

IMMANUEL CHURCH HIGHTERS HEATH

SAFEGUARDING ADULTS POLICY AND PROCEDURES

The Safeguarding Adults Policy and Procedures were adopted by the Parochial Church Council (PCC) on 4 May 2016.

Statement of Values

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the Diocese of Birmingham Safeguarding Policies for Adults.
10. Each person who recognises that a person may be vulnerable will agree to abide by these recommendations and the guidelines established by this church.

Everyone in the church community is called upon to adhere to these values. Anyone who has a concern about an adult has a responsibility to take action by contacting either the Parish Lead for Safeguarding Adults or the Vicar; who will then put into action the lines of Accountability when acting on allegations of abuse (see page 5).

The current Parish Lead for Safeguarding Adults is Ms Lynne Wilson; she can be contacted on Tel: 07493 936 148

Our Policy

The Government's guidance *No Secrets* provides a checklist showing the responsibilities of those who have contact with or provide services for vulnerable people. It has been adapted below to provide an action plan for churches. This checklist has been adopted by the Birmingham Diocese as a policy template for all parish churches.

Immanuel Parish Church will:

1. Seek to work in a non-abusive way that respects the right of individuals to enjoy privacy, dignity, independence and choice.
2. Actively promote the empowerment and well-being of vulnerable people.
3. Ensure rigorous recruitment practices to deter those who actively seek vulnerable people to exploit or abuse, including taking up references and DBS checks as required.
4. Actively promote a church culture within which all those who express concern will be treated seriously and will receive a positive response.
5. Ensure that clergy, paid members of 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.
6. Have a parish policy, procedure and guidance on how clergy, PCC and Safeguarding Adults Co-ordinator will deal with allegations of abuse, including allegations against their own church/congregation.
7. Work in cooperation with the local Adult Services and police when they are investigating an allegation of abuse.
8. Identify a parish lead person who is the link person for safeguarding training and for contact with Bishop's Adviser for Safeguarding Adults.
9. Ensure that all those involved with pastoral ministry on behalf of Immanuel Church, whether in people's homes, hospitals or care home settings, have had the Diocese of Birmingham Safeguarding Adults training and that this training is renewed every three years.
10. Ensure that all DBS checks are renewed every five years.

PARTICULAR RESPONSIBILITIES

In the Parish

Clergy and those who have a position of responsibility within the church

- Those with a leadership role within the church are expected to work with the whole congregation to promote the welfare of vulnerable adults in the church and wider community.

Parish Lead for Safeguarding Adults: Ms Lynne Wilson

- Provides Advocacy at the PCC and at other meetings (in the church and the wider community) with regard to the concerns of those who are seen as vulnerable.
- Checks that the PCC policy is being followed in a co-ordinated way in the activities of the church.
- Listens to the concerns raised by adults who see themselves as vulnerable, and, potential abuse whatever the type. The lead for Safeguarding Adults should not pass these concerns to outside bodies without referral to the Diocesan adviser designated for Safeguarding Adults.

PCC

- Appoints Parish Lead for Safeguarding Adults and receives regular reports.
- Ensures issues relating to vulnerable adults within the church are considered at PCC meetings (to be a standing item on the agenda).
- Reviews Parish Safeguarding Adults Policy annually and ensures it is being implemented.
- Ensures all leaders are recruited and appointed in accordance with the Parish Safeguarding Adult Policy.
- Ensures insurance cover is adequate.
- Ensures premises where adults meet are of a good and acceptable standard. This includes a regular (at least quarterly) fault-finding inspection of premises in regular use.

In the Diocese

The Bishop's Adviser for Safeguarding Adults

- Oversees training for staff and volunteers, provided in liaison with the Bishop's Child Protection and Safeguarding Adults Management Group.
- Advises parishes with regard to policy procedures and good practice.
- Advises on whether a referral to statutory bodies is appropriate.
- Reviews annually the Bishop's Policy for Adult Safeguarding.

Contact details of the Bishop's Adviser for Safeguarding Adults
Birmingham Diocese Office
T: 0121 427 1163

Or

If you have any concerns about individual cases or a person at risk, the Bishop's Advisers for Safeguarding and a team of trained Listeners can be contacted through the Bishop's Chaplain:

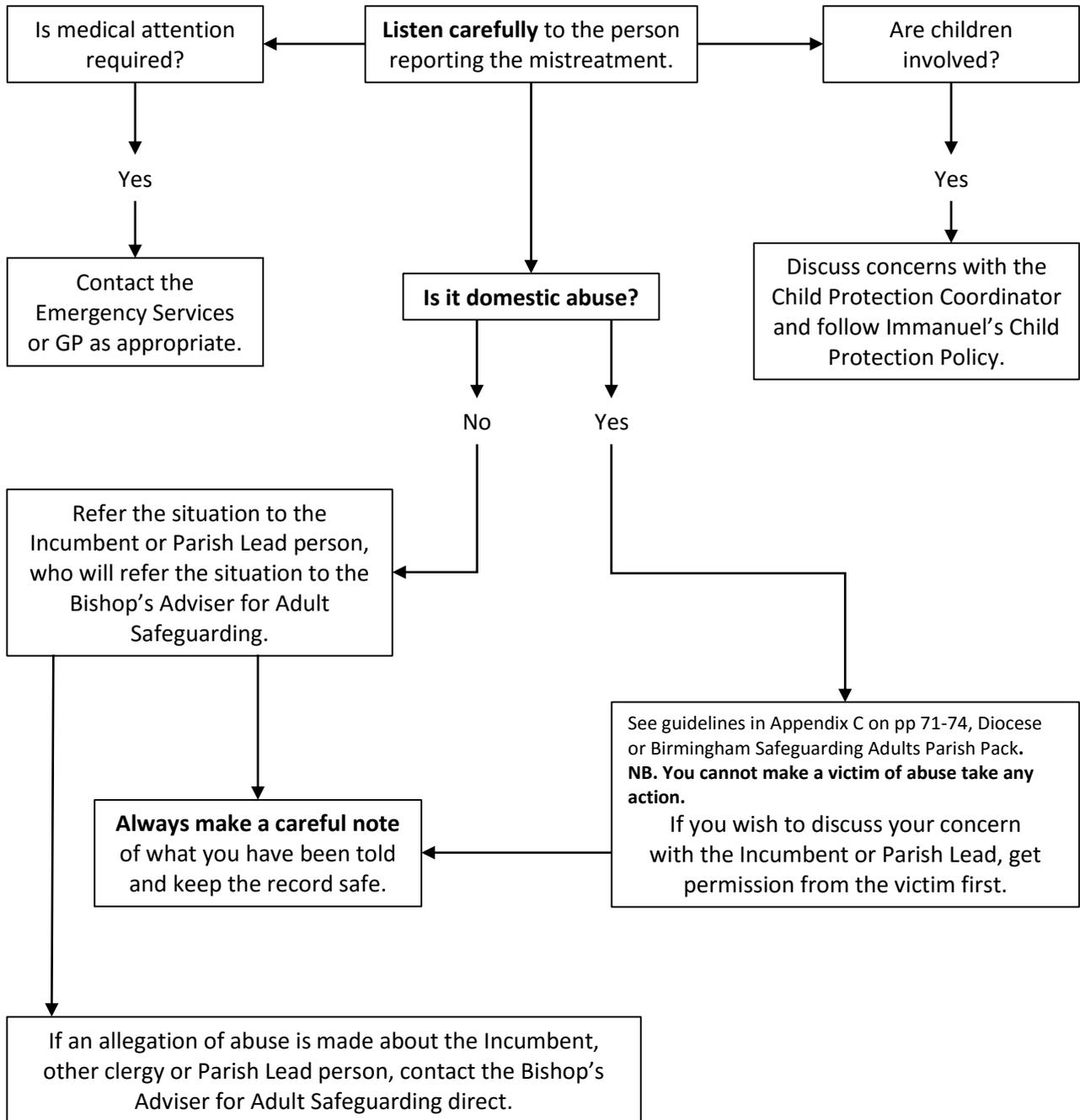
The Revd Kate Stowe

T: 0121 427 1163

E: bishopschaplain@cofebirmingham.com

A complete copy of the Diocese of Birmingham Safe Recruitment and Disclosure and Barring Service Application Procedures is found in the church safe. A copy of Immanuel's Policy and Procedures is found on the noticeboard in the narthex of the church, the noticeboard of the church hall and the church's website.

Lines of Accountability When Acting on Abuse Allegation



Resources to support people who may be vulnerable

Action on Elder Abuse

T: 080 8808 8141

<http://www.elderabuse.org.uk>

Offers support, helpline and training materials.

Age Concern England

Astral House,
1268 London Road
London SW16 4ER

Advice Line: 0800 169 2081

<http://www.ageconcern.org.uk>

National organisation offering advice and information. There are local groups offering support and advocacy.

Alzheimer's Society

Gordon House
10 Greencoat Place
London SW1P 1PH

National Dementia Helpline: 0300 222 1122

<http://www.alzheimers.org.uk>

National organisation offering help and advice to people with dementia, with local groups and a website providing support to families and training.

Church Action on Disability (CHAD)

CHAD
PO Box 10918
Birmingham B14 7YD

T: 0807 243 0678

<http://www.chaduk.org>

Help the Aged

207-221 Pentonville Road
London N1 9VZ

T: 020 7278 1114

<http://www.helptheaged.org.uk>

National organisation offering advice and advocacy

MENCAP

123 Golden Lane
London EC17 0RT

T: 020 7454 0454

<http://www.mencap.org.uk>

National organisation offering Providing services for people with learning issues with local groups and website offering support and local activities to families, friends, adults and children

Freephone 24-hour National Domestic Violence Helpline

Run in partnership between Women's Aid and Refuge.

Helpline: 0808 2000 247

<http://www.womensaid.org.uk>

<http://www.refuge.org.uk>

<http://www.thehideou.org.uk>

The UK Gold Book

Published by Women's Aid and updated annually, this is a UK-wide directory of refuge and domestic abuse services for women and children, as developed through the Ukrefugesonline partnership project of leading domestic violence service providers: Women's Aid Federation of England, Scottish Women's Aid, Welsh Women's Aid, Northern Ireland Women's Aid and Refuge.

To order The UK Gold Book, contact Women's Aid

T: 0117 944 4411 or

E: info@womensaid.org.uk

Asian Women's Resource Centre

Advice and information, counselling, English classes, parenting, women's support groups, multi-lingual translation service.

<http://www.asianwomencentre.org.uk>

E: asianwomencentre@aol.com

Victim Support

Information and support to victims of crime

Helpline: 0845 3030900

Drinkline

Telephone support for adults and young people with alcohol problems

T: 0800 917 8282

DrugScope

The UK's leading independent centre of expertise on drugs

32-36 Loman Street

London SE1 OEE

<http://www.drugscope.org.uk>

Email info@drugscope.org.uk

Samaritans

Confidential and emotional support to people in crisis

Helpline 08457 909090

<http://www.samaritans.org.uk>

Birmingham and Solihull Women's Aid

Women and children have the right to live free from domestic violence, abuse and fear.

Helpline and refuge referrals: 0800 0732 606

Minicom: 0121 685 8519

Floating support: 0121 685 8687

Family support: 0121 685 8551

Safety unit: 0121 685 8687

Safeguarding Adults

Birmingham City Council

Adults and Communities

Louisa Ryland House

44 Newhall Street

B3 3PL

T: 0121 675 2632

Our Procedures

At Immanuel Church it is recognised that the following people have contact with adults or are in a position of responsibility and trust within the church community, which gives them the opportunity or expectation that they might have regular or unsupervised contact with adults:

- Clergy and Reader
- Church Wardens

These people must complete an enhanced disclosure with a check of the relevant barred list every five years.

Recruitment procedures

The Vicar and the PCC have overall responsibility for the recruitment of paid workers and volunteers in all church-sponsored organisations.

At Immanuel Church the following groups are covered by the Parish Safeguarding Adults Policy:

We will require all hirers of our premises who run regular activities for adults, but are not covered by the Immanuel Church policies, to have their own policy and procedures with regard to vulnerable adults and to provide us with an assurance that these are implemented and to provide us with a copy.

Responsibilities of the Church in Safer Recruitment

- We will provide every worker and volunteer with clear instructions and information in respect of their role, adequate support and supervision and regular opportunities for review (See Appendix A).
- We will assess all new and current volunteer and paid worker roles and, where the role is deemed to be eligible, apply for an appropriate level criminal record check (Appendix D gives guidance as to which roles require a check. Appendix E has the forms to be completed).
- We will keep a Parish Information Log of Disclosure and Barring applications and renew applications every five years (Appendix G).
- We will keep a record of volunteer contact information (Appendix H).
- We will formally commission people into the role and confirm the appointment in writing.
- We accept responsibility for initiating and providing initial and on-going training for all our paid workers and volunteers.
- We will suspend a worker or volunteer about whom there are concerns or against whom an allegation has been made as a neutral act whilst an investigation into the allegation/concern is conducted.
- We will ensure appropriate supervision of anyone who is known to have offended against an adult who attends activities organised by the Parish Church Council of Immanuel Church Highters Heath.
- We commit to the support of adult and child survivors of abuse.

- We commit to providing appropriate support and guidance to any individual within our church community who is accused of causing harm to an adult in our care.
- We will review our Vulnerable Adults Protection Policy annually to ensure that it meets all current legislation, House of Bishops policies, and Diocese of Birmingham Safeguarding Policies: Parish Pack for Safeguarding Adults, May 2010.

Safer Recruiting: Responsibilities of Volunteers and Paid Staff

It is expected that leaders and regular helpers of church groups who work with adults will:

- Complete an application form (Appendix B) and confidential declaration (Appendix D)
- Name two referees, one of whom should be from a current employer or previous church
- Complete a disclosure if required
- Have an appropriate interview
- Sign a volunteer agreement (Appendix F)
- Be open to support and review
- Receive supervision and support in their role
- Inform the Vicar in writing of any relevant change in circumstances.

All Appendices and Forms to be completed are found in Diocese of Birmingham Safe Recruitment and Disclosure and Barring Service Application Procedures, www.cofebirmingham.com

Please also refer to the following pages in Diocese of Birmingham Safeguarding Adults Parish Pack, May 2010:

- Pages 14 – 19, Important Definitions
- Pages 60, Appendix A: Guidelines for a parish with regard to Domestic Abuse
- Pages 62 – 69, Appendix B: What is mistreatment, abuse or harm?
- Pages 70 – 73, Appendix C: Guidelines for those in positions of trust or exercising pastoral ministry with vulnerable people in regard to domestic abuse

www.cofebirmingham.com