



Working in partnership to Safeguard and promote the welfare of Children and Young People in Suffolk

SAFEGUARDING VULNERABLE ADULTS

PROTECTION OF VULNERABLE ADULTS

INTRODUCTION

*The procedures contained in this document must be read in conjunction with the House of Bishop's document **Promoting a Safe Church (Policy for safeguarding adults in the Church of England) 2006**. This document aims to be an easily accessible guide to Practice concerning the protection of vulnerable adults. Government guidance is contained in 'Safeguarding adults: a national framework for standards and good practice in adult protection' 2005 and 'No secrets' 2000.*

Definitions for use with those who may be vulnerable

In order to bring into focus those people for whom the Church should have a particular care this working definition may be helpful:

Any adult aged 18 or over who, by reason of mental or 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.

SUMMARY OF THE HOUSE OF BISHOPS' SAFEGUARDING ADULTS POLICY

- We are committed to respectful pastoral ministry to all adults within our church community.
- We are committed, within our church community, to the safeguarding and protection of vulnerable people.
- We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal or appropriate.
- We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the 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 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.

PRINCIPLES UNDERLYING THE HOUSE OF BISHOP'S POLICY

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical environment and the attitudes of workers. A person who might be considered vulnerable has the right to:

- be treated with respect and dignity
- have their privacy respected;
- be able to lead as independent a life as possible;
- be able to choose how to lead their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able to use their chosen language or method of communication;
- be heard.

PROTECTION OF VULNERABLE ADULTS PROCEDURES

The Church is concerned to be trusted and safe within the community. Therefore it is important that all who work with vulnerable adults (clergy, leaders and

volunteers) know how to safeguard people by:

- protecting them from abuse.
- acting responsibly if abuse is discovered or disclosed.

To ensure this, the PCC will need to adopt the recommendations set out in the government document 'No secrets' and enshrined within the House of Bishop's document which contains a series of good practice guidelines and sample procedures.

The following bullet points contain the main recommendations from the House of Bishops' document 'Promoting a safe church'.

- Adopt a Policy Statement on safeguarding the welfare of vulnerable adults. The House of Bishop's recommended policy is on the Diocesan website.
- Seek to work in a non-abusive way that respects the rights of individuals to enjoy privacy, dignity, independence and choice. See Good practice recommendations.
- Actively promote the empowerment and well-being of vulnerable people through the services we provide. See Good practice recommendations.
- Ensure rigorous recruitment practices to deter those who actively seek vulnerable people to exploit or abuse, including taking up references and using CRB checks. See Procedure 1.
- Actively promote an organizational culture within which all those who express concern will be treated seriously and will receive a positive response from management. See Procedure 2.
- Ensure that staff and volunteers understand that vulnerable people can be abused and that they know what to do if they think that someone is being abused. See Procedure 2 and Appendix 2.
- Ensure that all staff and volunteers receive appropriate training and support.
- Have an internal policy, procedure and guidance on how managers, staff and volunteers will deal with allegations of abuse, including allegations against their own organization's

staff and volunteers. Ensure that the procedure links to the local inter-agency procedure. See Procedure 2.

- Work in cooperation with the local Adult Services and the police when they are investigating an allegation of abuse. See Procedure 2.
- Identify a 'lead officer' who takes responsibility for training staff and volunteers and updating procedures. See Section 2.4 Implementing a policy in a diocese and Section 2.5 Implementing a policy in a parish.
- Ensure that confidentiality and information sharing related to the protection of vulnerable adults and perpetrators of abuse in a multi-agency context are maintained through the agreed protocols. See Appendix 1.
- Have other policies and procedures in place which support good practice, e.g. complaints / whistle blowing / management of service users' money / staff disciplinary procedures. See Procedure 3 and Good practice recommendations, especially GP2.6.
- Those organizations that provide a service commissioned by the local authority may well find that their responsibility to report abuse using the local inter-agency procedures will be a contractual requirement.

TRAINING

General introduction to the issues relating to safeguarding vulnerable adults will be delivered alongside training for children and young people. As churches develop specific activities there may be a requirement for more specific training.

CONCERNS OF ABUSE

When there is any concern for a vulnerable adult, people should follow the procedure laid out in GP3 and details that are available should be recorded, dated and signed. It is important to follow the flow chart on page 4 for referral.

ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF THE CLERGY

All allegations against a member of the clergy must be reported to the Diocesan Bishop on 01473 252829 without delay. A record of allegations and discussions made (signed and dated) must also be sent to the Diocesan Bishop.

ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF THE CHURCH COMMUNITY

When there are allegations of abuse by members of the church community, you follow the same flow chart of concern as with any allegation of abuse. It is important that the Diocesan Bishop and the Diocesan Safeguarding Adviser are advised as soon as possible, to co-ordinate any response that will be required and offer support.

GOOD PRACTICE GUIDELINES

Detailed good practice guidelines and procedures are set out in the House of Bishop's document and also on the Diocesan website.

CONTACTS

Diocesan Bishop The Bishop's House, 4 Park Road, Ipswich, IP1 3ST 01473 252829

Diocesan Safeguarding Adviser Jill Powell 01638 711280. Email Jill.Powell@socserv.suffolkcc.gov.uk

Training 01473 298551 Email lisa@stedmundsbury.anglican.org

Policy questions relating to safeguarding and Criminal Records Bureau
Graham Hedger 01473 277042 Email graham@stedmundsbury.anglican.org

Criminal Records Bureau checks (Disclosure applications)
Brenda Fradd 01473 222276 Email brendaf@stedmundsbury.anglican.org

Social Care Services 08456 023023 (office hours) 01472 299669 (out of hours)

Police 01473 615300

RESOURCES

Criminal Records Bureau www.crb.gov.uk

THE FLOW CHART OF GOOD PRACTICE

DIOCESAN PROCEDURES FOR SAFEGUARDING VULNERABLE ADULTS

CONCERNS

Suspicion/allegation of abuse by vulnerable adult.
Report by another person. Anonymous communication
Observation.

**MONITOR
RECORD**
(sign and date)

CONSULT

If incumbent: with the Bishop (Bishop's Representative)
All others: with incumbent.
If incumbent implicated: with churchwarden or Bishop.
All can speak informally with Social Services.

RECORD
(sign and date)

IMPORTANT

Any consultation should not delay referral

ACTION

Do not investigate

Refer to Social Services and/or police. If possible the referral should be made by a person with first-hand knowledge. Otherwise the incumbent or, if incumbent implicated, the Bishop

RECORD
(sign and date)

CONFIRM

Verbal referrals must be followed by a written referral within 24 hours

**MONITOR
RECORD**
(sign and date)

COMMITMENT & REVIEW

You may be asked to attend a Case Conference or other meetings.
You may be required to provide other information as required.

**MONITOR
RECORD**
(sign and date)

REMEMBER - DO NOT DELAY

Social Care Services and police are always available.
In an emergency dial 999.