

**stockportfamilychurch**  
**SAFEGUARDING POLICY**

(INCORPORATING CHILD PROTECTION  
AND VULNERABLE ADULTS)

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## 1 CHILD PROTECTION Introduction

The policy outlines the procedure and approach adopted by Stockport Family Church.

### 1.1 Church details

Church Name:	Stockport Family Church
Charity:	1161763
Office Location:	Kingsburn Hall, 814 Burnage Lane, Manchester M19 1RS
Office Telephone:	07835 393688
Affiliations:	A ChristCentral church, part of Newfrontiers

### 1.2 Church statement

The leadership of Stockport Family Church (hereafter, "the Leadership") takes seriously its responsibility to protect and safeguard the welfare of children, young people, and vulnerable adults entrusted to the church's care. In order to disseminate the information contained in this policy it is requested that all children/Youth workers /those working with vulnerable adults are familiar with its contents.

The Leadership is committed to making sure that all children/youth workers are aware of the content of this policy and that every worker has access to appropriate information and advice including telephone numbers of the child protection co-ordinators and social services. The Leadership will support the co-ordinators in their role.

### 1.3 Church mission

The Leadership is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities
- Encouraging and supporting parents/carers
- Ensuring that children's and youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Ensuring that there are links with the statutory child care authorities, i.e. Stockport Social Services

- Supporting those affected by abuse in the church
- Following the principles found within the Abuse of Trust guidance issued by the Home Office

#### 1.4 Appointed coordinators

The following people have been appointed as the co-ordinators for Stockport Family Church:

Kate Swainson            Tel. 0161 428 6501  
   Mob.

Steve Leebetter        Tel. 0161 980 5465  
   Mob. 0791 439 1705

Contact can also be made via the Church Office tel. 07835 393688

#### 1.5 Structure of this document

The remainder of this Child Protection section is split into 2 parts.

##### **Section 2 – Code of Practice for Workers**

The intent is to equip workers with a clear understanding of good practice to ensure they provide a safe and effective environment for all concerned.

##### **Section 3 – Policy for Addressing Abuse**

This part sets out the policy for addressing situations where there are allegations, suspicions or instances of any kind of abuse.

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service ("CCPAS" - from July 2018 operating under the new name of Thirtyone:eight. [www.ccpas.co.uk](http://www.ccpas.co.uk)). A copy of the policy and all amendments will be filed with Thirtyone:eight. This policy must not be copied by other churches/organisations without the written agreement.

## 2 Code of Practice for Workers

### 2.1 Areas of policy

The Leadership wants to ensure that children's and youth workers are well equipped to provide a safe and enjoyable environment for both the children/youth in their care and the workers themselves. This policy sets out guidelines for establishing best practice in our children's/youth activities, covering the following areas:

- The appointment of children's and youth workers (section 2.2)
- Supervision of activities (section 2.3)
- Maintaining good child discipline (section 2.4)
- Appropriate action when children/youth break the rules (section 2.5)
- General matters of good practice (section 2.6)

### 2.2 Appointment of workers

In appointing workers, the Church will be responsible for the following:

- All workers must be members of the Church
- All prospective workers must complete an *Information Form* and a *Voluntary Disclosure Form*
- We will invite prospective children's workers to work with our children following a meeting with the leader of the specific activity and one of the appointed co-ordinators
- A police check (DBS) will be carried out on all workers
- The leader of the specific activity and one of the appointed co-ordinators will together decide whether the person is accepted as a worker
- Workers will then be provided with a copy of this document and be required to sign the *Information Form* confirming that they have read all documents relating to the children and are in agreement with them

Criteria for not allowing a prospective worker to take on a role within the children's and/or youth work:

- Where members have known previous offences against children
- Unacceptable behaviour deemed not suitable for working with children and/or youth

- Unsatisfactory police check

On appointment, new workers will be requested to go through a training session with a senior children's/youth worker where the church's approach to working with children/youth is explained.

Children's workers will be encouraged to discuss work programmes and areas of concern including issues relating to discipline with a senior children's/youth worker.

The process of appointing workers will be reviewed on a regular basis incorporated in the on-going appraisal of children's/youth work by the leadership/senior children/youth workers.

### **2.3 Arrangements for supervision of activities**

All activities whether they take place in accommodation regularly used by the churches or day trips, weekends away, or visits to events, should have a supervisor(s) appointed who is responsible for all aspects of the group's welfare, including the transportation from and to an event. At all times the designated supervisor will be responsible for ensuring that adequate supervision is available.

At all times the local leadership teams must be aware of events taking place attended by the children/youth of the church.

### **2.4 Maintaining good child discipline**

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart.

#### **The Groundwork**

- Be prayerful - ask God for wisdom, discernment and understanding
- Build healthy relationships with children
- Always be a good role model
- Be consistent and fair to all children – especially with your time
- Use every opportunity to praise and encourage
- Make sure what you plan to do is suitable for the children; plan carefully how you are going to do it. If you find a given lesson difficult to explain, find another one which isn't - much disruption comes from boredom

#### **The Basic Rules for Children's Workers**

- Never smack or hit a child

- Don't shout - lowering your voice and slowing your speech down with sustained eye contact is far more effective
- Discipline out of love, never anger – find someone else to deal with the child if you have become angry

### **The Basic rules for Children**

- We expect children to be obedient when respectfully asked to do something which is appropriate for them
- Fighting, hitting, spitefulness and unkindness to others is never acceptable and should not be overlooked
- Damage to other people's property or stealing is never acceptable and will not be overlooked
- We expect children to treat all others with respect

## **2.5 Appropriate action when individuals break the rules**

### **Step 1**

- Act quickly once disruptive behaviour begins
- Always give a warning and make sure the child/young person understands what they are doing wrong
- Gently separate the child/young person who are causing disruption
- Sit the child/young person right in front of you or a helper
- Further warn the child/young person by quietly speaking to them aside - try to encourage
- Three warnings is sufficient

### **Step 2 - After the third warning**

- If it is impossible to pursue the purpose of the meeting/event it may be necessary to remove the child/young person from the room or activity. It may be appropriate for the leader to accompany them for a "chat". After an appropriate period of time and following a positive response by the young person, they should be welcomed back into the meeting
- In certain circumstances it may be necessary for the leader to contact the parents in order for them to come and collect the child/young person. Briefly explain to the parents what has happened and invite them to talk further if necessary
- In general, children and young people should be welcomed back to subsequent meetings/events
- In a situation where the parent is close by (e.g. in an adjacent meeting room) then do not hesitate to take the child back to the parent and explain that their child's three warnings have been used up

### **Step 3**

- If any problems arise with parents, find a children's leader or a church leader to discuss it with you
- If a child's behaviour is constantly disruptive seek advice from a leader

## 2.6 Good practice

All children's and youth meetings/events should take account of, but not be limited to, the following standards of good practice:

- All children/youth must have a named adult responsible for them. A contact name and telephone number of the responsible adult must be provided and available to the leader of the activity/event
- The recommended ratios of adults to children for registered activities are as follows:

	Adults	Children
0 – 2 years	1	3
2 – 3 years	1	4
3 – 8 years	1	8
8+ years	1	10

We will try to follow these suggested figures although we are not obliged to do so

- Where possible, we will ensure that there is one male and female worker present for the comfort of all children
- Where possible, we will ensure that a worker is not alone with a child, but we will be realistic in acknowledging circumstances when this might be necessary or helpful. It would be advisable to leave doors open when seeing a child.  
For younger children, who need accompanying, this may mean all children head for a toilet break together.
- Where confidentiality is important (e.g. counselling) and a child/young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building
- No person under 16 should be left in charge of any children of any age, nor should young children or young people attending a group be left alone at any time
- A register of children or young people attending all events and activities should be kept, including a register of helpers
- A log of anything unusual that is seen or heard will be kept by the leader of each group
- The church will hold in secure storage centrally a record of all registers and logs for all activities. At regular intervals the leader of each activity shall pass the original register and log sheets to the church administrator who will administer their storage
- Workers should treat all children and young people with dignity and respect in attitude, language used and actions

- Respect the privacy of children, avoid questionable activity e.g. rough or sexually provocative games and comments
- If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware.
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own
- Make sure that the only people allowed into a Children's activity are the workers and children/youth assigned to that group. You should not allow other children or adults to have free access
- Keep everything in 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's needs not the workers
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any contact which is, or could be, construed as sexually stimulating to the child
- Children are entitled to determine the degree of contact with others except in exceptional circumstances i.e. when they need medical attention
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported

If you would like further information the co-ordinators have resource lists of further information available.

### 3 Policy for Addressing Abuse

#### 3.1 Areas of policy

The Leadership recognises that some children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Leadership has adopted the policy contained in this document. The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against members with specific responsibility and generally members of the church
- Helping victims of abuse
- Working with previous offenders who become church members

In connection with executing its responsibilities, where appropriate, the churches are able to draw on the in-house expertise of those church members who are involved in the Caring Professions.

#### 3.2 Definitions of Abuse

These include physical injury, sexual abuse, neglect emotional abuse and organised abuse.

*The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department of Education and Employment and the Home Office in their joint document "Working Together to Safeguard Children (1999)" are as follows:*

##### **Abuse and Neglect**

Somebody may abuse or neglect a child by inflicting harm, or be 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.

##### **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using the terms such as factitious illness by proxy or Munchausen syndrome by proxy.

##### **Emotional Abuse**

Emotional abuse is the persistent ill-treatment 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 feature age, or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment 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 whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Organised Abuse**

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

A child may suffer from more than one category of abuse.

### **3.3 Recognising And Responding To Abuse**

The co-ordinators will act in conjunction with the Leadership in referring allegations or suspicions of neglect or abuse to the statutory authorities. They may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. The two co-ordinators will work closely together.

If the suspicions in any way involve one of the co-ordinators then the report should be made to the second co-ordinator. If the suspicions in any way implicate both co-ordinators then the Leadership should be informed and they would make the report in the first instance to Thirtyone:eight.

In the case of an allegation or suspicion, it is important to keep the information limited to as few people as necessary. Allegations or suspicions will therefore only be discussed between the co-ordinators and up to 2 members of the Leadership in order to seek the suitable course of action. Advice will be taken from Social Services or the Thirtyone:eight before any further discussion or action takes place.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from Thirtyone:eight. If you feel that the coordinators have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation directly.

### **3.4 The Co-ordinator's Response**

#### **Allegations of physical injury or neglect**

If a child has a physical injury or symptom of neglect, the appropriate coordinator will:

- Contact Social Services (or Thirtyone:eight) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by the church/organisation in these circumstances.
- Where emergency medical attention is necessary it will be sought immediately informing parents/carers afterwards of the action that was taken. The co-ordinator will inform the doctor of any suspicions of abuse.
- In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary
- If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- Where the parent/carer is unwilling to seek help, if appropriate, the relevant church co-ordinator will offer to go with them. If they still fail to act, the co-ordinator should, in cases of real concern, contact Social Services for advice.
- Where the co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from Thirtyone:eight will be sought and followed. Thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.

#### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the co-ordinator will:

- Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The co-ordinator should NOT speak to the parent.
- If, for any reason, the co-ordinator is unsure whether or not to follow the above, then advice from Thirtyone:eight will be sought and followed. Thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.
- Under no circumstances will the co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- Whilst allegations or suspicions of sexual abuse will normally be reported to one of the co-ordinators, the absence of either co-ordinator should not delay referral to the Social Services Department.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the co-ordinators as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

### **3.5 The Worker's Response**

#### **How To Respond To A Child Wanting To Talk About Abuse**

Some guidelines for helping with your initial response:

##### General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm – look at the child directly – be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen

Helpful things you may say or show

- "I believe you" (or showing acceptance of what the child says)
- "Thank you for telling me" – "It's not your fault" – "I will help you"

Things not to say

- "Why didn't you tell anyone before?" – "I can't believe it!"
- "Are you sure this is true?" – Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else."

Concluding

- Again reassure the child that they were right in telling you
- Let the child know what you are going to do next and that you will let them know what happens

Then all children/Youth workers should, where possible, speak to the person designated to deal with child protection issues in the first instance, i.e. the church co-ordinator.

Where the co-ordinator is not available, then the matter should be addressed to the senior worker directly involved, i.e. a church leader

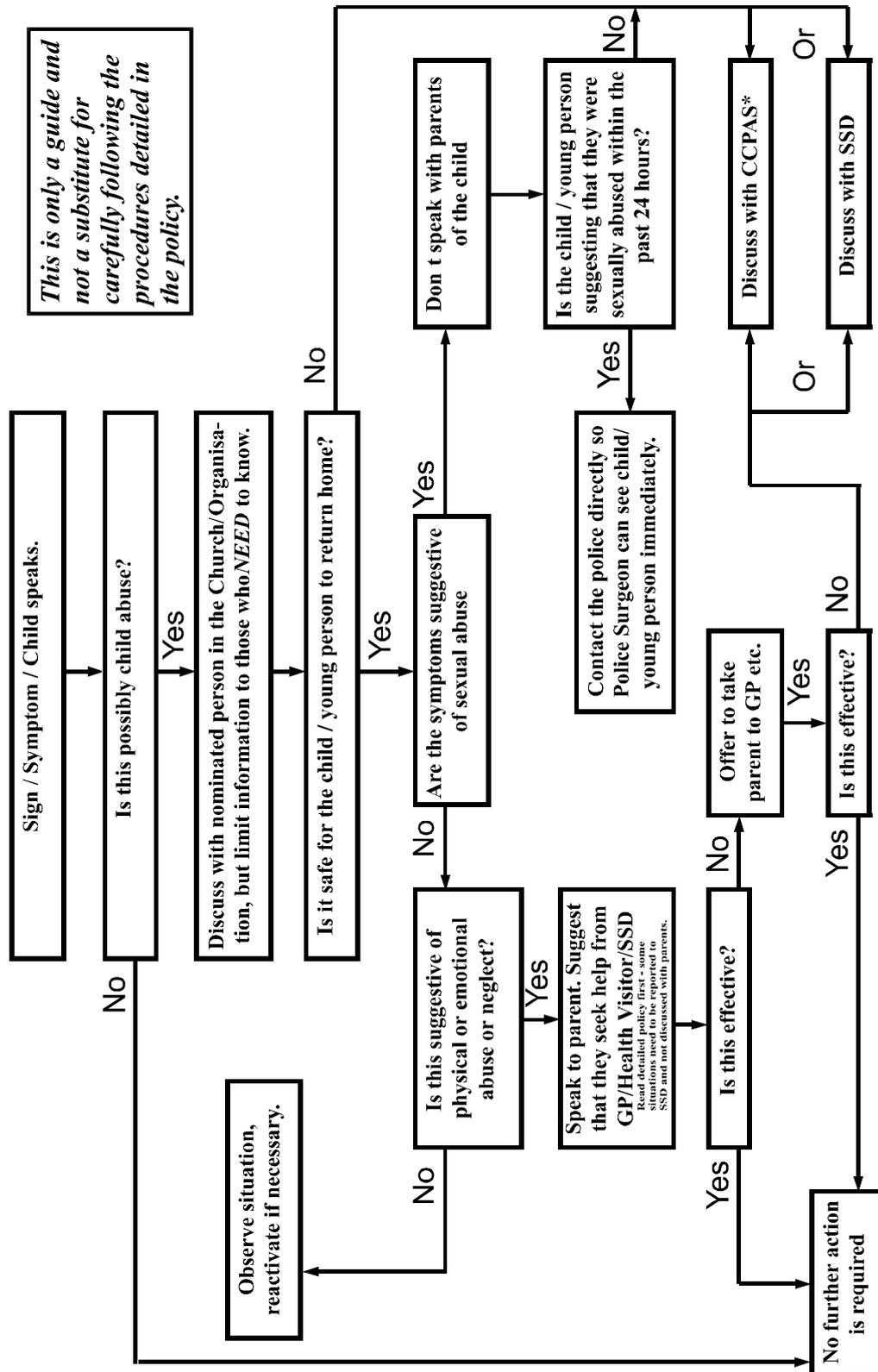
Co-ordinators will obviously follow the same procedure.

### **The Procedure**

- Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.
- Report your discussion as soon as possible to the co-ordinator (if applicable). If the latter is implicated then report the matter to the second co-ordinator. If both are implicated, report to a church leader (or the Thirtyone:eight or to Social Services if preferred).
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or the police to discuss putting into effect safety measures for the child so that they do not return home.

The following diagram provides a helpful outline to guide your response where abuse may be suspected.

# What To Do When You Suspect Child Abuse



\*CCPAS = PCCAs Churches Child Protection Advisory Service

### **3.6 Working with Offenders**

Where someone attending the church is known to have offences of a sexual or violent nature against children or adults, then whilst extending friendship to the individual, the Leadership in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. In the interests of both the previous offender and the children such a person will not be allowed to work directly with children/youth in any church activities.

In addition, if those responsible for Youth/Children's work have reservations about the involvement of any young people or adults in such work because of unreasonable behaviour or suspicions, then they have a duty to inform the leadership appropriately. Such advice will be taken into consideration in any interview for new workers.

### **3.7 Helping victims of Abuse**

As a church, we are committed to supporting victims of abuse and encouraging them in their faith. Practical help and support will be provided as appropriate.

## 4 Extremism and Radicalisation

### statement of policy

The Leadership wants to ensure that children's and youth workers are well equipped to provide a safe and enjoyable environment for all involved.

Whilst operating this policy, we follow a definition of Extremism as: 'Vocal or active opposition to the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of any armed forces.'

and Radicalisation as:

'the process by which a person comes to support terrorism and forms of extremism leading to terrorism.'

There is no place for such extremist views of any kind in the church setting, whether from internal sources – leaders/workers – or external sources – visitors. We do encourage all church attenders to explore controversial issues safely in a place where leaders and workers encourage and facilitate this. However, any extremist views, including derogatory language, displayed by anyone will be challenged and, where appropriate, dealt with in line with our Good Discipline Policy (see section 2).

Any concerns are to be mentioned swiftly by any leaders/workers to the Child Protection Co-ordinators or the church leadership.

## **APPENDIX A – Child Protection useful points of contact**

### **Thirtyone:eight formerly Churches Child Protection Advisory Service (CCPAS)**

Address: PO Box 133  
Swanley  
Kent  
BR8 7UQ

Office telephone 0845 120 4550  
Helpline 0845 120 4551  
Fax 0845 120 4552  
E-mail [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Website [www.ccpas.co.uk](http://www.ccpas.co.uk)

### **Stockport Social Services**

Children's Social Services Contact Centre

Telephone 0161 217 6028  
0161 718 2118 (out of hours)

## **APPENDIX B – Agreement for Children’s / Youth Worker**

Name of Worker \_\_\_\_\_

Welcome to \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

Specific Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person to Whom You Are Responsible (e.g. Youth Group Leader)

\_\_\_\_\_

*We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Church Minister/Leader)

### To be read & signed by the Worker With Children/Young People

*I confirm that I have read the church policy on safeguarding and protecting children and young people.*

*I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.*

*I will follow guidelines on safe working practice and the code on discipline.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 5 VULNERABLE ADULT SAFEGUARDING

### Introduction

The policy outlines the procedure and policy adopted by Stockport Family Church.

#### 5.1 Church details

Church Name:	Stockport Family Church
Charity:	1161763
Office Location:	Kingsburn Hall, 814 Burnage Lane, Manchester M19 1RS
Office Telephone:	07835 393688
Affiliations:	A ChristCentral church, part of Newfrontiers

#### 5.2 Church statement

The leadership of Stockport Family Church (hereafter, "the Leadership") takes seriously its responsibility to protect and safeguard the welfare of vulnerable adults entrusted to the church's care. They acknowledge that vulnerable adults<sup>1</sup> can be the victims of physical, sexual and emotional abuse and neglect. Vulnerable adults have a right to be protected from all forms of abuse or exploitation whilst receiving care or support from the Leadership or church members as part of the Church's ministry.

The Leadership have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. They are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership is committed to:

- Endorsing and following all national and local safeguarding legislation and procedures
- Regularly reviewing the operational guidelines attached
- Listening to, relating effectively, and valuing vulnerable adults whilst ensuring their protection within church activities

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<sup>1</sup> For the purposes of this document a vulnerable adult is defined, as in the Protection of Freedoms Act, 2012, as a person over the age of 18, 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, or unable to protect him or herself against significant harm or exploitation in any care setting

- Encouraging and supporting workers who provide support and care for vulnerable adults and ensuring they are aware this policy's contents
- Ensuring that workers who provide support and care for vulnerable adults are given training, which will be reviewed every 2-3 years / as appropriate by the Leadership
- Having a system for dealing with concerns about possible abuse
- Supporting those affected by abuse in the church
- Supporting the Adult Safeguarding Co-ordinators in their work and in any action they may need to take to protect vulnerable adults.
- Ensuring that there are links with the statutory adult care authorities, e.g. Stockport Social Services
- Following the principles found within the Abuse of Trust guidance issued by the Home Office

### **5.3 Church mission**

Stockport Family Church seeks to minister and give pastoral and practical to its members and others that make contact with it during church meetings or activities, but also informally on other occasions, as people seek help from the Leadership or church members.



## 6 Policy for Addressing Abuse

### 6.1 Areas of policy

The Leadership recognises that some vulnerable adults today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Leadership has adopted the policy contained in this document. The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against members with specific responsibility and generally members of the church
- Helping victims of abuse
- Working with previous offenders who become church members

In connection with executing its responsibilities, where appropriate, the churches are able to draw on the in-house expertise of those church members who are involved in the Caring Professions.

### 6.2 Definitions of Abuse

*Abuse is defined as mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.<sup>2</sup>*

Types of abuse include physical abuse, sexual abuse, emotional abuse, exploitation, neglect, self-neglect and abandonment.

Physical abuse is intentional bodily injury. Some examples include slapping, pinching, choking, kicking, shoving, or inappropriately using drugs or physical restraints.

Sexual abuse is non-consensual sexual contact (any unwanted sexual contact). Examples include unwanted touching, rape, sodomy, coerced nudity, sexual explicit photographing.

Mental mistreatment or emotional abuse is deliberately causing mental or emotional pain. Examples include intimidation, coercion, ridiculing, harassment, treating an adult like a child, isolating an adult from family, friends, or regular activity, use of silence to control behaviour, and yelling or swearing which results in mental distress.

Exploitation occurs when a vulnerable adult or his/her resources or income are illegally or improperly used for another person's profit or gain. Examples include illegally withdrawing money out of another

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<sup>2</sup> [www.safeguardingmatters.co.uk](http://www.safeguardingmatters.co.uk)

person's account, forging checks, or stealing things out of the vulnerably adult's house.

Neglect occurs when a person, either through his/her action or inaction, deprives a vulnerable adult of the care necessary to maintain the vulnerable adult's physical or mental health. Examples include not providing basic items such as food, water, clothing, a safe place to live, medicine, or health care.

Self-neglect occurs when a vulnerable adult fails to provide adequately for themselves and jeopardizes his/her well-being. Examples include a vulnerable adult living in hazardous, unsafe, or unsanitary living conditions or not having enough food or water.

Abandonment occurs when a vulnerable adult is left without the ability to obtain necessary food, clothing, shelter or health care. Examples include deserting a vulnerable adult in a public place or leaving a vulnerable adult at home without the means of getting basic life necessities.

A vulnerable adult may suffer from more than one category of abuse.

<sup>3</sup>Abuse can happen anywhere:

- in a person's own home
- in a residential or nursing home
- in a hospital
- in the workplace
- at a day centre or educational establishment
- in supported housing
- in the street.

Who can abuse?

The person responsible for the abuse is often well known to the person being abused, and could be:

- a paid carer in a residential establishment or from a home care service
- a social care worker, health worker, nurse, doctor or therapist
- a relative, friend, or neighbour
- another resident or person using a service in a shared care setting
- someone providing a support service
- a person employed directly by someone in their own home as a carer or a personal assistant
- a church member

Others are strangers who:

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<sup>3</sup> [www.safeguardingmatters.co.uk](http://www.safeguardingmatters.co.uk)

- befriend vulnerable people with the intention of exploiting them
- deceive people into believing they are from legitimate businesses, services or utility providers intimidate vulnerable people into financial transactions they do not want or cannot understand

### **6.3 Recognising and Responding to Abuse**

Adults have a right in law to self-determination and independence. Only in very specific circumstances, for example, where an individual's mental capacity is impaired, (see Appendix B) should decisions regarding allegations of abuse be made on his or her behalf without his or her permission or involvement.

However, if the allegations relates to a church member, there should be an investigation in order to protect other vulnerable adults that the Church may come into contact with.

The Adult Safeguarding Co-ordinators will act in conjunction with the Leadership in referring allegations or suspicions of neglect or abuse to the statutory authorities as appropriate. They may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. The two co-ordinators will work closely together.

If the suspicions in any way involve one of the co-ordinators, then the report should be made to the second co-ordinator. If the suspicions in any way implicate both co-ordinators then the Leadership should be informed and they would make the report in the first instance to Thirtyone:eight.

In the case of an allegation or suspicion, it is important to keep the information limited to as few people as necessary. Allegations or suspicions will therefore only be discussed between the coordinators and up to 2 members of the Leadership in order to seek the suitable course of action. Advice may be taken from Adult Social Services or the Thirtyone:eight before any further discussion or action takes place.

It is, of course, the right of any individual as a citizen to make direct referrals to Adult Social Services or seek advice from Thirtyone:eight. If you feel that the coordinators have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation directly.

## **6.4 The Worker's Response**

### **6.4.1 How to Help a Vulnerable Adult (VA) Wanting to Talk about Abuse**

Some guidelines for helping with your initial response:

- Listen carefully and stay calm.
- Show acceptance of what the VA says (however unlikely the story may sound).
- Question normally without pressure, in order that you may understand what the VA is telling you
- Do not put words into the VA's mouth.
- Reassure the VA that they have done a wise thing in disclosing their concern.
- Never push for information. If the VA decides not to tell you after all, then accept that and let them know that you are always ready to listen
- Tell the VA you need to let someone else know – don't promise confidentiality. Inform them to whom you will pass on the information.

### **6.4.2 The Procedure for Responding to Allegation of Abuse**

- Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the VA said, write what you said in reply to the VA, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.
- Do not investigate the allegation yourself. Report your discussion as soon as possible to one of the Adult Safeguarding Co-ordinators. If the latter is implicated then report the matter to the second co-ordinator. If both are implicated, report to a church leader (or the Thirtyone:eight or to Social Services if preferred). Where the Adult Safeguarding Coordinators are not available, then the matter should be referred to one of the Church Leaders.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once the VA has talked about abuse, the worker/co-ordinator may need to consider whether or not it is safe for the VA to return home to a potentially abusive situation (if applicable). On rare occasions, it might be necessary to take immediate action to contact Social Services and/or the police to discuss putting into effect safety measures for the VA so that they do not return home.

## **6.5 Supporting those affected by abuse**

The Leadership is committed to offering pastoral care and support , working with statutory agencies as appropriate, to all those who have been affected by abuse that have contact with or are part of the Church.

The Leadership will provide or arrange counsel to those who need help, where they feel that their training or experience is appropriate. They may call on the professional skills of members of the congregation or seek out help from outside agencies where appropriate.

## **6.6 Working with Offenders**

- When someone attending the Church is known to have abused children, or is known to be risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of vulnerable adults, set boundaries for that person, which they will be expected to keep.
- The Leadership will seek the help of Thirtyone:eight in forming a contract, which will set boundaries for the offender when they are in the Church environment. If the offender fails or refuses to keep to the contract, the Leadership will prohibit the offender from attending /Church activities and events.
- If it is believed that the offender may go elsewhere, other local churches and the local authorities, as appropriate, should be informed.

## 7 Code of Practice for Workers

### 7.1 Areas of policy

The Leadership will ensure that those church members, who care for vulnerable adults as part of their service in the church, are well equipped to provide a safe environment for both the adults in their care and the workers themselves. This policy sets out guidelines for establishing best practice in such activities, covering the following areas:

- The appointment of church workers (section 7.2)
- Supervision of activities (section 7.3)
- General matters of good practice (section 7.4)

### 7.2 Appointment of workers

#### 7.2.1 Paid Workers

The Leadership will ensure that all paid workers, who are working with vulnerable adults, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those short-listed have been interviewed
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate
- Qualifications, where appropriate have been verified
- The applicant has been given a copy of the church's safeguarding policy and knows how to report concerns

#### 7.2.2 Voluntary Workers

In appointing voluntary workers, the Church will be responsible for the following:

- All workers must be known by members of the Church
- All prospective workers must complete an *Information Form* and a *Voluntary Disclosure Form*
- We will invite prospective workers to work with vulnerable adults following a meeting with the leader of the specific activity and one of the appointed co-ordinators
- The leader of the specific activity and one of the appointed co-ordinators will together decide whether the person is accepted as a worker

- Workers will then be provided with a copy of this document and be required to sign the *Information Form* confirming that they have read all documents relating to working with VA and are in agreement with them
- On appointment, new workers will be requested to go through a suitable training session as directed by the Leadership where the church's approach to working with vulnerable adults is explained.
- Workers with vulnerable adults will be encouraged to discuss work programmes and areas of concern with one of the Adult Safeguarding Coordinators or a member of the Leadership.
- The process of appointing workers will be reviewed on a regular basis incorporated in the on-going appraisal of the church's work with vulnerable adults by the leadership/Adult Safeguarding Coordinators.

### **7.2.3 Criteria for not allowing a prospective worker to take on a role working with vulnerable adults:**

- Where members have known previous offences against children or vulnerable adults
- Unacceptable behaviour deemed not suitable for working with vulnerable adults
- Unsatisfactory police check

## **7.3 Arrangements for supervision of activities**

At all times the local leadership teams must be aware of events taking place as part of the ministry of the church which involve the care of / ministry to vulnerable adults.

## **7.4 Good practice**

When meeting with and/or ministering to vulnerable adults, it is helpful to consider the following :

- The personal safety of all participants
- The place of meeting
- Whether it is appropriate to visit or minister alone – you may need to consider the balance of privacy with the opportunity for supervision
- Establish at the outset the nature of the ministry in respect to context, confidentiality and duration
- Don't promise a level of confidentiality that you cannot reasonably keep to
- Recognise your limits and do not undertake any ministry which is outside your competency or role
- Whether it is appropriate to initiate or receive any physical contact. Gestures of comfort / laying on of hands / providing help with physical needs etc may be misinterpreted or unwelcome. Permission should be sought and the person's wishes respected.

Notice should be taken of any non-verbal communication that physical contact is unwelcome.

- Avoid situations where workers or those being ministered to may feel vulnerable to temptation or where conduct could be misinterpreted
- Avoid the dangers of dependency in pastoral relationships Seek advice when concerns arise.
- Whilst someone may be seeking advice, avoid giving this in a way that could be construed as dogmatic or overbearing. Encourage independence and self-choice.
- Keeping a record of an encounter may be appropriate on occasions. This should in most instances be with the person's consent – and following appropriate data protection legislation
- Cooperation or consultation with colleagues is to be encouraged within the appropriate constraints of confidentiality.
- Everyone who works with a VA should know to whom they are accountable and to whom they can bring concerns

## **APPENDIX C – Vulnerable Adults useful points of contact**

### **Thirtyone:eight , formerly Churches Child Protection Advisory Service (CCPAS)**

Address: PO Box 133  
Swanley  
Kent  
BR8 7UQ

Office telephone 0845 120 4550  
Helpline 0845 120 4551  
Fax 0845 120 4552  
E-mail [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Website [www.ccpas.co.uk](http://www.ccpas.co.uk)

### **Stockport Social Services**

#### **Adult Social Services Contact Centre**

Telephone 0161 217 6029  
Fax 0161 217 6022  
Out of Hours 0161 718 2118

#### **Stockport Safeguarding Adults Service**

Address Ashlea House, 28 Manchester Rd, Cheadle, Stockport SK8 2NP

#### **Stockport Mental Health Access Team**

Telephone 0161 419 4678

#### **Greater Manchester Police**

Non-Emergency Telephone 101  
(replaces previous 0161 872 5050)  
Emergency 999

## **APPENDIX D – Agreement for Worker with Vulnerable Adults**

Name of Worker \_\_\_\_\_

Welcome to \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

Specific Responsibilities \_\_\_\_\_

\_\_\_\_\_

Person to Whom You Are Responsible

\_\_\_\_\_

*We are committed to helping you give the best possible service to the vulnerable adults you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Church Minister/Leader)

### To be read & signed by the Worker With Vulnerable Adults

*I confirm that I have read the church policy on safeguarding vulnerable adults.*

*I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about the safety or welfare of a vulnerable adult I will check with the appropriate leaders.*

*I will follow guidelines on safe working practice and the code on discipline.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX E – Mental Capacity Act 2005**

<http://www.justice.gov.uk/protecting-the-vulnerable/mental-capacity-act>

### **The Mental Capacity Act (MCA)**

**provides a framework to empower and protect people who may lack capacity to make some decisions for themselves.**

The Mental Capacity Act makes clear, who can take decisions in which situations, and how they should go about this. Anyone who works with or cares for an adult who lacks capacity must comply with the MCA when making decisions or acting for that person.

This applies whether decisions are life changing events or more every day matters and is relevant to adults of any age, regardless of when they lost capacity.

The underlying philosophy of the MCA is to ensure that those who lack capacity are empowered to make as many decisions for themselves as possible and that any decision made, or action taken, on their behalf is made in their best interests.

### **The five key principles in the Act are:**

1. Every adult has the right to make his or her own decisions and must be assumed to have capacity to make them unless it is proved otherwise.
2. A person must be given all practicable help before anyone treats them as not being able to make their own decisions.
3. Just because an individual makes what might be seen as an unwise decision, they should not be treated as lacking capacity to make that decision.
4. Anything done or any decision made on behalf of a person who lacks capacity must be done in their best interests.
5. Anything done for or on behalf of a person who lacks capacity should be the least restrictive of their basic rights and freedoms.

## What is meant by lacking capacity?

### Section 2(1) of the Act states:

For the purposes of this Act, a person “lacks capacity in relation to a matter if at the material time, he is unable to make a decision for himself in relation to the matter because of an impairment of, or a disturbance in the functioning of, the mind or brain.”

### Examples of an impairment or disturbance in the functioning of the mind or brain may include the following:

- conditions associated with some forms of mental illness
- dementia
- significant learning disabilities
- the long-term effects of brain damage
- physical or medical conditions that cause confusion, drowsiness or loss of consciousness
- delirium
- concussion following a head injury, and
- the symptoms of alcohol or drug use

An assessment of a person’s capacity must be based on their ability to make a **specific decision at the time it needs to be made**, and not their ability to make decisions in general.

## Steps to Assessing Capacity

Assessing capacity is a two-stage process.

### First stage questions

***Does this person have a permanent or temporary impairment of, or disturbance in the functioning of the brain?***

***And if this is a temporary impairment or disturbance, can the decision wait until mental capacity returns?***

If the answer to the **first** question is **YES** (and if it is a **temporary** impairment or disturbance, the answer to the **second** question is **NO**), you need to move onto the **second stage and assess capacity**

## Second stage Questions

**1. Is the person able to understand the information relevant to the decision?**

***(Includes information about the reasonably foreseeable consequences of deciding one way or another, or failing to make the decision)***

**2. Is the person able to retain the information relevant to the decision?**

***(Retaining information for a short period only does not prevent them from being regarded as able to make the decision)***

**3. Is the person able to use or weigh that information as part of the process of making the decision?**

***(Can they consider pro's and con's, risks, consequences of actions)***

**4. Is the person able to communicate their decision?**

***(Whether by talking, using sign language or any other means)***

**If the answer to ALL the above questions is YES, then the person has capacity to make the decision.**

**If the answer to ANY ONE of the above questions is NO, then the person lacks capacity and decisions can be made in their best interests.**

## Making Decisions in the Best Interests of an Individual

Once you have assessed someone as lacking capacity, you can now make decisions and act in their best interests.

Use the Best Interests' Checklist to ensure that you do the following:

1. Encourage participation.
2. Identify all relevant circumstances.
3. Find out the persons views.
4. Avoid discrimination.
5. Assess whether the person may regain capacity.
6. Not make assumptions on quality of life.
7. Consult others.
8. Avoid restriction of rights.