

SAFEGUARDING ADULTS

Policy and Procedures

The Parish of

NOTTINGHAM ST PETER AND ALL SAINTS

This policy is a framework that requires completion and regular review in your parish

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

The Parish Safeguarding Officer is:

Keith Mountford

who may be contacted at:

The Parish Office, St Peter's Centre, St Peter's Square, Nottingham NG1 2NW

Telephone: 0115 9483658

This statement was agreed by Nottingham St Peter and All Saints Parochial Church Council.

Date.....

Signed.....
(Incumbent)

Signed.....
(Lay Chair of PCC or Churchwarden.)

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The parish of Nottingham, St Peter and All Saints

A copy of these procedures will be given to all, volunteers and employees who have the responsibility for safeguarding adults. They should sign a declaration afterwards saying that they have read and understood them.

i. Contacts

Our Safeguarding Officer is: Keith Mountford

Address:

The Parish Office
St Peter's Centre
St Peter's Square
Nottingham
NG1 2NW

Tel: 0115 9483658

ii. Contact Details for the named person in each church responsible for any issues relating to vulnerable adults

Church	Named Person	Address	Tel No:
All Saints'	Lorraine Smedley	The Parish Office St Peter's Centre St Peter's Square Nottingham NG1 2NW	0115 9483658
St Peter's	Revd Christopher Harrison	The Parish Office St Peter's Centre St Peter's Square Nottingham NG1 2NW	0115 9483658

1. Introduction:

This document outlines the diocesan procedures for safeguarding vulnerable adults 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.

For consistency and clarity, the key steps in our guidance closely reflect policies for safeguarding children, found in ‘Children and Young People First’.

The overall policy of the Anglican Church for safeguarding adults is set out in “Promoting a safer Church” (PSC). All parishes should have a copy of this for detailed reference (<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>).

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. (PSC p.5)

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 vulnerable adults:

Physical abuse would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.

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.

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.

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.

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.

Discriminatory Abuse – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.

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 vulnerable adults:

The Church of England policy, “Promoting a Safer Church” (PSC) 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”. (PSC p.1)

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 safer church (PSC p2) 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.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from:

www.churchofengland.org/more/safeguarding

The Church should be committed to:

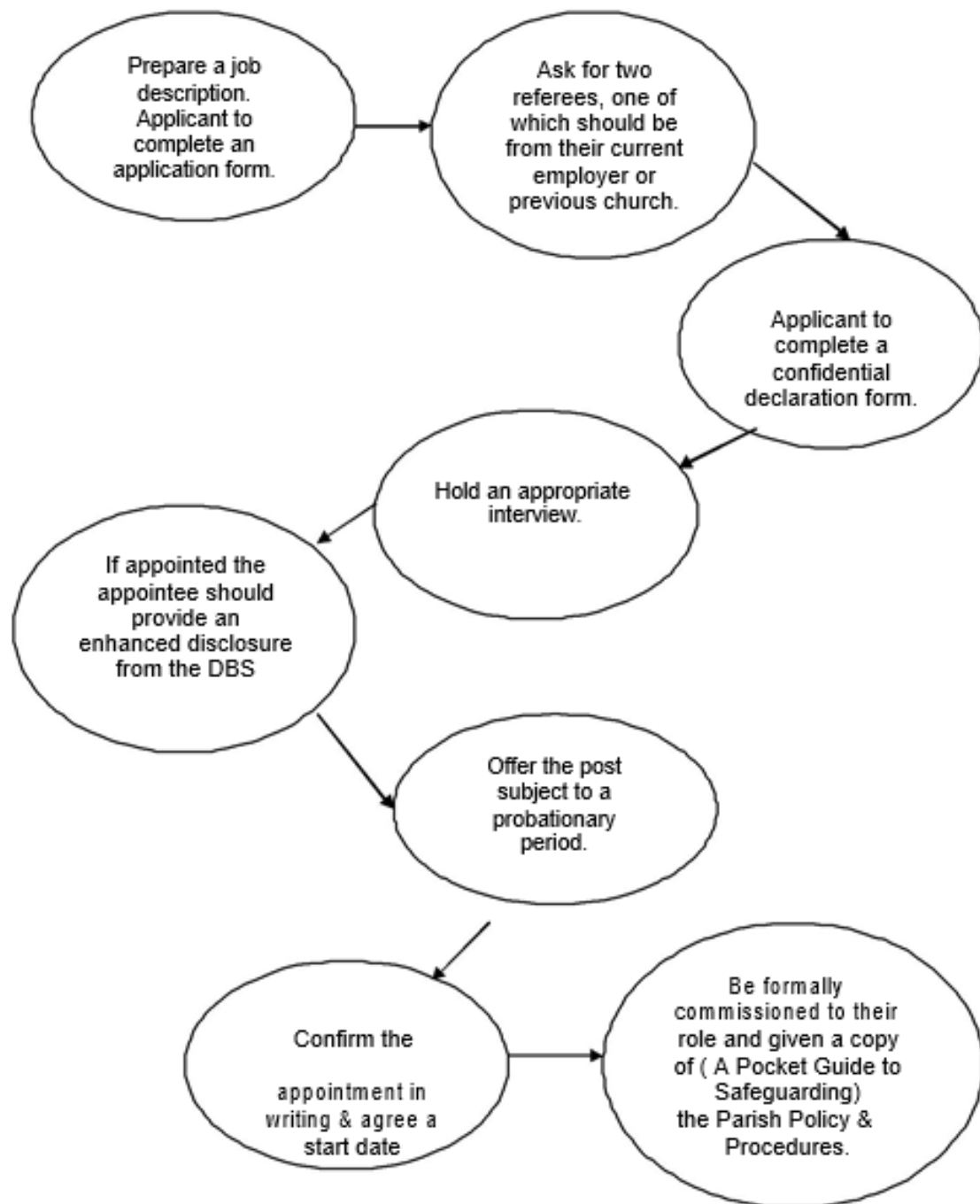
- Helping in such a way as to maximise a person's independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
- Respecting the person and all their abilities.
- Recognising the choices people make, even if they may appear to be taking 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.

Further description and discussion of good practice is developed in "Promoting a Safe Church". (PSC p.10)

6. Safer Recruitment

"PSC" sets out guidance for those in positions of trust or exercising pastoral ministry with vulnerable people. (PSC p.6) and clarifies procedures concerning the safe recruitment of paid employees and volunteers in parishes. The flowchart below 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. All Safeguarding concerns are referred to the Diocesan Safeguarding Office. 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 vulnerable adult 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 Advisor, 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>

9. 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.

10. Related Policies

a) Promoting a Safer Church 2017

www.churchofengland.org/safeguarding/safer-church-reporting-support

b) Nottinghamshire City and County Councils

<https://www.nottinghamshire.gov.uk/care/safeguarding/mash>

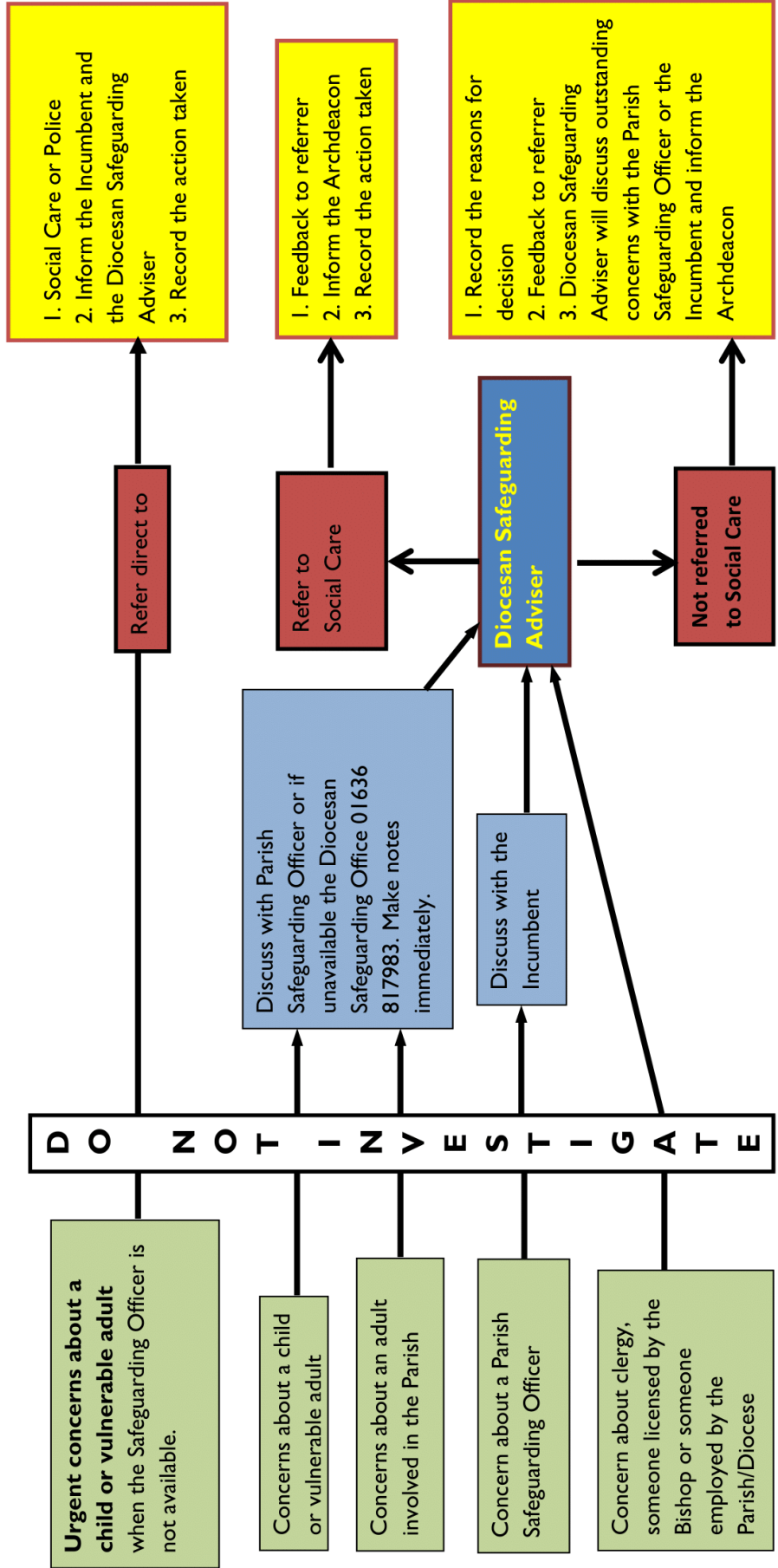
c) Dept of Health. Care and Support Statutory Guidance Gov.uk 2014

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf

d) Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

HOW TO ACT IF THERE IS A SAFEGUARDING ISSUE AT NOTTINGHAM ST PETER AND ALL SAINTS'



Parish Safeguarding Officer: Keith Mountford 0115 948 3658

Diocesan Safeguarding Adviser
 Julian Hodgson
 01636 817983
 julian.hodgson@southwell.anglican.org

12. 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 take place.

Each parish should produce their own local policy statement based on the 'Promoting a Safe Church' Policy for Safeguarding Adults in the Church of England. (See page 9 of "Promoting a Safe Church"). This parish policy needs to be reviewed annually.

13. Useful contacts

- (a) Diocesan Safeguarding Advisor

Julian Hodgson
Tel: 01636 817983
safeguarding@southwell.anglican.org

- (b) Nottinghamshire County Council Adult Social Care and Health Department.

Contact number to be used: Tel: 0300 500 8080 8.30 – 6pm

Local offices listed on County Council website:

www.nottinghamshire.gov.uk

Emergency Duty 0300 456 4546 out of hours

Nottinghamshire's Multi-Agency Safeguarding Hub (MASH) operates between the hours of 08:30-17:00 Monday to Thursday and 08:30-16:30 on Friday. If you require an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0300 456 4546.

- (c) Nottingham City Council Adult Health, Social Care and Housing Department.

General contact number for service information: 0119155555

Contact details on City Council web-site: www.nottinghamcity.gov.uk

- (d) Nottinghamshire Police,

In Emergency, 999

If less of an emergency Central Switchboard, 101

14. Updating of Policy:

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

15. Training of Safeguarding:

Training is offered in the Diocese.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 4th October 2023.

Signed by the incumbent:

Signed by the Lay Chair of the Church Council or a Churchwarden:

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Date for policy review

The Safeguarding Group and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by

Date: 4th October 2024

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

For advice on completing this policy form please contact:

Diocesan Safeguarding Adviser: Julian Hodgson

**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

- Black African Black Caribbean Mixed White and Asian
- Bangladeshi Chinese Mixed White and Black African
- Indian Pakistani Mixed White and Black Caribbean
- White British White Irish Mixed White and Chinese
- Other Asian Other Black Other Mixed background
- Other White Other Ethnic group

Vulnerable Adults Client Group

- Over 65s Learning Disability Physical Disability
- Mental ill Health Issues Substance Misuse Deaf
- Blind HIV/Aids 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"/>		<input type="checkbox"/>	
<input type="checkbox"/>	General Hospital	<input type="checkbox"/>	Sheltered Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Nursing Care Home	<input type="checkbox"/>	Supported Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Acute Hospital	<input type="checkbox"/>	Day Centre/Service
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Public Place	<input type="checkbox"/>	College/Adult Education/Work
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Own Home	<input type="checkbox"/>	Vulnerable Adults' Parents Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Relatives Home	<input type="checkbox"/>	Alleged Perpetrators' Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Specialist/Community Hospital	<input type="checkbox"/>	Adult Placement Scheme
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>		<input type="checkbox"/>	

Type of Abuse

- Discriminatory Psychological Sexual
 Financial Physical Neglect and Acts of Omission

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name Telephone

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 Telephone

email