | Fill out a Burlington Incident Report Form (see below).  Monitor Situation.  Report to Designated Person for Safeguarding within 24hrs. |
| Step 2 |  |
| Discuss with the person the options for them to take including reporting the alleged abuse to the police.  If you are unsure call Suffolk Social Care Service on 0808 800 4005 they can advise you over the phone and also send a social worker to assist you at any time of the day or night.  In an emergency always call 999. | Record your actions in the Suffolk County Council Incident Form. |
| Step 3 |  |
| Refer to Police where the person is willing, or is unable to defend themselves either because of alcohol or drugs, or where the person is mentally, physically or emotionally unable to cope. Refer also where the subject or another person is at risk of being harmed. | Record your actions on the Burlington Incident Report Form. |
| Step 4 |  |
| Verbal referrals must be followed by a written referral within 24 hours. | A Suffolk County Council Incident Form must be completed in all circumstances for future reference. |
| Step 5 |  |
| You may be asked to attend a review meeting. You may be required to provide other information as required. |  |

REMEMBER - DO NOT DELAY

Suffolk Social Care Services are available to advise 24hrs a day. In an emergency the Police are always available on 999.

Designated Person for Safeguarding – see front of policy

Safeguarding Trustee - see front of policy

Burlington Incident Report Form (the Baptist Union template)

Usually to be completed by the Designated Person for Safeguarding taking input from the person who has concerns/ heard the allegation etc.

|  |  |
| --- | --- |
|  |  |
| Name of church / organisation |  |
| Contact details of church / organisation |  |
|  |  |
| Name of Designated Person for Safeguarding (DPS) |  |
| Contact details of Designated Person for Safeguarding |  |
|  |  |
| Name of concerned person or to whom disclosure was given |  |
| Contact details of concerned person or whom disclosure was given |  |

**INDIVIDUAL OF CONCERN - CONTACT DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Address |  |
| Phone number / Email address |  |

**THE INCIDENT**

* What happened? (Nature of concern / disclosure made - use the person’s own words if known)
* When did it happen? (date, time)
* Where did it happen? (specific location)
* Who was allegedly involved and in what way? (includes witnesses)

**ANY ACTION THAT HAS BEEN TAKEN**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* Have the carers or parents / guardians been informed? (Please tick)
* If so, when and by whom?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* Have the statutory authorities been informed?
* If so, please complete the table:

*Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authority** | Police |  |  |  |  |
| **Name** | Bobby |  |  |  |  |
| **Position** | Child abuse officer |  |  |  |  |
| **Email contact** | bobby@police.com |  |  |  |  |
| **Phone contact** | 077999 |  |  |  |  |
| **Contacted by** | Minister |  |  |  |  |
| **Date & time of contact** | 1.30pm  1/4/15 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* Has the Local Association been informed?

*(Please do so if the statutory authorities are involved)*

* If so, when and by whom?

* Any other action taken:

**FUTURE ACTION TO BE TAKEN**

* What action needs to be taken?
* Who is responsible for this?

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE OF DESIGNATED SAFEGUARDING PERSON |  | Signature of minister, or Church Safeguarding Team member |  |
| Date & time |  | Date & time |  |

**BODY MAP**

Name of Individual of Concern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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’s not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front Back

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_