



# St Cuthbert's Parish Church Wrose

## SAFEGUARDING POLICY

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## TABLE OF CONTENTS

### Part I Children and Young People

1	INTRODUCTION.....	2
2	RECOGNISING AND RESPONDING TO ABUSE OR NEGLECT .....	3
3	IMMEDIATE ACTION TO TAKE IF ABUSE IS OBSERVED TAKING PLACE.....	5
4	ACTION TO BE TAKEN IF A WORKER SUSPECTS ABUSE MAY HAVE OCCURRED.....	7
5	HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE.....	9
6	WHAT TO DO ONCE A CHILD HAS TALKED TO A WORKER ABOUT ABUSE.....	9
7	APPOINTMENT OF CHILDREN'S AND YOUTH WORKERS.....	10
8	ARRANGEMENTS FOR SUPERVISION OF GROUPS AND ACTIVITIES.....	10
9	BOUNDARIES .....	11
10	ADMINISTRATION.....	11
11	DISCIPLINE POLICY.....	12

### Part II vulnerable adults

1	INTRODUCTION.....	13
2	POLICY.....	13
5	DEFINITION OF ABUSE.....	13
6	DEFINITION OF VULNERABLE ADULT.....	13
7	FORMS OF ABUSE.....	14
9	HOW TO RESPOND.....	14
10	SUMMARY.....	14

## 1.0 INTRODUCTION

1.1 Name of the Church: St Cuthbert's Parish Church (hereafter, "the church")

Location: St Cuthbert's Parish Church, Wrose Road, Wrose, Bradford BD2 1LN

We take seriously our responsibility to protect and safeguard the welfare of people entrusted to our care, and have adopted the principals below as set out by the House of Bishops.

### 1.2 Principles of the House of Bishops' Policy for Safeguarding Children

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

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

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

1.3 The parish church recognize that some children, young people and vulnerable adults today are the victims of neglect and physical, sexual and emotional abuse. Accordingly, the Church has adopted the policy contained in the documents entitled "Promoting a Safe Church", "Protecting all Gods Children" and "Responding Well". (hereafter "the policy") published by the "The House of Bishops". The policy sets out agreed guidelines relating to the following areas:

- responding to allegations of abuse or neglect, including those made against workers or members of the church.
- appointing those who work with children and young people and vulnerable adults.
- supervision of activities and practice issues.

1.4 The parish recognizes the need to build constructive links with the child care agencies. These guidelines have been prepared in consultation with the Bishop of Bradford's Officer for Child Protection (hereafter "the Bishop's Officer") and the PCCA's Churches' Child Protection and Advisory Service.

1.5 The parish nominates a person (hereafter "the Co-ordinator") to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Coordinator matters should be brought to the attention of the Bishop's Officer.

- 1.6 The Church is committed to an ongoing training program for all workers/helpers.
- 1.7 The policy contained here is formulated to help the workers to respond appropriately when abuse or neglect is disclosed or suspected.

## **2.0 Safeguarding children and young people**

### **2.0a The definition of safeguarding**

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- taking action to ensure that all children have the best outcomes.

### **RECOGNISING AND RESPONDING TO ABUSE OR NEGLECT**

**It is important that these signs are not taken as indicating that abuse has taken place, but the possibility should be considered.**

- 2.1 Signs of possible physical abuse:
- Any injuries not consistent with the explanation given for them
  - Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
  - Injuries which have not received medical attention.
  - Instances where children are kept away from the group inappropriately.
  - Reluctance to change for, or participate in, games or swimming.
  - Bruises, bites, burns, fractures, etc. which do not have an accidental explanation.
  - Cutting, slashing, drug abuse.
- 2.2 Signs of possible sexual abuse:
- Any allegations made by a child concerning sexual abuse.
  - Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in ageinappropriate sexual play.
  - Sexual activity through words, play or drawing.
  - Child who is sexually provocative or seductive with adults.
  - Inappropriate bedsharing arrangements at home.
  - Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- 2.3 Signs of possible neglect:
- Tiredness.
  - Hunger.

- Unclean smell.
- Lack of concentration.
- Bruises.
- Quiet and withdrawn.
- Attention seeking, e.g. bullying.
- Soiling.
- Nervousness.
- Failure to thrive.
- Always sad, unhappy.

#### 2.4 Signs of possible emotional abuse:

- Changes or regression in mood and behavior, particularly where a child withdraws or becomes clinging. Also depression or aggression.
- Nervousness / frozen watchfulness.
- Sudden underachievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attentionseeking behavior.
- Persistent tiredness.
- Running away / stealing / lying.

### 3. Immediate action to take if you observe abuse while it is taking place

This could take a number of forms, for instance seeing an adult hit a child, observing a member volunteer using inappropriate restraint on a young person or witnessing the neglect of basic care needs of a disabled child.

First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk. Inform the perpetrator of your concerns. Advise them to stop the action immediately. Ask them to move themselves to an area where there is no contact with children and young people. Advise them that you will immediately be informing the safeguarding officer.

Then:

- **if the perpetrator fails to desist** – take appropriate action to stop the abuse and call for assistance
- **if the perpetrator does desist**, and even if they leave the scene as requested, it is essential that you stay with the child or young person until you can transfer them to the care of another responsible adult.

Then:

- **report the incident immediately** to the safeguarding officer.

**Take notes of what has been said, what you have heard or seen** – if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and names of child and perpetrator.

1. **Section 3. Immediate action to take if you receive an allegation of possible significant harm to a child or young person**

**If you are in direct contact with the person raising the concern, for instance through a telephone call or receipt of a complaint.**

- **Stop other activity and focus on what you are being told, or have just seen.** Responding to suspicion of abuse takes immediate priority.
- **Do not promise confidentiality** or agree to ‘keep it a secret’. Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support and reassurance to the person giving you the information, particularly if it is a child or young person, that the matter will be dealt with quickly and appropriately.
- **It is absolutely vital that you avoid any action that could jeopardise subsequent investigations, including legal proceedings. In particular, avoid asking leading questions** like ‘Did he do X to you?’ or ‘How did he hurt the young person’ but confine yourself to open questions like ‘**Can you tell me what happened?**’ and ‘**What happened next?**’ or ‘**Who said that?**’

**3.0a** **Ask only what you need to know** to come to a judgement about whether abuse may have taken place and to gather factual details. You do not need full details but do need sufficient information for an informed referral:

- details of the concern or allegation
- name, date of birth and address of the child or young person
- details of the setting the allegation is being directed at including contact details, and so on
- if possible, additional relevant information regarding the child, for example ethnicity and details of other agencies involved.

**3.0b** If talking with a child then work at their pace – do not rush them. Avoid expressing opinions.

- **Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk.** Think about the child or young person who is the immediate subject of the concerns, **and any other child or young person** who may be at risk, in light of what you have been told or suspect.
- **If you are working** with any children or young people, who may be at immediate risk, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the Safeguarding officer, so they can take responsibility for further action. If the Safeguarding Officer is not present you will, need to contact Bradford social services (see section 5), they will then decide on any further action you may need to take to ensure children’s safety.
- **Take notes of what has been said, what you have heard or seen and what you did** – if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, **without amendment, omission or addition**, whatever subsequent reports may be written. Wherever possible, try to write down what was said verbatim, and make it clear (for example, by using quotation marks) where your notes record somebody’s actual words. **Notes should be dated and signed.**
- **Follow the steps in Section 4 below.**

**If you are not in direct contact with the person raising the concern, for instance if you have received a letter or email.**

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Retain any written records including emails and letters.**

### **Section 3.0c. Identification of level of concern and next steps**

**3.0c** In all cases:

- **Do not, tell the person who is the subject of an allegation or suspicion** what you have been told or what you suspect – that may put a child or young person at further risk and/or jeopardise any subsequent enquiry.
- Do not investigate the case yourself. While professionals should seek, in general, always any concerns with the child and family. This should only be done where such discussion and agreement-seeking will not place a child at increased risk of suffering significant harm.
- Decide whether the allegation or suspicion indicates that a child or young person may be suffering, or is at risk of suffering, significant harm ('significant harm' is the trigger for children's social care services and/or subsequent police enquiries. You can find more details of what is meant by significant harm in Annex 1). You may need to discuss with the Diocesan Safeguarding Officer and/or the local social services team (see section 5) whether:
  - the allegation or suspicion would constitute a child or young person suffering, or being at risk of, significant harm
  - the actual or likely harm is of a sexual, physical, emotional or neglect nature, or involves witnessing domestic violence, sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development.
- **Remember**, whether or not you personally believe what is said, the benefit of the doubt must always be in favour of making the report. You do not personally have to believe the concern to be true to make a referral. This assessment is for children's services and/or the police to make. False allegations, even anonymous ones, are relatively rare.
- The Safeguarding officer will decide whether they, or you, should contact the local social services team. The local social services team will need first-hand reports or evidence, so you will usually be the best person to make contact.
- If you are unable to contact the Safeguarding officer or you are working alone, contact the local social services team directly and without delay. You can also contact the Diocesan Safeguarding Officer if either you are not sure what to do or need reassurance for what you think you need to do.

**Follow the steps in Section below.**

### **3.0d Subsequent action in all cases**

Second Floor, Olicana House, Chapel Street, Bradford BD1 5RE.

Tel: 01274 434361. If unavailable contact the Police immediately on 101

For any referral to be made to the appropriate authorities for investigation you will need to know:

- details of the concern/allegation
- name, date of birth and address of the child or young person

- details of the service/setting being inspected including contact details of manager on site, and so on
- if possible, additional relevant information regarding the child, for example ethnicity and details of other agencies involved.

#### **4.0 ACTION TO BE TAKEN IF A WORKER SUSPECTS ABUSE MAY HAVE OCCURRED**

4.1 A report of the worker's concerns must be made as soon as possible to the Coordinator or the Bishop's Officer if the Co-ordinator is not available. (See Section 1.5)

4.2 If the suspicions in any way involve the Coordinator then the report should be made to the Bishop's Officer.

4.3 Any suspicions must not be discussed with anyone other than those nominated above.

#### 4.4 Allegations/suspicions of physical injury, neglect or emotional abuse

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

- a) Speak with the parent/guardian and suggest medical help or attention be sought for the child. The doctor will then initiate further action, if necessary. If appropriate the parent or carer will be encouraged to seek help from the Social Services Department.
- b) If the parent/carer is unwilling to seek help, then it may be appropriate for a church worker to offer to go with them. If they still fail to act the Coordinator should in cases of real concern contact Social Services for advice.
- c) Where emergency medical attention is necessary then this should, of course, be sought immediately. The Coordinator will inform the doctor of any suspicions of abuse.
- d) Where the Coordinator is unsure whether or not to refer a case to the Social Services, then advice from the Bishops officer will be sought and followed.

#### 4.5 Allegations/suspicions of sexual abuse

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

- a) Contact the Bishops officer for advice and support, or the Social Services Child Protection Officer or Police Child Protection Team directly. The Co-ordinator will not speak to the parent (or anyone else).
- b) If, for any reason, the Coordinator is unsure whether or not to follow the above procedure, then advice from the Bishop's Officer will be sought and followed.
- c) Under no circumstances will the Coordinator attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Coordinator is to collect and clarify the basis 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's Act 1989.

- d) Whilst allegations or suspicions of sexual abuse will normally be reported to the Coordinator, the absence of the Coordinator should not delay referral to the Social Services Department.
- e) Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Coordinator 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.

## **5.0 HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE**

It is not easy to give precise guidance but the following may be of help:

### **5.1 General Points**

- Accept what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Let them know you will need to tell someone else 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.
- Never push for information.

### **5.2 Helpful things to say or show:**

- I believe you (or showing acceptance of what the child says).
- I am glad you have told me.
- It's not your fault.
- I will help you.

### **5.3 Avoid saying:**

- 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".

### **5.4 Concluding:**

- Again reassure the child that they were right to tell you and that you believe them.
- Let the child know what you are going to do next and that you will let them know what happens.
- Immediately refer to someone appropriately qualified.

## 6. **WHAT TO DO ONCE A CHILD HAS TALKED TO A WORKER ABOUT ABUSE**

Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said, when he or 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 handwritten notes, even if subsequently typed up.

- 6.2 The discussion must be reported as soon as possible to the Coordinator. If the latter is implicated report to the Bishop's Officer.
- 6.3 Suspicions or allegations must not be discussed with anyone other than those authorised in this policy.
- 6.4 The Co-ordinator should normally advise the Vicar/Priest in charge of the parish and/or relevant person that an allegation has been passed to the Bishop's Officer and/or social services, without disclosing names or details.
- 6.5 The worker may be invited to attend the meeting of the initial child protection conference, either to contribute to the meeting or as a support to the parent. It is important to clarify role and expectations in advance.

## 7. **APPOINTMENT OF CHILDREN'S AND YOUTH WORKERS/HELPERS**

All prospective volunteers must be over 18 and will be asked to complete a DBS Check form, unless they have a current CRB form, a copy of which will be kept on file by the co-ordinator. Any issues with DBS checks the PSO will seek advice from the Bishops Officer.

### 7.2 Procedure

- 1 When approaching any prospective worker the "Safeguarding Co-ordinator" should be informed.
- 2. All Volunteers will be asked to complete a DBS form and a Declaration form unless as above.
- 3. All workers will be given opportunities to meet together to discuss work programs, areas of concern and training at a regular team meeting.
- 4. All volunteers will be given annual safeguarding training.

### 7.3 The criteria for NOT appointing workers/Casual Helpers:

Any person who has previously abused a child, or where it is known that the person has a record of violent or inappropriate sexual behavior towards children.

Any person who cannot support the values and principles of the Christian Church, or anyone who the Vicar or Wardens considers is an inappropriate role model for children.

### 7.4 Casual helpers (e.g. for outings, etc.)

Anyone who is enlisted, as extra help for one off events must be a person over 16 who regularly attends Church.

## 8. **ARRANGEMENTS FOR SUPERVISION OF GROUPS AND ACTIVITIES**

- Supervision Ratio :

There will be a Minimum 2 workers

**As a guide there will be a minimum of 3 Children for a group to be able to meet, even if this requires two groups meeting together.**

NB. These are minimum requirements when workers are not providing transport.  
If transport is provided by workers there must always be two workers per vehicle.

## **BOUNDARIES**

9. Volunteers **must** avoid being on their own with a child/young person.

Where confidentiality is important, Volunteers should ensure that others know that the interview is taking place and that someone is within eyesight.

When one to one is necessary, Volunteers should encourage same sex interviews (e.g. male to male).

Personal care (e.g. toileting) should be appropriate and age-related to the child/young person, accepting that some may have special needs.

Any physical contact between Volunteers and members should only take place in the presence of other Adults, and should be appropriate.

There should be no rough or sexually provocative games.

All Volunteers should treat all children/young people with dignity and respect, both in their attitude and actions to them, and their language used.

Volunteers shouldn't promise confidentiality to a young person that is disclosing information. Workers can warn a young person that if they are about to disclose information of possible abuse, then the worker may have to refer the case to the child protection coordinator. Workers may feel that they can keep confidentiality by trying to sort the problem out themselves. This is dangerous to them and the child. If a promise to confidentiality is made, then rightly broken, the child has been in effect victimised again - their trust has been abused. It is better not to have confidential information than to have it and not be able to act on it. Knowing something but not being the adult and acting on it is not helping the child (whatever the child may say).

## **10.0 ADMINISTRATION**

### **10.1 General**

- Where possible a register should be taken at the start of all people in attendance
- When group/s meet in various rooms, all groups of young people must have a responsible adult/person in charge.
- Indoor premises should be well lit, warm, clean and well ventilated.
- All workers/helpers should know how to seek medical assistance if required, and where the First Aid Kit and Accident Book are located (see Health and Safety Policy).
- All workers should know the procedure for evacuation in the event of a fire (see Fire Evacuation policy).
- All workers should know the Disciplinary Procedures (see Discipline Policy).

## 10.2 Pray before you meet

## 11.0 DISCIPLINE POLICY

### 11.1 What is Discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

### 11.2 Why Discipline?

It brings security, produces character, prepares for life, is evidence of love and is desired by God (Hebrews 12:5-12 and Proverbs 22:6)

### 11.3 Some Guidelines of Discipline.

- (1) We need to be insistent, consistent, and persistent.
- (2) NEVER smack or hit a child/young person, or treat them roughly.
- (3) Discipline out of love, NEVER out of anger. Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.
- (4) Do not shout in anger, or put down a child/young person, e.g. by shaming them.
- (5) Lay down ground rules during your conversations with child/young persons, e.g. respect of property; no swearing, racism or calling each other names.
- (6) Keep the ground rules simple and clear, and make sure the child/young person understands what procedure will be taken if they are not kept.
- (7) Talk to a child/young person away from the group, not publicly. Explain what they have done wrong, encourage remorse, forgive, and end on a positive note.
- (8) Never reject a child/young person, just the behaviour. Encourage the young person that you accept them, but you are not willing to accept the behaviour.
- (9) Each child/young person is unique, special and individual, and each young person needs to be dealt with differently. We need to ask ourselves, "Why is the young person behaving like that?" Then:
  - *Ask God for wisdom, discernment and understanding, and pray for and with the young person.*
  - *What is the best method to discipline and encourage that child/young person?*

- *Work on each child/young persons positive points; do not compare with other young people, but encourage and build them up.*
- *Work on relationships*
- *Be a good role model and set a good example. Don't expect the child/young person to do what you don't do and vice versa.*
- *Take care to give the quieter and well-behaved child/young person attention, and don't allow some young people to take all your time and energy.*
- *Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation.*

## Part II **vulnerable adults**

### Policy and procedures

#### Introduction

1. The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is entirely different from that for children and young people. *Working together to safeguard children* only applies to children and young people up to when they reach the age of 18. Any incident or concerns relating to a young person or adult of 18 years and over, even if still at school, are not covered by Local Safeguarding Children's Boards or their procedures. Government guidance in relation to adults is contained in the document '*Promoting A Safe Church*' and the previous Protection of Vulnerable Adults guidance (now Adult's List guidance).<sup>1</sup> Good practice guidance is also available through the Association of Directors of Social Services publication *Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work*.

#### Policy statement

2. St. Cuthbert's Church, Wrose is committed to working with other agencies to ensure that people are safeguarded. People at St. Cuthbert's Church, Wrose have a right to live and work in environments free from abuse, neglect and discrimination.
3. St. Cuthbert's Church, Wrose does not investigate issues of concern in relation to vulnerable adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in coordinating the local interagency framework for safeguarding adults.
4. St. Cuthbert's Church, Wrose will bring to the attention of the social services and police any concerns or allegations identified through any part of its work.

#### **The definition of abuse of adults is contained in 'No Secrets' (Para 2.5)<sup>2</sup>**

5. Abuse is a violation of an individual's human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

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<sup>1</sup> Promoting A Safe Church: A policy for safeguarding adults in the Church of England: Church House Publishing 2006.

<sup>2</sup> No Secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse, DoH, 2000;

6. **A vulnerable adult is defined by the Safeguarding Vulnerable Groups Act 2006 as a person who is aged 18 years or over and who:**<sup>3</sup>

- Is living in residential accommodation, such as a care home or a residential special school.
- Is living in sheltered housing.
- Is receiving domiciliary care in their own home.
- is receiving any form of healthcare
- is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)<sup>4</sup>
- is under the supervision of the probation services
- is receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is an expectant or nursing mother living in residential care, or
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services.

7. **Within this context abuse can take the form of:**

- physical abuse – including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions
- sexual abuse – including sexual assault or acts to which the adult did not, or could not consent
- psychological abuse – including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services
- financial or material abuse – including exploitation and pressure in connection to wills, property, inheritance or financial transactions
- neglect or acts of omission – including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services
- discriminatory abuse – including racist, sexist and other forms of harassment.

8. Although definitions are changing the one used here provides the best fit for our work in preference to the current government one.

**Procedure for responding to safeguarding concerns relating to vulnerable adults**

9. The principles for volunteers in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people. In most cases exactly the same process and guidance outlined in **Part 2 – Sections 1 to 5**

10. **In summary** if an act of abuse or neglect of a vulnerable adult is identified or suspected then the members of the St. Cuthbert's Church, Wrose community should:

- stop everything else and concentrate on what you are observing or being told
- ensure the immediate safety of the vulnerable adult (and any other persons)

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<sup>3</sup> Safeguarding Vulnerable Groups Act 2006, 2006; [www.legislation.gov.uk/ukpga/2006/47/contents](http://www.legislation.gov.uk/ukpga/2006/47/contents).

<sup>4</sup> Immigration and Asylum Act 1999; [www.legislation.gov.uk/ukpga/1999/33/contents](http://www.legislation.gov.uk/ukpga/1999/33/contents).

- do not promise confidentiality or agree to keep something secret
- do not investigate yourself and avoid asking leading questions
- obtain the necessary information to make an informed referral
- contact the local social services team – During office hours call Children's Social Care Initial Contact Point - **01274 437500** - (8.30am - 5.00pm Monday to Thursday, 4.30pm on Friday). At all other times, Social Services Emergency Duty Team - **01274 431010**
- If you have reason to believe that a vulnerable adult is at **immediate risk of harm**, contact the police on **999**
- advise the Safeguarding officer.
- make and keep a record of the incident and actions taken.
- seek advice from the Diocesan Safeguarding Advisor