

# Borehamwood Baptist Church



## Safeguarding

Adults at Risk in the Church

## Policy & Procedures

Revised 2022

# POLICY STATEMENT

On

## Adults at Risk in the Church

This statement was adopted at a church meeting held on 28<sup>th</sup> February 2016.

It will be presented each year together with a report to the AGM meeting of the church held in the month of February.

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of the church.
2. It is the responsibility of each of us to do our best to prevent the abuse of adults at risk including, but not exclusively, physical, emotional, sexual, financial and spiritual abuse and to report any such abuse as we discover or suspect.
3. We are dedicated to providing pastoral care and support to those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Baptist Union of Great Britain, outlined in Safe to Belong.
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.

## RESPONSIBLE PEOPLE

The church has appointed the following people:

<b>Safeguarding Trustee / Deacon</b>	Nicky Barrass	020 8207 4305 / 07714275309
<b>Designated Person for Safeguarding</b>	Carol Conner	020 8386 2774 / 07759774032
<b>Deputy Designated Person for Safeguarding</b>	Sonia Steer	0790 865 3531

## POLICY AND PROCEDURES

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer and on the church's website.

Each worker with adults at risk, whether paid or voluntary, is required to follow the policy and procedures. On appointment they will be asked to sign to say they have read and will follow the policy and procedures.

A full copy of the policy and procedures will be on the church's website and a paper copy made available on request to any member of the church, any person from the church or their carer or person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be summarised annually at the church's AGM meeting together with a report on the outcome of the annual review.

## PROCEDURES & GUIDELINES

The following procedures and guidelines include key elements from **Safe to Belong** (Baptist Union of Great Britain 2015) that is a comprehensive document of 50+ pages.

Therefore, for further information of the elements included in this document, reference should be made to **Safe to Belong**. Please request this from the Designated Person for Safeguarding if required.

### WHAT IS SAFEGUARDING?

#### **Safeguarding is the protection of adults and children from harm, abuse or neglect**

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should anything go wrong, and support for everyone involved.

### PREVENTION & REPORTING OF ABUSE

We all share the responsibility for promoting the welfare of adults at risk and Borehamwood Baptist Church has procedures in place to show how we are going to achieve this. This is particularly important when it comes to knowing how to respond to concerns about the welfare of adults at risk.

#### **Who are adults at risk?**

Any adult age 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

#### **What is abuse?**

Abuse is the violation of an individual's human and civil rights by another person or persons.

#### **Who could abuse?**

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

#### **Where could abuse happen?**

Abuse can take place in all kinds of different settings. For example:

- At home or at someone else's home
- Within supported housing, a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In a church
- In a car or other vehicle
- Online or via mobile communications

### Types of abuse and definitions

The main types of abuse are:

Abuse	Definition
Physical	To inflict pain, physical injury or suffering.
Emotional	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.
Sexual	Any non-consenting sexual act or behaviour
Neglect	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.
Financial	The appropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	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).
Discriminatory	The inappropriate treatment because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of an adult 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.

Other forms of abuse include domestic abuse, cyber abuse, self-harm/self-neglect, mate crime, modern slavery, human trafficking, radicalisation, honour marriage / forced marriage and historic abuse.

### How to respond to abuse or concerns

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 doesn't 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

In these circumstances, do not delay. Pass on your concerns to the Designated Person for Safeguarding within 24 hours. If they are not available or are implicated in the concern speak to another member of the safeguarding team or the Minister. *If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.*

When responding to abuse or concerns you should:

<b>What to do</b>	<b>What not to do</b>
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<ul style="list-style-type: none"> <li>• <b>Listen</b> Take what is said seriously</li> <li>• <b>Reassure</b> Try to be reassuring and to remain calm</li> <li>• <b>Ask</b> Request their consent to share information and seek help</li> <li>• <b>Explain</b> Be clear about what you will do and what will happen next</li> <li>• <b>Take action</b> Don't ignore the situation</li> <li>• <b>Write</b> Document everything the adult at risk has told you, in their own words. Record any questions you ask as well as the answers or information given. Do this as soon as possible after the disclosure and include the time, date and your signature</li> <li>• <b>Report</b> Contact the Designated Person for Safeguarding within 24 hours (or appropriate alternative previously detailed) and report the disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not</b> promise confidentiality</li> <li>• <b>Do not</b> show shock, alarm, disbelief or disapproval</li> <li>• <b>Do not</b> minimise what is being said</li> <li>• <b>Do not</b> ask probing or leading questions, or push for more information</li> <li>• <b>Do not</b> offer false reassurance</li> <li>• <b>Do not</b> delay in contacting the Designated Person for Safeguarding</li> <li>• <b>Do not</b> contact the alleged abuser</li> <li>• <b>Do not</b> investigate the incident any further</li> <li>• <b>Never</b> leave an adult at risk to wait to hear from someone without any idea of when or how that may be</li> <li>• <b>Never</b> pass on information to those who don't need to know, not even for prayer ministry</li> </ul>
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**The following flowchart details the procedure for responding to concerns.**

## RESPONDING TO ABUSE FLOWCHART

### STAGE 1

A worker or other person has a concern about the welfare of an adult at risk

The person who has the concern has a duty to

#### RECORD AND REPORT

A written record must be made of the concern using a standard incident report form (Appendix 1) and the concern should be reported to the Designated Person within 24 hours

If the Designated Person's behaviour is in question report directly to the Minister or Safeguarding Trustee/Deacon

**If an adult at risk is in imminent danger of harm a referral should be made to the Police or Emergency Services without delay**



### STAGE 2

The Designated Person receives the report of concern

The Designated Person has a duty to

#### REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made

within 24 hours of receiving the report

**If an adult at risk is in imminent danger of harm a referral should be made to the Police or Emergency Services without delay**



### STAGE 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee/Deacon and the Minister may have a duty to

#### SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the Central Area Baptist Association Regional Minister, the Independent Safeguarding Authority or the Charity Commission

## **SAFE RECRUITMENT, TRAINING, SUPPORT AND SUPERVISION OF WORKERS**

### **In all cases of recruitment we will:**

- provide a written role description
- require the candidate to complete an application form
- conduct a face-to-face interview
- take up references
- check the candidate's criminal record using the current procedure required (where applicable)
- appoint for a probationary period
- require the candidate to sign an undertaking to work within our church's Safeguarding Policy and Procedures

### **Training of workers**

All appointed workers will be encouraged to attend appropriate training courses, where available.

### **Support and supervision**

All appointed workers will be given ongoing support and supervised for adherence to the Safeguarding Adults at Risk Policy and Procedures.

## **BEST WORKING PRACTICES**

We believe in encouraging and releasing people into their God-given potential. We therefore try to recognise everyone's gifts and have regard for their practical and spiritual needs.

We will therefore:

- use positive, inclusive and appropriate language and tone of voice; keep calm and never respond to verbal abuse with verbal abuse; always be kind and tolerant in the way we speak to people; have fun, but not at someone else's expense.
- not 'do for' but 'assist with', always asking an individual what assistance they require and respecting their right to refuse.
- maximise an individual's opportunity to be involved in all aspects of church life.
- if necessary, make ourselves aware of any medical, physical or mental health condition the person has and how to support them appropriately.
- be conscious how our actions could be misinterpreted, therefore be vigilant on each other's behalf and support each other.

## **SAFE WORKING PRACTICES**

### **Risk assessments**

The church has adopted a Health and Safety Policy. The person responsible for ensuring that this is adhered to is the Health and Safety Deacon (or appointed officer) who should work in partnership with the Property Deacon (or appointed officer) to ensure that the policy is implemented with adults at risk in mind.

As well as assessing the church premises for risks that they may pose to adults at risk, all leaders of services or groups that include adults at risk should assess the risks involved in the programmes they are planning and identify any necessary precautions. (Appendix 2)

## **Outreach working**

Those members involved in our church's outreach projects where there will be adults at risk must ensure they abide by the Safeguarding and Health and Safety Policies and Procedures of the institution or group where they are working, as well as going through our own recruitment procedure prior to starting.

## **A SAFE COMMUNITY**

To promote the safety and wellbeing of adults at risk in the life of our church, our Policy and Procedures address:

- the importance of adults at risk workers being properly appointed
- appropriate behaviour
- safe practices

However, when adults at risk become part of the life of the church they become part of a far wider community that has the potential to enrich their development and growth, but is also brings with it additional risks that need to be addressed.

## **Bullying**

The government defines bullying as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally."

In order to prevent bullying:

- adults at risk should know how they can report any incidents of bullying
- all allegations of bullying will be treated seriously and dealt with appropriately

## **When a known offender is present**

The church should be a community that is welcoming and open to all. It is for people who fail and people in need. Those who have abused adults at risk in the past or against whom a serious allegation has been made are to be included in this welcome.

Therefore we will:

- follow the correct procedure for managing the attendance of the offender or alleged offender
- offer pastoral support for the offender or alleged offender and their family



# Incident Report Form

This report form is to be completed by the adult at risk worker or other and given to the Designated Person or other Responsible Person for Safeguarding within 24 hours of any disclosure being made . As well as this report, make a full factual written record of your observations and any conversations, which must be signed and dated.

Name of worker .....

Name of group .....

Individual of concern .....

Date & time of incident .....

Nature of concern:

.....  
.....  
.....

Have you made a full written record of the incident/concern? Yes / No (please circle)

Who have you spoken to about your concerns?

Individual of concern Yes / No (please circle)

Carer / Parent Yes / No (please circle) Name .....

Statutory Authorities Yes / No (please circle) Name .....

Other Yes / No (please circle) Name .....

Other Yes / No (please circle) Name .....

What feedback have you received?

.....  
.....  
.....

How have your concerns been followed up?

.....  
.....  
.....

Signature of worker ..... Date and time .....  
or other

Signature of ..... Date and time .....  
Responsible Person

## Appendix 2

### Risk Assessment Forms

Forms are to be completed by adults at risk group or event leader.  
Advice should be sought from the Health and Safety Officer.

#### General Risk Assessment Activity:

Identify the Hazards	Who might be harmed and how?	Evaluate the risk and decide on precautions	Review your assessment and update if necessary
Trips out		Separate risk assessment to be done	

