MOORENDS AND THORNE PENTECOSTAL CHURCH

Safeguarding / Child Protection Policy

This policy and its procedures have been divided into five sections covering all 10 CCPAS safeguarding standards. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1.	**Organisation details** Safe and Secure – Standard 1
Section 2.	**Recognising and responding appropriately to an allegation or suspicion of abuse** Safe and Secure – Standards 2 and 7
Section 3.	**Prevention** Safe and Secure – Standards 3 and 4
Section 4.	**Pastoral care** Safe and Secure – Standards 8 and 9
Section 5.	**Practice guidelines** Safe and Secure – Standards 5, 6 and 10
Appendix 1.	**Leadership safeguarding statement**
Appendix 2.	**Guidelines on touching**
Appendix 3.	**Flow chart for action**

The Safeguarding Policy

SECTION 1

Details of the place of organisation

Name of Organisation: **Moorends and Thorne Pentecostal Church**

Address: Peel Castle Road
Thorne
Doncaster

DN8 5LZ

Tel No: 07875127707 Email address: pastor.kevinwatts@gmail.com

Charity Number: 1052613

The following is a brief description of our organisation and the type of work / activities we undertake with children:

MTPC is an Christian church working in Doncaster. We run a range of activities involving children, including activities for children during our Sunday meetings, a separate children's church and a youth club and a Parent & Toddler group on other days in the week. Children also may attend other events run by the church (eg Family Fun Days, Family Service, Craft workshops)

Our commitment

As Leadership we recognise the need to provide a safe and caring environment for children, and young people. We acknowledge that children and young people can be the victims of physical, sexual, spiritual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from *"all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."* As a Leadership we have therefore adopted the procedures set out in this

safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.

This policy is to be used in conjunction with other relevant sections of the CCPAS Safe And Secure Manual (in focus sections and appendices) 2010.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm (acts of commission or omission). Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

> *1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse

InFocus: Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children 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 another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in

normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms of abuse

InFocus: Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing

- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

How to respond to a child wishing to disclose abuse

InFocus: Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used

Try to remain calm, even if on the inside you are feeling something different

Be honest and don't make promises you can't keep regarding confidentiality

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive training and undertake recognised safeguarding training on a three yearly for other staff members. This is accessed via CCPAS, CCPAS Distance Learning and the Local Safeguarding Board.

The Leadership will also ensure that children are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Pastor Kevin Watts** (hereafter the "Safeguarding Co-ordinator") tel no: 07875127707 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **a member of the Oversight** (hereafter the "Deputy "). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services or take advice from CCPAS as above.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Consideration should be given to whether a referral should be made to the ISA Vetting and Barring Scheme lists of those people deemed unsuitable for working with children. When liaising with a SA / LADO the Co-ordinator will discuss with them about the need to refer to the ISA.

SECTION 3

Prevention

Safe recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in *CCPAS guidelines*. This includes ensuring that:

- Those working with children have completed a self declaration form in order for DBS proceedings to be followed
- A suitable training programme is provided for the successful applicant
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children and young people. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

See also: The Home Office issued guidance in *'Abuse of Trust Caring for young people and the vulnerable? Guidance for preventing abuse of trust'*. This guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that organisations have clear boundaries in regards to the personal relationships which can develop.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation. This is done via the church's leadership team and referrals to suitable Christian organisations will be made where necessary.

SECTION 5

Practice Guidelines

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached, appendix 5 and will be developed further.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: _____ **Date:** _____

APPENDIX 1

Leadership Safeguarding Statement

The Leadership of MTPC recognises the importance of its work with children and young people in need of protection and its responsibility to protect everyone entrusted to our care.

This organisation is committed to the safeguarding of children and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the organisation affected by abuse.

- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Pastor Kevin Watts Child Safeguarding Coordinator

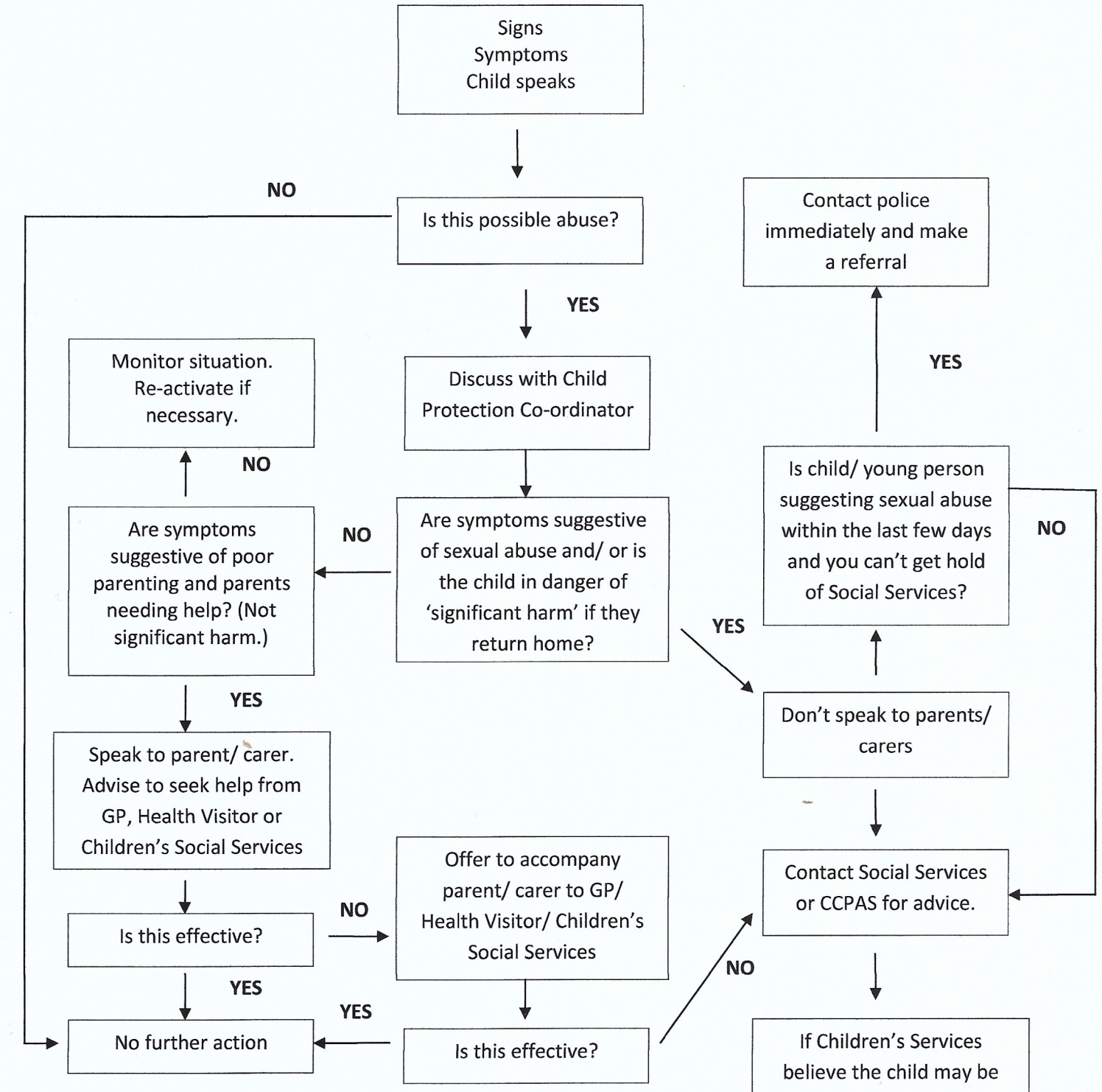
Any member of the oversight, Deputy Child Safeguarding Coordinator

Appendix 2

InFocus: Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency .
- When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Flow Chart for Action



Contact Details

Child Protection Coordinator: Kevin Watts **Deputy Coordinator: Oversight**
CCPAS (Churches' Child Protection Advisory Service): 0845 120 4550
Children's Service/ Safeguarding Unit/
Police Child Protection Team:
Police Out-of-hours:
Charity Commission: 0845 300 0218
Insurance Co. (RC01014490):

Vulnerable Adults policy statement for groups in England & Wales

This document consists of two pages. This is page one.

Name of group/project:	
Date this policy comes into effect:	
Signature of group representative (usually chairperson or leader):	Signature Print name
Signature of designated person to oversee vulnerable adults:	Signature Print name

* Note: by signing, you are confirming that all relevant people in your group/project are aware of, and committed to, following the policy outlined.

The management[1] of Thorne Pentecostal Church (Hereafter TPC) recognises that the protection and safety of vulnerable adults is everyone's responsibility. TPC defines a vulnerable adult based on based on the Law Commission's definition – that is a person who:
'is or may be in need of 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 or herself against significant harm or exploitation'.
In clarifying this further, TPC adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years and over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

This policy, the related procedures and the Code of Good Practice, which follow, establishes the roles and responsibilities of staff[2], in relation to the protection of vulnerable adults, with whom their work brings them into contact.

In relation to vulnerable adults, the approach TPC will take is based on, and reflects, the principles of relevant legislation and guidance relating to the protection of vulnerable adults[3].

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[1] Within this document, the term management refers to those responsible for the organisation, be they management board, trustees, steering committee, etc.

[2] Within this document, the term staff refers to any person, either paid or unpaid, carrying out any duties on behalf of **name of group**.

[3] Carers (Recognition and Services) Act 1995, Disability Discrimination Act 1995, Disabled Persons (Services, Consultation and Representation) Act 1986, Employment Rights Act 1996, Enduring Power of Attorney Act 1995, Health Act 1999, Health Services and Public Health Act 1968, Housing Act 1985 & 1996, Human Rights Act 1998, Local Authority Social Services Act 1970, Mental Health Act 1959 &1983, National Assistance Act 1948, National Health Service and Community Care Act 1990, National Health Service Act 1977, Police and Criminal Evidence Act 1984, Power of Attorney Act 1971, Public Health Acts 1936 & 1961, Public Interest Disclosure Act 1998, Registered Homes Act 1984, Registered Homes (Amendment) Act 1991, Sexual Offences Act 1956 & 1967, Sexual Offences (Amendment)Act 2000, Chronically Sick and Disabled Persons Act 1970, and Data Protection Act 1998

® the welfare of the vulnerable adult is the paramount consideration

® all vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

The management are responsible for the protection of vulnerable adults within the **Children or Youth Programme at Church**. They have designated the **The Pastor** to oversee this on their behalf. This will include ensuring the implementation and monitoring of this policy.

In relation to recruitment and selection of staff, this will also include ensuring that all criminal disclosures are made regardless of when they were committed or whether they were of major or minor consequence including spent convictions under the rehabilitation of Offenders Act, and references taken which refer to candidates' suitability to work/have contact with vulnerable adults.

It is also the responsibility of the management to ensure that all staff for whom they are responsible, are aware of and understand the importance of implementing this policy and the related procedures and code of good practice.

Management recognises that if vulnerable adults are to be truly protected it is essential that everyone working with vulnerable adults contributes to the work of those with direct responsibility for the protection of vulnerable adults. The procedures that follow recognise and are consistent with that objective and have been designed to complement Local Authority procedures.

As a responsible body, we cannot and should not restrict our sense of duty to those vulnerable adults we identify as our service users. Staff, through their work, come into contact with a number of vulnerable adults each and every year. By being vigilant and acting where concerns exist, we can play an important part in their protection.

In operating this policy, staff must also be aware that, in order to protect vulnerable adults, in some circumstances it will be necessary to share what might normally be regarded as confidential information. The following principles should be adhered to:

- Information will only be shared on a need to know basis.
- Information will only be shared when it is in the best interests of the service users.
- Confidentiality must not be confused with secrecy.
- Informed consent should be obtained but is this is not possible and other vulnerable adults are at risk it may be necessary to override it.

Guidance in the form of a Code of Good Practice has also been developed to provide staff with ideas, which not only will help to protect vulnerable adults, but will also help to identify any practices, which could be mistakenly interpreted and perhaps lead to false allegations of abuse. Staff should familiarise themselves with this and if it is necessary to carry out practices contrary to it, only do so after discussion with, and the approval of, the management.

Remember, the first priority should always be to ensure the safety and protection of vulnerable adults and that it is the responsibility of all staff to act on any suspicion or evidence of abuse or neglect.

Vulnerable Adults procedures for groups in England & Wales Part One

This document consists of one page only.

PROCEDURE TO BE FOLLOWED IF YOU THINK A VULNERABLE ADULT MAY BE AT RISK OF ABUSE, IS BEING, OR HAS BEEN, ABUSED EITHER BY:

® a member of staff

® a member of their family

® any other person, including another vulnerable adult

The management of TPC are responsible for ensuring that all staff, for whom they are responsible, are aware of and understand the importance of implementing these procedures. Even though the overwhelming majority of vulnerable adults, which you will come into contact with through your work are likely to experience a perfectly safe and happy life.

It is recognised as well, that a percentage of the vulnerable adults that you come into contact with will, through the nature of their experiences, demonstrate behaviours that might be indicators of abuse. Many factors associated with disadvantage can also result in a vulnerable adult's behaviour being affected, thereby making the identification of abuse even more difficult. You are not expected to suddenly become expert in the protection of vulnerable adults nor are you expected to investigate abuse. You are, however, expected to comply with these procedures.

Staff, who for any reason become concerned that a vulnerable adult may be at risk of abuse, is being, or has been, abused must immediately report that concern to their **The Pastor**[4].

The **Pastor** will discuss your concerns with you to clarify their cause and obtain all the known relevant information. This will then be forwarded to the appropriate local Social Services Department stating that it concerns vulnerable adult protection.

In the absence of the **The Pastor** you should report the concerns directly to the local Social Services Department and then inform the **The Pastor** as soon as possible.

Should the concern relate to the Pastor you should contact the Social Services Department directly.

END OF VULNERABLE ADULT POLICY PROCEDURES PART ONE

[4] Delete as applicable

Vulnerable Adults procedures for groups in England & Wales Part Two

This document consists of two pages. This is page one.

PROCEDURE TO BE FOLLOWED IF A VULNERABLE ADULT TELLS YOU THAT THEY ARE BEING, OR HAVE BEEN, ABUSED:

Vulnerable adults will occasionally disclose abuse to an individual they have come to feel they can trust. This happens for many reasons but the important thing to remember is that if they do tell you, they are doing so in the hope that you will act to stop it happening, even if they ask you not to do anything with the information.

Vulnerable adults may feel as if they are betraying someone they are close to and whom they love. It is not unusual for a vulnerable adult to love the abuser but want the abuse to stop, especially when that person is a family member or carer. Equally, it may be someone they fear e g, a person whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for a vulnerable adult to talk about abuse and your response can be crucial.

It is important to remember too, that it can be more difficult for some vulnerable adults to tell than for others. Vulnerable adults who have experienced prejudice and discrimination through racism may well believe that people from other ethnic groups or backgrounds don't really care about them. They may have little reason to trust those they see as authority figures and may wonder whether you will be any different.

Vulnerable adults with a disability will have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources.

If a vulnerable adult discloses abuse to you in the course of your work it is important to react appropriately.

Do:	**Do NOT:**
• Remain calm and receptive • Listen without interrupting • Only ask questions of clarification if you are unclear what the vulnerable adult is saying • Make it clear you take them seriously • Acknowledge their courage in telling you • Tell them they are not responsible for the abuse • Let them know you will do what you can to help them and, where possible, get their consent to inform your **Youth Leader** and local Social Services Department	• Allow your shock or distaste to show • Probe for more information/ask other questions • Make assumptions or speculate • Make negative comments about the abuser • Make promises you cannot keep • Agree to keep the information secret

It is, therefore, essential that everything possible is done to protect the vulnerable adults who place their trust in us. If a vulnerable adult tells you that they are being, or have been, abused you must:

- ® make an immediate record of what the vulnerable adult has said, using their own words
- ® follow the instructions for reporting to your line manager, as set out in procedure one
- ® Tell them that you will have to inform your **Youth Leader** and that if appropriate, the relevant authorities will also have to be informed.

END OF VULNERABLE ADULT POLICY PROCEDURES PART TWO

Vulnerable Adults code of good practice

This document consists of two pages. This is page one.

This Code has been developed to provide you with advice that not only will help to protect vulnerable adults, but will also help you and your colleagues identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

Good practice will also protect TPC through reducing the possibility of anyone using their role to gain access to vulnerable adults, in order to abuse.

While it is not intended that this code should restrict staff from normal ways of working, e g, comforting a distressed vulnerable adult through providing a hug, there is much they can do to avoid situations that may give rise to misinterpretation, which will also work to protect vulnerable adults.

If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

Wherever possible, you should be guided by the following advice.

If it is necessary to carry out practices contrary to it, you should only do so after discussion with, and the approval of, your **The Pastor**.

Vulnerable Adults code of good practice

® avoid unobserved situations of one – to – one contact with a vulnerable adult. If it is unavoidable, always keep a door open and ensure you are within the hearing of other adults

® never invite a vulnerable adult to your home.

® never offer to or take a vulnerable adult alone in your own vehicle without the knowledge and consent of the carers and your **line manager/designated person/management group representative**

® if it is necessary to do things of a 'personal' nature for a vulnerable adult, e g, toileting if they are disabled, ensure these are carried out with the full knowledge of the carers and your **line manager/designated person/management group representative**

® develop a culture in which staff feel comfortable enough to point out inappropriate attitudes and behaviours to each other

® don't engage in or allow any sexually provocative games involving or observed by vulnerable adults, whether based on talking or touching

® never make suggestive remarks or discriminatory comments to a vulnerable adult

® don't engage in or tolerate any bullying of a vulnerable adult, either by vulnerable adults or other people

® don't engage in or tolerate inappropriate physical activity involving vulnerable adults

® never enter a room where a vulnerable adult may be changing their clothes or not be fully dressed, without first clearly getting their consent to enter

® respect all vulnerable adults, regardless of their age, gender, ethnicity, disability or sexual identity

® avoid 'favouritism' and singling-out 'troublemakers'

® never trivialise abuse

® never let allegations by a vulnerable adult go unreported, including any made against you

END OF CODE OF GOOD PRACTICE