



Safeguarding Adults at Risk Policy, Procedures and Guidelines

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A. Introduction

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

The document is made up of a policy statement, procedures and guidance, which covers:

- Why we think safeguarding adults is important;
- What to do if you know of or suspect abuse;
- How to make our church a safe and welcoming environment for all.

Who are adults at risk?

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service): Any adult aged 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.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (if it creates a dependency on, or needing help from, others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

Somebody may abuse or neglect an adult at risk by inflicting harm, or by failing to act to prevent harm. Adults at risk may be abused in a family or in an institutional or community

setting; by those known to them or, more rarely, by a stranger. There are four types of abuse as officially defined in government guidance: physical abuse, sexual abuse, emotional abuse and neglect. It is also recognised that 'spiritual abuse' can occur when an abuse of power takes place within a faith community.

Booklet explanation

The policy, procedures and guidance contained in this booklet should be made available to all members of the Leadership Team, the Safeguarding Team, Café 103 Leaders and the Care Team Leaders.

The parts highlighted in green will be issued as procedures and guidelines for all members of the Care Team, helpers in café 103 and any others working with adults at risk.

B. Policy statement

Policy Statement on Safeguarding Adults at Risk in Orchard Baptist Church

This statement was adopted at a church meeting on 18th May 2016.

The vision statement of the church is *“growing a community of people who love God and love others by cultivating deep roots and wide branches, and bearing much fruit”*.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all adults at risk associated with the church and will pray for them regularly.

In pursuit of this, as members of OBC, we commit ourselves to the following policies and to the development of procedures to ensure their implementation. We commit to:

1. Prevention and reporting of abuse

- Recognise it is the responsibility of each church member to help to prevent the physical, sexual, emotional, financial or spiritual abuse of adults at risk, and the duty of **all** to respond to concerns about the well-being of adults at risk and to report any such abuse disclosed, discovered or suspected.

2. Safe recruitment, support and supervision of workers

- Exercise proper care in the selection and appointment of those working with adults at risk, whether paid or volunteer.
- Provide appropriate training, support and supervision to promote the safekeeping of adults at risk.

3. Respecting adults at risk

- Adopt a code of behaviour for all who are appointed to work with adults at risk so as to ensure adults at risk are treated with respect and dignity.
- Provide a safe environment for activities with adults at risk and adopt ways of working with them that promote their safety and well-being.

4. A safe community

- To seek to ensure that the behaviour of any who may pose a risk to adults at risk in the community of the church is managed appropriately.

OBC Safeguarding Team

When possible, the Safeguarding Team will work together if and when issues arise. The church has appointed:

Matt Mitchell-Farmer, Designated Person for Safeguarding

07842 375290; safeguarding@orchardbaptistchurch.org

He is the person to contact when abuse of children or adults at risk is disclosed, discovered or suspected. He will liaise with the OBC Safeguarding Team, the Association Safeguarding Contact and external agencies where necessary.

Gill Goodliff, Safeguarding Trustee

07498 296661; gill.goodliff@orchardbaptistchurch.org

She will oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.

Steve Barber, Minister

07577 124852; steve.barber@orchardbaptistchurch.org

He can be contacted about issues surrounding safeguarding, and will be involved in matters within the church and its ministry.

Sarah Stapleton, Minister

07966 828607; sarah.stapleton@orchardbaptistchurch.org

She can be contacted about issues surrounding safeguarding, and will be involved in matters within the church and its ministry.

Gill Goodliff, Safeguarding Trainer

07498 296661; gill.goodliff@orchardbaptistchurch.org

Gill offers Level 2 'in house training for people who need to renew Level 2 training.

Policy and Procedures

A copy of this policy statement will be available on our website.

A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.

The policy and procedures will be monitored and reviewed annually. The policy statement will be read annually at the Annual General Meeting in May together with a report on the outcome of the annual review.

C. Procedures and Guidelines

1. Prevention and reporting of abuse

It is the responsibility of each church member to prevent the physical, sexual, emotional, financial or spiritual abuse of adults at risk, and the duty of all to respond to concerns about the well-being of adults at risk and to report any such abuse disclosed, discovered or suspected.

1.1 Recognising abuse

Abuse may be suspected because:

- there is a general concern about someone's wellbeing.
- something is seen or heard which could be abusive.
- someone tells something has happened or is happening to them, or to an adult at risk, which could be abusive.

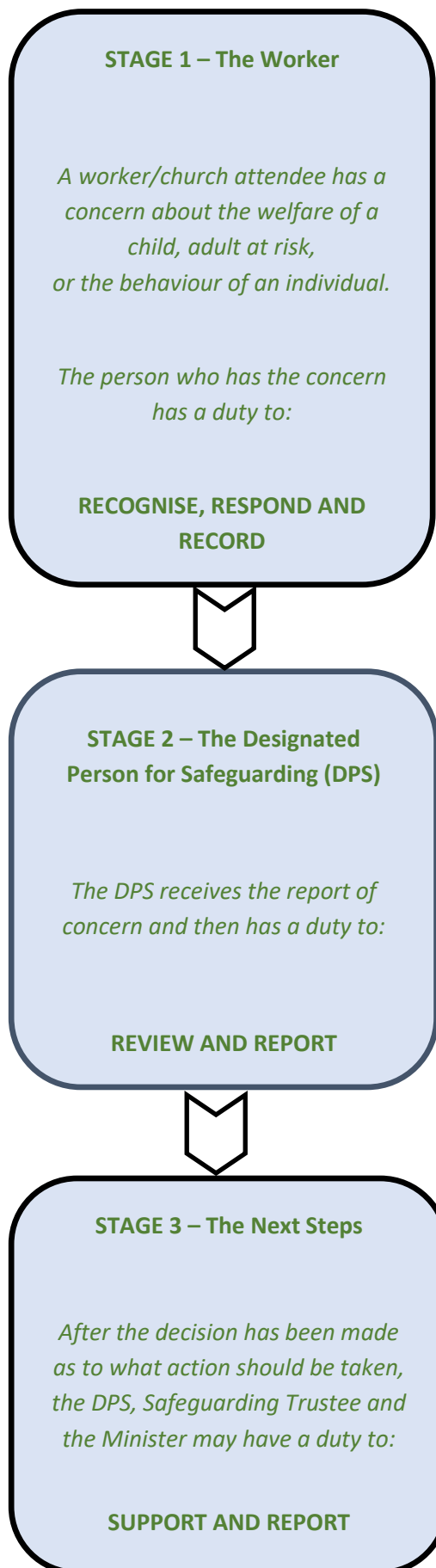
All who work with adults at risk will receive training which will include discussion about recognising different forms of abuse. This training will be renewed every 4 years.

1.2 Responding to suspected, disclosed or discovered abuse

If abuse is suspected, disclosed or discovered the concerns should be passed on to the Designated Person for Safeguarding within 24 hours (however, if the adult at risk says they don't want the information shared please refer to section 1.3). If the Designated Person is not available or is implicated in the concern, another member of the Safeguarding Team (if applicable) should be contacted, or the Local Association Safeguarding Contact. If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

Never go and talk to the alleged abuser or try to investigate the allegations yourself.

OBC adopts a three-stage process for responding to concerns:



STAGE 1 – THE WORKER

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

Concerns should be passed on to the DPS within 24 hours of it 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 at risk 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 child or adult at risk's name, address, 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 child or adult at risk 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 Minister(s)), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of a group, 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.

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 children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister(s) and church 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 church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that an adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the adult at risk, asking for continued observation where appropriate.
- inform 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. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime

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 Regional Safeguarding Lead.

Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

- The Safeguarding Trustee
- The Minister
- Regional Safeguarding Lead

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. Any records of safeguarding allegations, concerns or disclosures, should be stored in a safe and secure manner for at least 75 years.

STAGE 3 – THE NEXT STEPS

Responsibilities to REPORT and SUPPORT in stage 3 of the process are shared by the church Safeguarding Team and the Minister(s).

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister(s); Leadership Team.

A model of good practice can be found in BUGB's *Supporting Those who have Experienced Abuse* (section 2.1.7).

The duty to REPORT

If a church worker has been accused of causing harm to an adult 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).

1.3 What if the adult doesn't 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.

All concerns about suspected or disclosed domestic abuse should be reported to the Designated Person for Safeguarding, even if the adult at risk doesn't want help. This is for two reasons:

- i. So that the worker receives adequate support

- ii. So that the DPS understands the bigger picture of what is happening (the DPS may be aware of additional information that would inform a decision to inform the police or Adult Social Care Services)

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 or themselves
- In order to prevent a crime

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding should contact the Association Safeguarding Contact for advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind.

2. 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 volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of adults at risk.

2.1 Appointing workers for the Care Team

The appointment procedure is as follows:

Step 1: Informal chat with the Care Team Leader(s).

Step 2: If the Care Team Leader and candidate wish to proceed, the candidate is issued with:

- a job description
- a Safeguarding Adults at Risk Procedures booklet
- an application form (which includes acknowledging they have read and will abide by the Safeguarding Adults at Risk Procedures)

Step 3: The application form should be submitted to the Safeguarding Trustee who is responsible for arranging:

- for two references (non-family) to be taken up (n.b three references will be taken for a paid post) (where appropriate)
- a DBS check (where appropriate; for some posts this is only for adults at risk, for other posts this also needs to be for children. See section 2.6 for level of check required)
- for issuing a Safe Driving Policy (where appropriate)
- for issuing food hygiene guidelines (where appropriate)
- **for issuing Care Team Guidelines**
- for issuing a volunteer agreement

Step 4: On receipt of the references (where appropriate), a satisfactory DBS check (where appropriate), a signed Safe Driving Policy (where appropriate) and a signed volunteer agreement the Safeguarding Trustee will interview the candidate.

- Step 5: Make the appointment decision and sign OBC Volunteer agreement (1 copy to admin for filing). The Safeguarding Trustee will inform the candidate and the Care Team Leader.
- Step 6: The Care Team leader will arrange training for the roles the candidate is willing to undertake (where appropriate)
- Step 7: Once the volunteer has been trained, the person may begin their work.

The Safeguarding Trustee shall ensure that all paperwork shall be filed securely and confidentially.

No DBS check or references are required for those opting to provide **Meals** and/or **Baking a Cake**. However, the Food Hygiene Guidelines booklet is to be provided.

For those providing **Dog Walking, Garden Jobs, Cleaning, Errands, Small DIY or Telephone Calls**, the full recruitment process is to be followed (references, enhanced DBS check for adults at risk without the barred list, interview with the Safeguarding Trustee), and training provided.

For those providing **Visiting** or **Application Forms**, the full recruitment process is to be followed (references, enhanced DBS check for adults at risk with the barred list, interview with the Safeguarding Trustee), and training provided.

For those providing **Lifts (Occasional Appointments)**, the full recruitment process is to be followed (references, enhanced DBS check for adults at risk with the barred list, interview with the Safeguarding Trustee), training provided and the Safe Driving Policy is to be signed.

For those providing **Emergency Child Care**, the full recruitment process is to be followed (references, enhanced DBS check for adults at risk and children with the barred list, interview with the Safeguarding Trustee), training and one-to-one approval.

2.2 Appointing workers for the Renew Wellbeing Café 103

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| Step 1 | Informal chat with the OBC Café 103 Manager and Taster session |
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| Step 2 | <p>If the Leader and volunteer candidate wish to proceed, the volunteer candidate is issued with:</p> <ul style="list-style-type: none"> · OBC Café 103 Volunteer Role Description/Host roles and responsibilities agreement form · OBC Safeguarding Adults at Risk Procedures booklet · An Application Form (which includes acknowledging they have read and will abide by the Safeguarding Procedures) |
| Step 3 | <p>The Application Form and Host Roles & Responsibilities Form should be submitted to the Safeguarding Trustee who is responsible for arranging:</p> <ul style="list-style-type: none"> · Two references to be taken up · A DBS check (where appropriate; for some posts this is only for adults at risk, for other posts this also needs to be for children). See section 2.6 for level of check required. |
| Step 4 | <p>On receipt of the references (where appropriate) and a satisfactory DBS check (where appropriate) the Safeguarding Trustee will interview the volunteer candidate.</p> |
| Step 5 | <p>Make the appointment decision. The Safeguarding Trustee will inform the volunteer candidate and the Café 103 Manager and both sign Volunteer agreement (1 copy for file 1 copy for volunteer).</p> |
| Step 6 | <p>The Café 103 Manager will arrange Renew Well Being training and Safeguarding training for the roles the volunteer candidate is willing to undertake (where appropriate).</p> |
| Step 7 | <p>Once the volunteer candidate has been trained, the person may begin their official volunteering.</p> |

2.3 Appointing workers as Refugee Support Group Befrienders

Only people who are recommended by their Church Minister or the CiB Refugee Support Group shall be considered for appointment as an RSG Befriender.

The appointment procedure is as follows:

Step 1: Informal chat with the RSG Befriending and Support Lead.

Step 2: If the Befriending and Support Lead wish to proceed, the candidate is issued with:

- a job description
- a Safeguarding Adults at Risk Procedures booklet
- an application form (which includes acknowledging they have read and will abide by the Safeguarding Adults at Risk Procedures, and seeks a reference from their Church Minister or a member of the CiB Refugee Support Group)

Step 3: The application form should be submitted to the Safeguarding Trustee who is responsible for arranging:

- for two references (non-family) to be taken up (n.b three references will be taken for a paid post)
- a DBS check (See section 2.6 for level of check required)
- for issuing a Safe Driving Policy (if candidate ticks 'using a car to give lifts')
- for issuing food hygiene guidelines (if candidate ticks 'hospitality')
- for issuing a volunteer agreement

Step 4: On receipt of the references, a satisfactory DBS check, a signed Safe Driving Policy (where appropriate) and a signed volunteer agreement the Safeguarding Trustee will interview the candidate.

Step 5: Make the appointment decision and sign OBC Volunteer agreement (1 copy to admin for filing). The Safeguarding Trustee will inform the candidate and the RSG Befriending and Support Lead.

Step 6: The RSG Befriending and Support Lead will arrange training for the roles the candidate is willing to undertake (as appropriate)

Step 7: Once the volunteer has been trained, the person may begin their work.

The Safeguarding Trustee shall ensure that all paperwork shall be filed securely and confidentially.

2.4 Appointing workers for other ministries involving adults at risk

The appointment procedure is as follows:

- Step 1: Informal chat with ministry Leader
- Step 2: If the ministry Leader and candidate wish to proceed, the candidate is issued with:
- a Safeguarding Adults at Risk Procedures booklet
 - an application form (which includes acknowledging they have read and will abide by the Safeguarding Adults at Risk Procedures)
- Step 3: The application form should be submitted to the Safeguarding Trustee who is responsible for arranging:
- for two references (non-family) to be taken up (n.b three references will be taken for a paid post)
 - a DBS check for adults at risk (see section 2.6 for level of check required)
 - for issuing a volunteer agreement
- Step 4: On receipt of the references, a satisfactory DBS check and a signed volunteer agreement the Safeguarding Trustee shall make the appointment decision. The Safeguarding Trustee will interview the candidate.
- Step 5: Make the appointment decision and sign OBC Volunteer agreement (1 copy to admin for filing). The Safeguarding Trustee will inform the candidate and the ministry Leader.
- Step 5: The candidate will be required to attend safeguarding training as soon as possible. Once the volunteer has been trained, the person may begin their work.

The Safeguarding Trustee shall ensure that all paperwork shall be filed securely and confidentially.

2.5 Ongoing DBS checks, training and supervision

All who work with adults at risk will receive training which will include discussion about recognising different forms of abuse. This training will be renewed every 4 years.

All who require a DBS check for their roles will renew their checks every 4 years.

The Care Team Leader, Café 103 Manager and RSG Befriending and Support Lead are responsible for offering ongoing support to all members of the Care Team, Café 103 and RSG Befrienders respectively.

2.6 DBS Checks – level of checking

With reference to the BU document Baptist.org.uk/dbschecksguide, we have agreed to conduct DBS checks at the following levels:

| Area | Check | Rationale |
|---|------------------------------|---|
| Trustees (including safeguarding trustee) | Enhanced without barred list | BU advice |
| Designated Person for Safeguarding | Enhanced without barred list | BU advice |
| Ministers | Enhanced with barred list | BU advice (this test is done by SCBA for accredited ministers) |
| Graven Hill Family & Children’s Worker | Enhanced with barred list | Consistency with ministry |
| Café 103 Manager | Enhanced with barred list | Involves regulated activity (assistance with cash/bills and/or shopping; assistance in the conduct of a person’s own affairs) |
| Café 103 Lead Hosts | Enhanced with barred list | Involves regulated activity (assistance with cash/bills and/or shopping; assistance in the conduct of a person’s own affairs) |
| Café 103 Volunteers | Enhanced without barred list | Always supervised by Lead Hosts/Café Manager |
| Care Team – Meals; Baking a Cake | No dbs required | |
| Care Team – Dog Walking; Garden Jobs; | Enhanced without barred list | Does not qualified for check on barred list as this does not qualify as regulated activity |

| | | |
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| Cleaning; Errands; Small DIY; Telephone Calls | | |
| Care Team – Visiting, Application Forms | Enhanced with barred list | Could involve regulated activity (assistance with cash/bills and/or shopping; assistance in the conduct of a person’s own affairs) |
| Care Team – Lifts | Enhanced with barred list | Could involve regulated activity (conveying) |
| Care Team – Emergency Childcare | Enhanced with barred list | Treated in same way as one-to-one working, which carries increased risks |
| Awe Group Leaders | Enhanced without barred list | Does not qualified for check on barred list as this does not qualify as regulated activity. |
| RSG Befrienders | Enhanced with barred list | Could involve regulated activity (assistance with cash/bills and/or shopping; assistance in the conduct of a person’s own affairs; conveying) |

3. Respecting adults at risk

The church will adopt a code of behaviour for all who are appointed to work with adults at risk so as to ensure adults at risk are treated with respect and dignity.

The church will provide a safe environment for activities with adults at risk and adopt ways of working with them that promote their safety and well-being.

3.1 Financial integrity

All those who work with adults at risk shall abide by the church's Financial Integrity Policy. These clear processes will help to protect those working with adults at risk and any adults at risk. Of particular relevance to those who work with adults at risk are the following points:

Procedures relating to church workers (paid or voluntary):

- If any church workers (paid or voluntary) become aware that someone has altered their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Designated Person for Safeguarding. It is likely that s/he will report any such concerns to the Leadership Team.
- Church workers (paid or voluntary) should ensure that church and personal finances are kept apart to avoid any conflict of interest
- Church workers (paid or voluntary) should not seek personal financial gain from their position beyond their salary or recognised allowances or expenses
- All monetary gifts and any other gift over £10 in value should be reported to the Designated Person for Safeguarding, who shall keep a record of all gifts. If s/he has concerns about whether a gift should be accepted s/he will raise the issue with the leadership team
- Church workers (paid or voluntary) should not be influenced by offers of money

Procedures relating to those working with adults at risk on behalf of the church:

- Care should be taken not to specifically canvass for church donations from those adults who may be at risk, such as the recently bereaved
- If any church workers (paid or voluntary) become aware that someone has altered their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Designated Person for Safeguarding. It is strongly recommended that church workers (including ministers) should not act as

Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests

- 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, receipts or other evidence should be obtained of what has been done. The person handling the money should leave a signed note of how much they have collected/spent. The note should be countersigned by the adult at risk (if able). Any work involved in the handling of someone's personal finances should be reported to the Designated Person for Safeguarding, who shall keep a record of this. If s/he has concerns, they will be brought to the leadership team
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk. If any church workers (paid or voluntary) take on the role of Power of Attorney or Appointeeship for anyone known to them because of their church work or pastoral relationship, it should be reported to the Designated Person for Safeguarding. It is likely that s/he will report any such concerns to the Leadership Team.

3.2 Photographs/Images

With mobile phones and tablets with cameras, it is very easy to take pictures and immediately upload them to the internet. Make sure that you have the person's permission to take a picture, and if you intend to upload it, make sure that they're happy for people to see it online. When taking group pictures remember to get 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.

3.3 Confidentiality

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding, the statutory authorities or the local association (see section 1.3). However, it

is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

3.4 Pastoral Relationships

Where a relationship has a pastoral dimension, the following guidelines should be adhered to:

- 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.
- Workers should recognise the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role.

3.5 Lone Visiting and Feeling Safe when Visiting

Those going on visits alone will give due consideration to their safety by letting someone know where they are and when they are expected back and by taking a charged mobile phone. It is generally advisable to avoid visiting people in their own homes or isolated places, unaccompanied, if this is an initial or early contact. If someone feels uncertain or uncomfortable about any such visit or contact they are entitled to cancel and should seek support from their ministry leader (e.g. Care Team Leader, Café Manager, Befrienders and Support Lead).

Those visiting people in their own homes may be uncomfortable by the environment. Causes of discomfort might include such things as the person's pets, the condition of the

property, the behaviour of other people in the property, an allergic reaction. Workers should end the visit if they do not feel safe, or they deem the level of discomfort too great. In any such situation they should seek support from their ministry leader (e.g. Care Team Leader, Café Manager, Befrienders and Support Lead).

3.6 Offering Hospitality

It is generally advisable to avoid offering hospitality in your own home, if this is an initial or early contact. If offering hospitality, consideration needs to be given to your safety and the safety of those you are hosting.

Things to consider regarding your safety include whether you feel safe if the person knows your address (for example, where people have an addiction this can be difficult to manage), whether you are exposing other members of your family to undue risk, whether you are confident that you are not at risk of valuable items being stolen. Be aware that your household insurance policy may not cover you for the loss of belongings when offering hospitality through a volunteering role.

Things to consider regarding the safety of those you are hosting include potential risks arising from the condition of your property (e.g. unguarded plug sockets with little children around), potential risk from others who will be at your property, hygiene risks if offering food. If you are aware that others at your property would not receive DBS clearance if they were to volunteer to work with those you are hosting, approval must first be sought from your ministry leader (who will discuss this with the DPS). If offering food, you must complete the food and hygiene course.

3.7 Pastoral Visiting – Guidelines Regarding Covid Risks

Anyone entering a home for a pastoral visit or to sit with somebody needs to follow the guidance in 'Pastoral Visiting – Guidelines Regarding Covid Risks'.

3.8 Refugee Support Group (RSG) Befrienders Permitted Activities

The activities those who are Befrienders for the RSG are allowed to do if they feel safe and competent to do so are:

- Visiting

- Offering or preparing meals/food/welcome hampers
- Hospitality (e.g. inviting families to your home for a meal)
- Using a car to give lifts
- DIY/odd jobs (e.g. minor bike repairs, assembling small items of furniture)
- Gardening
- Helping with house moves (smaller items only)
- Supporting with shopping
- Help with filling in forms and other paperwork
- English reading, writing and conversation
- Signposting and support in accessing relevant services
- Connecting/disconnecting a washing machine

Activities that Befrienders for the RSG should not do include:

- Plumbing (unless the Befriender holds their own insurance that covers plumbing; there is an exception of connecting/disconnecting a washing machine)
- Electrical work (unless the Befriender is a qualified electrician with their own insurance that covers electrical work)
- Gas installation (unless the Befriender is a qualified Gas Installer with their own insurance for gas installation).
- Looking after children or babysitting
- Large jobs such as putting together furniture if the Befriender is not experienced in doing this. The RSG has people able to help with such jobs.
- Befrienders will not offer advice regarding legal, housing or health issues, but can signpost agencies that do offer advice

If Befrienders are unsure as to whether they are permitted to offer help in a specific area, they should consult and follow the advice of the Befrienders and Support Lead.

4. A safe community

The church will seek to ensure that the behaviour of any who may pose a risk to adults at risk in the community of the church is managed appropriately.

4.1 Working with a known offender (or someone accused of a serious allegation)

If it becomes known that within the congregation there is an offender or someone against whom a serious allegation has been made, the Association Safeguarding Contact should be contacted without delay.

The Association Safeguarding Contact will offer support and advice to help the church safeguarding team to put in place suitable safeguarding measures which may include:

- Liaising with the statutory authorities
- Carrying out a risk assessment to determine the level of risk that the alleged or known offender poses.
- Writing a formal agreement to be agreed by the alleged or known offender. This would lay out the conditions under which they can attend church services and various other activities organised by the church.
- Reviewing the formal agreement at regular intervals (not less than annually and when circumstances change) by all parties.
- Preparing a media statement in advance.

It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the safeguarding team without the individual's knowledge, and that confidentiality is maintained.

4.2 Alleged or known offenders who are themselves at risk

A formal agreement may be quite a daunting process for someone with learning difficulties or a young person, yet having something in place is still necessary. An alternative may be to arrange a meeting with the individual in question. The minister (or someone else) could take the individual through the main elements of a formal agreement (for example, "Someone will sit with you when you are in church, to make sure that everything's okay") in a non-threatening and easy to understand way. It is important that someone present is taking notes throughout the meeting, preferably not the minister or whoever is leading the meeting.

The individual would need to verbally agree to the requirements laid out in the meeting. Rather than signing a formal 'agreement', 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. The agreed requirements will need to be reviewed regularly to make sure the individual is complying, exactly as a formal agreement would be.

4.3 Pastoral support for alleged or known offenders

Outside of the statutory authorities, the majority of offenders will have little or no support from their family or friends, and there will be little public sympathy for them because of the nature of what they have done. By offering much needed pastoral care and support, the church can play a significant role in the rehabilitation of the offender.

An important aspect of this care and support is the imposition of boundaries or a formal agreement (or equivalent). If the offender truly wants to participate in the life of the church, has an understanding of the extent and damage of their crimes, and is committed to a new life, then they will understand the necessity of the restrictions placed upon them.

Alleged offenders should also be able to access pastoral care and support and a formal agreement (or equivalent) needs to be put in place and reviewed once the outcome of the situation is known.

4.4 Pastoral support for families of alleged or known offenders

It is worth noting that the families of alleged or known offenders will also be affected by what has happened, and in particular how they are now perceived and treated by the wider community. The church has the opportunity to play a vital role in the care and support of families of alleged or known offenders. Liaise with the Association Safeguarding Contact for help and support with this.

D. List of Supporting Documents for the Policy

All these documents can be obtained from a member of the Safeguarding Team.

Documents for all appointed to work with Adults at Risk:

- OBC Safeguarding Adults at Risk Procedures
- Incident Report Form
- Financial Integrity Policy

Other supporting documents:

- Safe Driving Policy
- Basic Food Hygiene Guidelines

Documents for appointing Care Team Members:

- Care Team – Helps List Application Form
- Care Team – Letters to Referees
- Care Team – Reference Form
- Care Team – Helps Lists Job Description

Documents for appointing Refugee Support Group Befrienders:

- RSG Befrienders – Application Form
- RSG Befrienders – Letters to Referees
- RSG Befrienders – Reference Form
- RSG Befrienders – Job Description

E. Policy Review Dates

Policy implemented: May 2016

Reviewed December 2016

Reviewed November 2017

Reviewed December 2018

Reviewed February 2019

Reviewed February 2021

Policy updated May 2021

Policy updated February 2022

Reviewed May 2023

Updated January 2024

Updated February 2024

Updated March 2024

Updated January 2025

Updated July 2025