

Safeguarding Adults

Policy and Procedures

The Benefice of

St Giles, Balderton
All Saints, Barnby in the Willows
All Saints, Coddington

Principles of the House of Bishop’s Policy for Safeguarding Adults

Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- Respectful pastoral ministry to all adults within our church community.
- Within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to any complaint made which suggests that an adult for whom we were responsible has been harmed, co-operating with the police and local authority in any investigation.

We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.

We will seek to challenge any abuse of power by anyone in a position of trust.

We will care for and supervise any member of our church community known to have offended against a vulnerable person.

In all these principles, we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinator who is:**

Mrs Dilys Carby or Reverend Louise Holliday

Mrs Carby may be contacted at 31 Church Lane, Balderton NG24 3NW
Tel: 01636 672155 / Mobile: 0758 2529425 or e-mail: dilyscarby@gmail.com

Reverend Holliday may be contacted at The Vicarage, 107 Main Street, Balderton NG24 3NN
Tel: 01636 704811

This statement was agreed by the Parochial Church Council of each church.

Date..... Signed.....
(vicar)

Signed
.....
(Lay Chair of St Giles Balderton PCC)

Signed
.....
(Lay Chair of All Saints Barnby in the Willows PCC)

Signed
.....
(Lay Chair of All Saints Coddington PCC)

PROCEDURES FOR IMPLEMENTING THE BENEFICE POLICY

The Benefice of St Giles Balderton, All Saints' Barnby in the Willows and All Saints' Coddington

A copy of these procedures will be given to all volunteers and employees who have the responsibility for safeguarding adults. They should agree at the PCC meeting afterwards saying that they have read and understood them.

1. CONTACTS

Our Safeguarding Co-ordinator is:

Mrs Dilys Carby, 31 Church Lane, Balderton NG24 3NW
Tel: 01636 672155 / Mobile: 0758 2529425

Reverend Holliday may be contacted at The Vicarage, 107 Main Street, Balderton NG24 3NN
Tel: 01636 704811

2. *Contact details for the leader of each group working with adults at risk

GROUP	LEADER'S NAME	ADDRESS	TELEPHONE NUMBER
Bell ringers (Coddington)	Neil Kirton	Sunnyside Cottage, 38 Main Street, Coddington, NG24 2PN	01636 640989 or 07847 626894
Bell ringers (Balderton)	John Dodd	23 Alvey Road, Balderton	01636 679000
Bell ringers (Barnby)	Derek Tysoe	Main Street, Coddington	01636 679665
Community Garden Group	Lynn Green	4a Sykes Lane, Balderton, NG24 3LT	01636 700445
Crafty Cuppa	Revd Louise Holliday	The Vicarage, 107 Main Street, Balderton	01636 704811
Community Café	Dilys Carby	31 Church Lane, Balderton	01636 672155
Men's Group	Ian Lawrence	6 Collinson Lane, Fernwood	01636 605226
Mothers' Union	Deborah Pollard	40 Manners Road, Balderton	01636 672923
Walk & Talk	Lynn Green	4a Sykes Lane, Balderton	01636 700445
Wednesday Group	Lynn Green	4a Sykes Lane, Balderton	01636 700445
Church Choir	Mike & Alison Wilson	54 Queen Street, Balderton, NG24 3NS	01636 673298
Little Fishes	Christine Lathlane	88 Manners Road, Balderton, NG24 3JB	07795102010

1. Introduction:

This document outlines the diocesan procedures for safeguarding adults at risk and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

2. Our commitment:

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation.

In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability.

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice.

Documents providing more detailed guidance are listed out in section 9 below.

3. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may be intentional, or the result of neglect and causes harm to the vulnerable person, either temporarily or over a period of time.

Examples of Abuse:

National guidance identifies seven examples of abuse in relation to adults at risk:

- (i) Physical abuse** would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.
- (ii) Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- (iii) Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting to.
- (iv) Financial or Material** – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- (v) Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.
- (vi) Discriminatory Abuse** – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.
- (vii) Institutional Abuse:** This occurs when service users are required to 'fit in' with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.

4. Recognising Adults at Risk:

The Church of England policy gives a working definition for those who may be vulnerable as “any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”.

For the purposes of referring an adult at risk to the appropriate authorities the following definition is used:

A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness;

AND

Who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.’

The outline guidance below describes a broad framework and set of considerations that should guide our response to people subject to alleged abuse.

5. How can we promote good practice?

Promoting a safe church is less about procedures and rules than about working together as both helpers and those with differing vulnerabilities to provide the right environment for everyone to grow in the Christian faith. It is important that those working together agree on standards of conduct and how activities are to be carried out. This is particularly necessary if those adults involved in the activity cannot speak for themselves. Respect and consideration should be developed in all work with adults, ensuring that everyone is able to make the most of life choices and independence. Privacy and confidentiality are important to everyone, and especially people who are dependent on others for aspects of their everyday living.

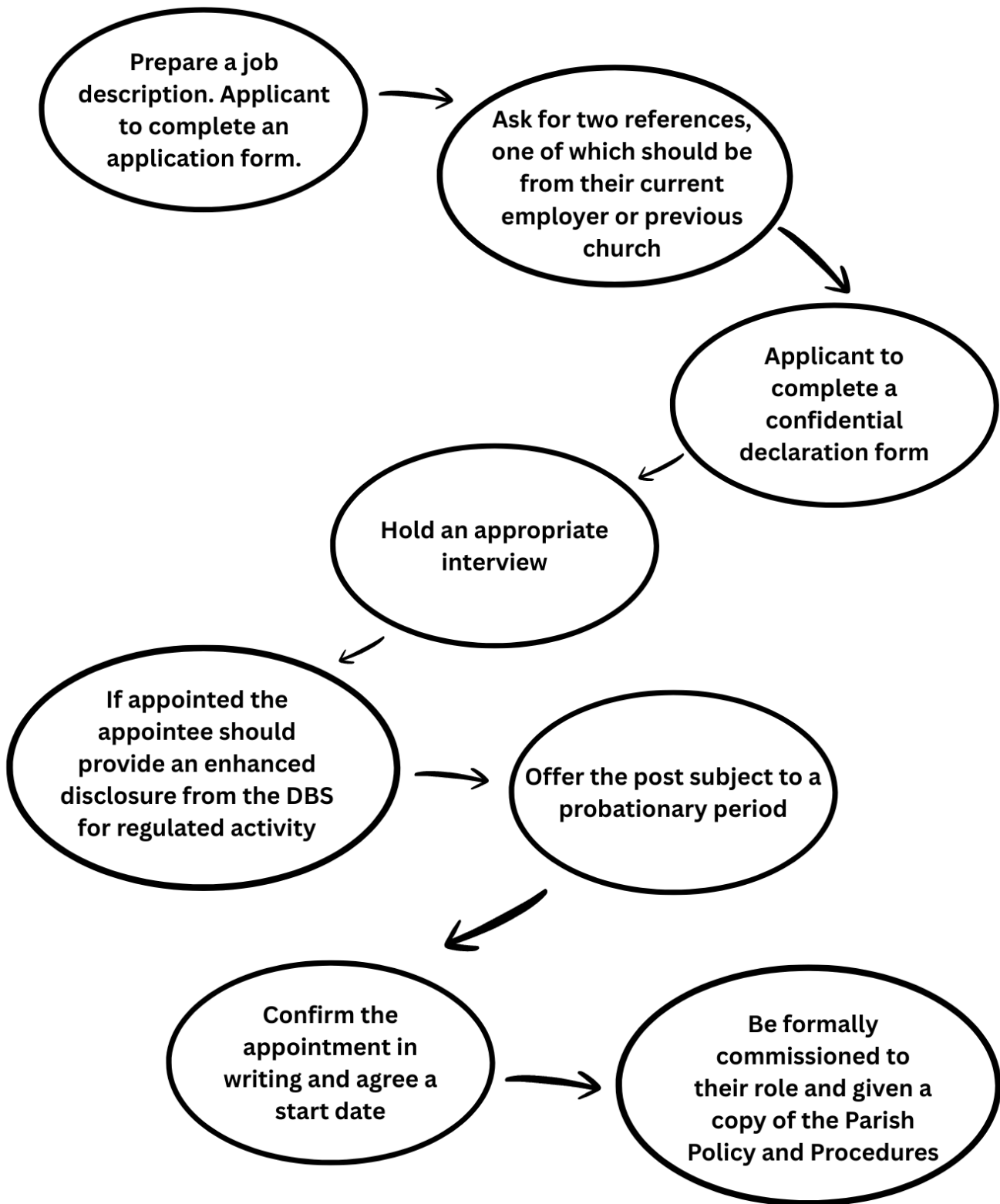
The Church should be committed to:

- Helping in such a way as to maximise a person’s independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
- Respecting the person and all their abilities.
- Recognising the choices people make, even if they may appear to be taking risks.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that can include everyone.

6. Safe Recruitment

“PSC” sets out guidance for those in positions of trust or exercising pastoral ministry with vulnerable people and clarifies procedures concerning the safe recruitment of paid employees and volunteers in parishes. The flowchart on the following page outlines the recruitment process.

PROCEDURE TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES



7. Our duty to alert others when we have concerns or suspicions that abuse has occurred:

Everyone should be aware of situations where those who might be vulnerable are exposed to unacceptable risks.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups, as pastoral visitors and so on are in a unique position to get to know them.

We have a duty to alert others when we or others, including the alleged victim, have concerns or suspicions that abuse has occurred, or is suspected.

Under no circumstances should anything be done that might be interpreted *as* an investigation of an allegation, as action of this nature may damage or confuse evidence should a formal investigation by either the police or local authority be made.

8. Our key responsibilities when we become aware of or concerned about possible abuse or neglect.

- To take allegations seriously, however insignificant they may seem
- Where the concern comes directly from the adult at risk allegedly abused, to accept it and avoid making comments other than to comfort or be sympathetic.
- To ensure the immediate safety/welfare of the alleged abused.
- To clearly report concerns urgently to your incumbent, and/or parish safeguarding representative who, in turn, should alert the Diocesan Safeguarding Adviser (Contact details below).
- To make *a* careful factual record of complaints or concerns, clearly separating fact from opinion.

Following discussion with the Diocesan Safeguarding Adviser (Contact details in section 13 below), a decision will be taken on the next steps which might include referral to the Adult Social Care Department in the Local Authority.

The “referrer”, who may be the Diocesan Safeguarding Adviser, incumbent, or other nominated senior colleague in the parish will work within the good practice guidance of the Local Authorities, and give consideration to the following activities:

- Gathering all relevant information.
- Making arrangements to meet the immediate health and welfare needs of the alleged victim
- Contacting the emergency services (police, ambulance) if urgent.
- Clarifying the facts. (But do not discuss with alleged perpetrator)
- Checking records and data for additional information.
- Giving attention to any support needs of the alerter.
- Where appropriate, notifying the relevant local authority Adult Social Care Department via the telephone or using the website link
<http://nottinghamcity.gov.uk/CHttpHandler.ashx?id=8683&p=0>
<http://www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/mash/>

9. Investigation:

The government guidance “No secrets” places the responsibility on local authorities to provide a structure for the investigation of harm to vulnerable people. It is therefore important that serious concerns are referred to the designated safeguarding manager in Adult Social Care Departments of the City and County Councils.

The Diocesan Safeguarding Adviser is the referrer for the Diocese of Southwell and Nottingham. See flowchart on the next page should you have a concern about an adult.

Please let the Diocesan Safeguarding Adviser know when you have made a referral if you have not taken advice first.

10. Confidentiality:

In dealing with allegations of abuse we work within a framework of confidentiality.

Key principles relating to the sharing of information are:

- (i) Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.
- (ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

This flowchart provides a brief overview of the process for raising a concern and should be used in conjunction with the written procedures.
You should raise a concern about significant harm, abuse or neglect immediately if an emergency or within the same working day.

You are informed, or have concerns, that a vulnerable adult;

- Has been significantly harmed, abused or neglected or;
- Is being significantly harmed, abused or neglected or;
- Is at risk of being significantly harmed, abused or neglected.

Ensure the immediate safety and welfare of the vulnerable adult.

Yes

Are emergency services required – i.e. police, ambulance, fire and rescue services?

No

Contact the relevant emergency services, 999 – be aware of the possible need for forensic evidence.

Are you concerned that the person responsible for referring is implicated?

Yes

No

Inform the next senior person within your organisation- Lead for Safeguarding and/or Incumbent

Raise a concern with the person within your organisation who is responsible for referring to the local authority, the Diocesan Safeguarding Adviser and your lead for Safeguarding in the Parish and/or Incumbent. They will make the decision about whether a referral is required.

Keep a careful record of the concerns and your actions (these may be required at a later stage for legal proceedings).

11. What needs to be done within our parish

Each parish should appoint a representative for Safeguarding of Adults, who may or may not be the same person as the overseer of safeguarding arrangements. Together with the incumbent and other significant people in the parish, this person will consider the building and the context in which work with vulnerable adults takes place.

Each parish should produce their own local policy statement Policy for Safeguarding Adults in the Church of England. This parish policy needs to be reviewed annually.

12. Useful contacts

All safeguarding concerns should be directed to the Diocesan Safeguarding Team on 01636 817200. If you have an immediate or emergency safeguarding concern, contact the Police on 999, or statutory agencies for:

- (a) A child or vulnerable adult in Nottinghamshire - MASH (Multi-Agency Safeguarding Hub) on 0300 500 8080.

Nottinghamshire's Multi-Agency Safeguarding Hub is designed to help agencies work together on safeguarding cases. The MASH is the single point of contact for all professionals to report safeguarding concerns.

- (b) A child in Nottingham City - Child & Families Direct on 0115 876 4800

- (c) A vulnerable adult in Nottingham City on 0300 131 0300 (Out of Hours Duty Team 0300 456 4546)

13. Updating of Policy:

The PCC will be responsible for the policy to be reviewed annually.

14. Training of Safeguarding:

Training is offered in the Diocese.

SAFEGUARDING ADULTS.

The procedures and guidelines were last reviewed and agreed by the The Parochial Church Councils of St Giles Balderton, All Saints Barnby in the Willows and All Saints Coddington

on

Signed by the Vicar:

Signed by the Lay Chair of the St Giles, Balderton Parochial Church Council:

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Signed by the Lay Chair of the All Saints, Barnby in the Willows Parochial Church Council:

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Signed by the Lay Chair of the All Saints, Coddington Parochial Church Council:

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Date for policy review

The safeguarding lead/incumbent and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by:

Date: August 24th 2027

Please keep a copy for your parish records, give a copy to each of your workers/volunteers with adults at risk, and ensure that regular review takes place

For advice on completing this policy form please contact:

Diocesan Safeguarding Team: 01636 817200 during working hours

**Nottinghamshire Safeguarding Adults -
Appendix One -Details Required when Notifying Adult Social Care**

Appendix One: Referral pro- forma to Adult Social Care department of the Local Authority.



This pro forma is to assist you in gathering all of the relevant details prior to making a referral to Adult Social Care. You do not need to send it anywhere; however, you may find it useful to complete a copy for your records and for ease when referring.

Details of Vulnerable Adult

Name Date of Birth

Service User ID/
Episode ID Gender M F

Date of Referral

Has a referral been made about this vulnerable adult before? Y N

Has a referral been made about this service/provider before? Y N

Has a referral been made about the alleged perpetrator before? Y N

Clients Ethnic Origin

- | | | |
|--|---|--|
| <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Mixed White and Asian |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed White and Black African |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Mixed White and Black Caribbean |
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> Mixed White and Chinese |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Black | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Other Ethnic group | |

Vulnerable Adults Client Group

- | | | |
|---|--|--|
| <input type="checkbox"/> Over 65s | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Mental ill Health Issues | <input type="checkbox"/> Substance Misuse | <input type="checkbox"/> Deaf |
| <input type="checkbox"/> Blind | <input type="checkbox"/> HIV/Aids | <input type="checkbox"/> Carer |

Is the Vulnerable Adult known to other agencies:

Yes If yes please provide details:

No

Is the Vulnerable Adult from another District / Authority:

Yes If yes please provide details:

No

Details about the Allegation of Abuse

Source of Alert

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Partner | <input type="checkbox"/> Main Family Carer | <input type="checkbox"/> Other Family Member |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Formal Advocate | <input type="checkbox"/> Acute Hospital (including A&E) |
| <input type="checkbox"/> GP | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Independent Healthcare Provider |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> General Hospital | <input type="checkbox"/> Healthcare Commission |
| <input type="checkbox"/> Police | <input type="checkbox"/> Social Services | <input type="checkbox"/> Specialist/Community Hospital |
| <input type="checkbox"/> Other PCT | <input type="checkbox"/> Neighbour | <input type="checkbox"/> Alleged Perpetrator |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation | <input type="checkbox"/> Domestic Violence Unit |
| <input type="checkbox"/> CSCI | <input type="checkbox"/> Voluntary Agency | <input type="checkbox"/> Counsellor/Therapist |
| <input type="checkbox"/> Anonymous | <input type="checkbox"/> Member of Public | <input type="checkbox"/> Other (please specify): |

Location of Abuse

<input type="checkbox"/>	Residential Home	<input type="checkbox"/>	Independent Healthcare
<input type="checkbox"/>	General Hospital	<input type="checkbox"/>	Sheltered Accommodation
<input type="checkbox"/>	Nursing Care Home	<input type="checkbox"/>	Supported Accommodation
<input type="checkbox"/>	Acute Hospital	<input type="checkbox"/>	Day Centre/Service
<input type="checkbox"/>	Public Place	<input type="checkbox"/>	College/Adult Education/Work
<input type="checkbox"/>	Vulnerable Adults' Own Home	<input type="checkbox"/>	Vulnerable Adults' Parents Home
<input type="checkbox"/>	Vulnerable Adults' Relatives Home	<input type="checkbox"/>	Alleged Perpetrators' Home
<input type="checkbox"/>	Specialist/Community Hospital	<input type="checkbox"/>	Adult Placement Scheme
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify):

Type of Abuse

Discriminatory

Psychological

Sexual

Financial

Physical

Neglect and Acts of Omission

—

Discriminatory

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name

<input type="text"/>	Telephone	<input type="text"/>
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Address

Age

<input type="checkbox"/>	-18	<input type="checkbox"/>	18-30	<input type="checkbox"/>	31-40	<input type="checkbox"/>	41-50	<input type="checkbox"/>	51-60	<input type="checkbox"/>	61-70	<input type="checkbox"/>	71-80	<input type="checkbox"/>	80+
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Gender

M

F

Alleged Perpetrator

Partner

Main Family Carer

Other Family Member

Friend

Stranger

Other Service User

Neighbour

Unknown

Volunteer/Befriender

Institution staff (residential home, domiciliary, nursing home, prison, secure units etc)

Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):

Details of the Referrer

Name

<input type="text"/>	Telephone	<input type="text"/>
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email

