

Ewhurst Baptist Church

PROTECTION OF VULNERABLE ADULTS POLICY

This statement, in summary of the full Vulnerable Adults Policy, was adopted at a church meeting held on 14th April, 2011

It will be presented every three years to a church meeting for review and evaluation of its effectiveness.

1. As members of this church we commit ourselves to the safeguarding of vulnerable adults and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to do everything possible to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable adults and to report any such abuse that we discover or suspect.
3. We undertake to exercise proper care in the appointment and selection of those who will work with vulnerable adults.
4. The church is committed to supporting, resourcing and training those who undertake this work.
5. The church adopts the guidelines of the Baptist Union of Great Britain published in *Safe To Belong* as contained in this policy.
6. Each person who works with vulnerable adults will agree to abide by this policy established by the church.

This church appoints Simon Bodington and Marian Copus as the Designated Person and Deputy

Signed(Chair of meeting)

Position

Date

Churches' Forum for Safeguarding

Introduction to Policy for the Protection of Vulnerable Adults

Ewhurst Baptist Church is part of the Baptist Union which, as part of the Churches Forum for Safeguarding, has agreed the following introduction to safeguarding policies

Introduction

The working group from the Churches' Forum for Safeguarding (CFS) recommends that an agreed policy statement will be the basis on which denominations affiliated to the Forum will work. These denominations participate in Churches Together in Britain and Ireland (CTBI) and Churches Together in England (CTE).

The group also recommends that each participating denomination will develop good practice guidelines based upon this policy and the government guidance in 'No Secrets'; these will be shared regularly between members of CFS to ensure they are consistent in good practice and of a high standard in relation to the care of vulnerable adults.

Policy Statement

As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. We believe that being part of the Christian family of the Church places responsibilities on all her members, both institutional and individual, to ensure that the environment for all is safe. This includes safety for all those who are vulnerable and all who wish to share in the life of the church and who are offered support and pastoral care by the church, both formal and informal.

The churches (in CFS) are also aware of the desire to enable all members of the community to play a full part in the life of the church as far as they wish and therefore commend the work done by groups such as Through the Roof and CHAD towards the integration of those people with disabilities and impairments in the life of the church and full implementation of the Disability Discrimination Act.

The churches (in CFS) have adopted the following definition of a vulnerable person as being one who may be at risk and in need as a result of:

1. sensory or physical disability or impairment
2. a learning disability
3. a physical illness
4. a mental illness, chronic or otherwise, including dementia or an addiction to alcohol or drugs.
5. a reduction in physical, mental, or emotional capacity. Or, who has for any reason become unable to protect him or herself from significant harm or exploitation.

The churches (in CFS) are concerned that those who work in regular, face-to-face contact or have responsibilities with vulnerable adults should be aware of the potential for misuse and abuse of power. Training in good practice and awareness of adult abuse and the proper recruitment of those who work with vulnerable adults on behalf of the church is therefore essential.

EWHURST BAPTIST CHURCH

Vulnerable Adult Protection Policy

(Adopted April, 2011)

Ewhurst Baptist Church is committed to provide a safe and secure environment for members, paid staff and volunteers and visitors and to promote a climate where vulnerable adults will feel confident about sharing any concerns which they may have about their own safety and the well-being of others.

The church has a ministry to vulnerable adults and the Leadership take very seriously the responsibility to protect and safeguard the welfare of vulnerable adults participating in our activities and using our facilities. This policy is intended to set out the means by which their safety and welfare is protected as far as we are able.

The church's Vulnerable Adult Protection Policy draws upon the guidance contained in the Baptist Union publication "Safe to Belong". This policy will be the subject of consultation, review and updating on a three-year cycle from the date of adoption.

Responsibilities and Immediate Action

All adults within the work of Ewhurst Baptist Church. (including paid staff, visiting staff, volunteers and students on placement) are required to report instances of actual or suspected abuse or neglect of vulnerable adults to the Church's Designated Person. Their photographs and names will be displayed on the church's notice board.

The Designated Person is: Simon Bodington [Tel No 01483 419138]

The Deputy Designated Person is: Marian Copus [Tel No 01483 267014]

The Designated Person or Deputy shall be the focal point of any paid staff or volunteers who have any concerns about an individual's safety and the first point of contact for external agencies that are pursuing any related investigations.

When an individual concern/incident is brought to the notice of the Designated Person, he/she will be responsible for deciding whether or not this should be reported to the Social Services Department. In normal circumstances this will be done in consultation with the Minister and the Leadership Team. If because of an emergency the Designated Person cannot do this before reporting the concern/incident to Social Services, they will inform the Minister and Leadership Team as soon as is practical and keep them informed.

Where there is any doubt as to the seriousness of this concern or disagreement between the Designated Person and the member of paid staff or volunteer reporting the concern, the Designated Person should report the matter to the church Leadership Team via the Minister. In

appropriate cases the Leadership Team will seek advice from the relevant Social Services Department.

In circumstances where a vulnerable adult has a suspicious injury which requires urgent medical attention the Vulnerable Adult Protection Policy referral process should not delay the administration of first aid or emergency medical assistance.

Where it is suspected that a vulnerable adult might be at risk of significant harm, nothing will be said to the person's carer without prior discussion and approval by the Designated Person.

When dealing with matters relating to Vulnerable Adult Protection, the welfare of the vulnerable adult is paramount. Issues relating to confidentiality do NOT apply. Workers should not fail to report concerns on the basis of the vulnerable adult not wanting information shared.

All carers of the vulnerable adult new to the life of the church are to be informed of our Protection responsibilities and the existence of this policy. Copies will be kept in the church office and will be displayed on the church notice board.

In situations where vulnerable adults sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of church paid staff or volunteers, carers will be notified of this as soon as possible. All accidents must be reported in the accident book, which is located in the kitchen first aid box.

Ewhurst Baptist Church recognises the need to be alert to the risks posed by strangers who may wish to harm vulnerable adults on the church premises, on church activities, or travelling to and from their homes.

Training

Training on VAP issues will be organised by the Designated Person and their deputy and draw on input from the Local Authority or other outside agencies. All paid staff or volunteers who have contact with Vulnerable Adults will be issued with Ewhurst Baptist Church's Protection Policy. The Designated Persons, however, will need to attend an appropriate dedicated training course and have specialised knowledge on the subject.

Recruitment of Paid Staff or Volunteer Workers

All persons working within the church either in a paid or voluntary capacity with the vulnerable adults will be subject to reasonable vetting procedures. These will include:

- Police Criminal Records checks for all

Once the Independent safeguarding Authority (ISA) is in place, paid staff and volunteers who work with vulnerable adults will need to be registered. For further information go to www.isa-gov.org.uk

Staff Code of Conduct

All paid staff or volunteers will treat Vulnerable Adults with respect and dignity. Whilst it will be unrealistic and undesirable to preclude all physical contact with vulnerable adults, paid staff and volunteers are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. It is not acceptable for paid staff or

volunteers to form a romantic relationship with a vulnerable adult with whom they have a relationship of trust.

Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a vulnerable adult for their own or other's safety, this will be appropriately reported in writing to the Designated Person and the carers.

Whenever possible first aid should only be administered by qualified first-aiders. If it is necessary for a vulnerable adult to remove clothing for this treatment, there should always be another adult present. If a vulnerable adult needs help with toileting, or washing after soiling themselves, another adult should be present. If a member of paid staff or volunteer is providing any form of intimate care to a member of the opposite sex, a colleague of that gender will be present or nearby. All first aid treatment and non-routine changing or personal care will be recorded. A list of first-aiders will be made available on the church hall notice-board.

For their own safety and protection, paid staff and volunteers should exercise caution in situations where they are alone with vulnerable adults. The door to the room in which the counselling or meeting is taking place should be left open. Where this is not practical because of the need for confidentiality the consultation should take place in a room where the door has a clear glass panel and another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.

Ewhurst Baptist Church workers should also be alert to the possible risks which might arise from contact with the vulnerable adult outside the church. Home visits to a vulnerable adult should only take place with the prior knowledge of members of the Pastoral Team and, if possible, accompanied by another adult. If they have carers they should be made aware of the visits. The Pastoral Team should likewise approve visits and telephone calls by vulnerable adults to the homes of paid staff or volunteers and their carers also be made aware of the visits. Where activities involve overnight accommodation, paid staff and volunteers must always have separate sleeping accommodation. The one exception to this is when a volunteer is acting in the role of a carer (for example on a church holiday) and needs to give personal care. In this case a member of the Pastoral team should be notified.

Any requests for advice or help with administering money, property or other related matters must be reported to the Designated Person. On no account should a paid staff member or volunteer of Ewhurst Baptist Church carry out any requests of this nature – however genuine or needy – unless deemed appropriate by the Designated Person and proper consent has been obtained. All such matters must be recorded.

Complaints/Allegations made against Staff

Ewhurst Baptist Church takes seriously all complaints made against members of paid staff or volunteers. The carers of vulnerable adults may share concerns about the actions of any of the church workers. All such concerns/complaints will be brought immediately to the attention of the Designated Person and the Church Leadership, in order that they may activate the appropriate procedures.

If the allegation involves what appears to be physical, sexual, emotional abuse or neglect the Designated Person in collaboration with the Leadership will take action. If the complaint is against the designated person then Minister (or, in his or her absence, a member of the Leadership Team) should immediately be consulted. Where it appears that a criminal offence may have been

committed, this will be reported to the Police for their investigation and to the appropriate Social Service Department.

Records

Brief and accurate written notes will be kept of all incidents, concerns relating to this policy and actions taken relating to individual vulnerable adult. They will be securely kept by the Designated Person in a locked cabinet in the church office and can be accessed by him/her and the Deputy or Church Leadership. Referrals made to Social Services under the Protection procedures will be recorded in detail and confirmed in writing.

Safety on Church Premises

The presence of intruders and suspicious strangers approaching any of the vulnerable adults will be reported to the Police immediately.

Availability of the Policy

Copies of this policy will be given to all workers and the Church Leadership. It should be brought to the attention of all the Church Members and available on request to the carers of the vulnerable adults who attend any Church activities.

Reviews of Vulnerable Adult Protection Concerns

The Designated Person and the Church Leaders on a regular basis should discuss the welfare of any vulnerable adult about whom members of paid staff or volunteers have reported concerns

APPENDIX A

Report form

This report form is for the purpose of keeping a record of reports made to the Designated Person. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of worker

Name of organisation

Name of Vulnerable Adult
.....

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?

Vulnerable Adult: Yes/No (Please circle) Carer: Yes/No (Please circle)

Organisation leader: Yes/No (Please circle) Name

Other Yes No (Please circle) Name

Social Services: Yes/No (Please circle) Name

What feedback have you received?
.....
.....
.....
.....

How have your concerns been followed up?

Signature of Worker:

Date and time

Signature of Designated Person

Date and time

APPENDIX B

EWHURST BAPTIST CHURCH
VULNERABLE ADULTS– REFERRAL FORM
STRICTLY CONFIDENTIAL

To: Social Services, Surrey County Council

From: Referrer's Details (Please print)

NAME:

JOB TITLE:

TELEPHONE:

EMAIL:

DATE:

TIME:

FAMILY DETAILS

FAMILY COMPOSITION:(Include all adults and children and record first name and family name)

Name: Vulnerable Adult	DoB	M/F	Ethnicity	Religion	1 st Language Interpreter needed Y/N?	Disability or special educational needs
Main address and tel. nos:				Carer's details		

Reason for Referral – Please indicate clearly if you suspect the Vulnerable adult/s is/are suffering or likely to suffer significant harm

PLEASE USE ADDITIONAL PAGES (IF REQUIRED)

Action to Date – Please indicate what actions have been taken to date by you

Has the career been informed of the referral?

Please give name and/or contact details of any other professionals involved with the Vulnerable Adult

SIGNATURE:

DATE:

Flowchart

