

Safeguarding: Adults at Risk Policy

As a church it is recognised that this document should be available for all to read and as such will be placed on a notice board, the church computer and the church website.

Those actively involved in work with adults at risk will also be given a handy emergency ‘what to do’ version of this document for their personal use.

1. Policy

- 1.1 We believe every person is fearfully and wonderfully made, fully known and loved by God. Jesus calls each of us to love others and to treat them with the respect, dignity and love we would each want to receive ourselves.¹
- 1.2 We believe that being part of the Christian family of the Church places responsibility on all members, both institutional and individual, to ensure that we provide an environment that is safe for all. This includes safety for all who are regarded as adults at risk and all who wish to share in the life of the Church.
- 1.3 As the fellowship of Castle Hill Baptist Church, we seek to welcome everyone into the life of the church, including those who for whatever reason may be considered as vulnerable, marginalised or at risk.
- 1.4 We commit ourselves to the nurturing, inclusion and protection of any adults at risk associated with our church. We will pray for them regularly and will aim to ensure they receive any pastoral care they need.
- 1.5 The church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. Each person working with adults at risk agrees to abide by the procedures established by the church.
- 1.6 We commit to supporting, resourcing and offering regular training to those working directly with adults at risk, as appropriate.
- 1.7 We also recognise it is the responsibility of *all* who worship at the church to help prevent abuse of any kind to anyone, but in particular to adults at risk. We will ensure that any suspected or actual abuse is reported immediately, following the procedures set out in this policy and cooperating with the police and relevant authorities, as necessary.
- 1.8 In all cases, we will seek to show love, support and forgiveness both to the offended and offender as best we can, following Jesus’ example.
- 1.9 We commit to reviewing this document annually to make sure we are aligned with Baptist Union guidance and current UK Government recommendations and best practice.

¹ From ‘Safe to Belong: Safeguarding adults at risk policy,’ © BUGB, October 2015, p5.

2. What is an Adult at Risk?

- 2.1 Castle Hill Baptist Church, Warwick has adopted the following definition of an 'adult at risk':²

Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

- 2.2 Some adults may be at more risk than others, and there are some times of life where risks may increase. These may include:
- Learning, sensory or physical disability
 - Old age and frailty (especially if it creates a dependency or need of help from others)
 - Mental health problems
 - Dementia or confusion
 - Illness (minor or major)
 - Addiction or dependence on, e.g. alcohol, drugs, medication
 - Bereavement
 - Past abuse or trauma
 - When English is not their first language

N.B. It is important to appreciate that any person, of any age over 18, can be an adult at risk.

3. Who does this policy apply to?

- 3.1 This safeguarding policy covers allegations of actual or suspected abuse against adults at risk, which have taken place during an activity organised by Castle Hill Baptist Church either on or off the church premises.

This includes:

- Anyone in a leadership role
- Visiting *on behalf of the church* an adult at risk in their home to provide a service of a practical or spiritual nature;
- Providing an activity within the church specifically or primarily for adults at risk.

This does not ignore the fact that abuse can happen in any church setting.

- 3.2 This policy applies to all 'church workers,' i.e. ministers, employees, church leaders, church members, volunteers, helpers and any person whether a church member or not who works with or supports adults at risk in the context of church.
- 3.3 Every 'church worker' will be required to pass a Disclosure and Barring Service check (hereafter called DBS) prior to appointment. N.B. In an emergency, a replacement non-DBS person may be used providing they are not left unsupervised.
- 3.4 Other organisations that use or hire the church building are expected to have their own policy and procedures for safeguarding adults at risk.

² As defined by *Churches' Child Protection Advisory Service (CCPAS)*

4. How do I recognise abuse? (See Appendix 1 for more detail)

4.1 Abuse is defined as:

The violation of an individual's human and civil rights by another person or persons.

Harm (seen or unseen) is the result of this mistreatment or abuse. It comes from the misuse of power and control that someone has over another. It can be one single act or many acts over time.

4.2 Abuse can take place anywhere. Anyone could abuse anyone else at anytime (including one adult at risk abusing another).

4.3 The main types of abuse are (in no particular order): physical, emotional, sexual, neglect, financial, spiritual, discriminatory and institutional. Abuse does not have to fit solely into any one of these categories and often more than one type of abuse may be taking place.

4.4 Other forms of abuse can include: domestic abuse, cyber abuse (cyber bullying, cyber stalking), self-harm/self-neglect, mate crime, modern slavery, human trafficking, radicalisation, honour-based violence/forced marriage and historic abuse.

5. What do I do if I have a concern about an adult at risk?

5.1 It is often not easy to recognise abuse or harm. Therefore it is important to act if you suspect abuse – do not wait until you are absolutely sure but remember that it is not your job to investigate. Everyone has the right to live free from abuse of any kind and there is help and support available to put a stop to it. This does not mean you are jumping to conclusions or making judgements about the situation; it simply means that there is a safeguarding concern.

5.2 You may suspect abuse because:

- You have a general concern about someone's wellbeing;
- You see or hear something which could be abusive;
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abuse.

In these circumstances, do not delay. Report your concerns to the designated person (or if they are implicated or not available, their Deputy) within 24 hours.

If they are both not available, or if both are implicated, contact the Heart of England Baptist Association (hereafter called HEBA) on (0121) 472 4986, or finally the Baptist Union's official advisory board – Churches' Child Protection Advisory Service (hereafter called CCPAS) on (0845) 120 4550.

If an adult is in imminent danger of harm contact the police or emergency services on 999 without delay.

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5.3 If someone discloses abuse directly to you, then remember to:

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> ✓ Listen to and acknowledge what is being said. ✓ Try to be reassuring & remain calm. ✓ Ask their consent for you to pass on their concerns. ✓ Explain clearly what you will do and what will happen next. ✓ Try to give them a timescale for when and how you/the designated person will contact them again. ✓ Take action – do not ignore the situation. ✓ Be supportive. ✓ Tell them that: <ul style="list-style-type: none"> ⇒ They were right to tell you; ⇒ You are taking what they have said seriously; ⇒ It was not their fault; ⇒ That you would like to pass this information on to the appropriate people, with their permission. ✓ Be open and honest. ✓ Give contact details for them to report any further details or ask any questions they may have. ✓ Make sure you explain where further help and support can be found. 	<ul style="list-style-type: none"> × Do not promise confidentiality. × Do not show shock, alarm, disbelief or disapproval. × Do not minimise what is being said. × Do not ask probing or leading questions, or push for more information. × Do not offer false reassurance. × Do not delay in contacting the designated Person. × Do not contact the alleged abuser. × Do not investigate the incident any further. × Never leave an adult at risk to wait to hear from someone without any idea of when or how that may be. × Do not pass on information to those who do not need to know, not even for prayer ministry. The designated person will tell whoever <i>needs</i> to know.

5.4 As soon as possible after a disclosure make a written record of what was said by the adult at risk and/or details of the concerns that have been referred to you. Your written record, along with all known details of the adult at risk (and any other relevant information) must then be passed on to the designated person.

5.5 Every adult at risk has the right to refuse help. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk does refuse help, it is important they know where to get appropriate help and support should they change their mind. The church will aim to keep a list of useful resources and contacts in the church office for anonymity.

5.6 If the adult at risk does not want help but you still have a concern, speak to the designated person who can offer you advice or will seek guidance from the HEBA safeguarding contact. This is particularly important:

- When the person lacks the mental capacity to make such a choice;
- When there is a risk of harm to others;
- In order to prevent a crime.

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- 5.9 Once a report is made to the designated person they will make a decision as to whether the situation needs further monitoring (just a concern raised) or referring to Warwickshire County Council Adult Social Care/Police. This would trigger an adult safeguarding alert and an assessment is then made as to what happens next. The wider family are not always informed as to what is happening therefore confidentiality always remains a vital part of the process.

On a regular basis, the HEBA trustees also monitor safeguarding issues but on an anonymised basis.

6. What happens if an allegation is made against a church worker?

- 6.1 If an allegation is made against a church worker, the designated person will inform the HEBA safeguarding contact. Any necessary steps can then be initiated.

7. Specific guidance

- 7.1 Providing transport: Should the church ask you to provide transport for an adult at risk who has physical limitations, it is recommended that two adults are present if aid with movement is necessary.

8. Alleged or known offenders

- 8.1 If it becomes known that a member of the congregation is an offender or someone against whom a serious allegation has been made, the designated person or the Senior Pastor is to be informed. Further advice will then be sought from the HEBA safeguarding contact. This information should be kept completely confidential.

9. Key contacts in the church

Kevin Johnson is the Adults at Risk Safeguarding Designated Person.
Contact on: 07802 884168 or kevin@warwickbaptists.org.uk

Keeva Austin is the deputy.
Contact on: 07808 014763 or keevaaustin@btinternet.com

These appointments are made annually on review of this document.

10. Where can copies of this Policy be found?

Copies of this policy can be found on the church computer, on the church website or requested from the designated person. The designated person can also direct you to any statutory guidance available online you may need.

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Appendix 1 – Table of Abuse Types

Tables from 'Safe to Belong: Safeguarding adults at risk policy,' © BUGB, October 2015, p39-43.

Abuse	Definition	Includes...	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Physical	To inflict pain, physical injury or suffering.	Hitting, slapping and beating; Shaking, pinching and pushing; Kicking, burning and hair pulling; Squeezing, suffocating, poisoning and using inappropriate restraint;	<ul style="list-style-type: none"> Cuts, lacerations, puncture wounds, open wounds, welts; Bruising and discolouration – particularly if there is a lot of bruising of different ages; Black eyes, burns, broken bones and skull fractures; If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation; Any injury that has not been properly cared for; Poor skin condition or poor skin hygiene; Loss of hair, loss of weight and change of appetite; Insomnia or unexplained behaviour, fearfulness, unexplained paranoia, anxiety; Person flinches at physical contact and/or keeps fully covered, even in hot weather; Person appears frightened or subdued in the presence of a particular person or people;

Abuse	Definition	Includes...	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Emotional	<p>The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.</p> <p>Such behaviour can create very real emotional and psychological stress.</p> <p>All forms of abuse have an emotional component.</p>	<p>Mocking, coercing, threatening or controlling behaviour; Bullying, intimidation, harassment or humiliation; The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation;</p> <p>Making someone feel worthless, a lack of love or affection or ignoring the person;</p>	<ul style="list-style-type: none"> Changes in mood, attitude and behaviour; Becoming quiet or withdrawn or conversely becoming aggressive or angry for no apparent reason; Denial and hesitation to talk openly; Excessive fear or anxiety; Changes in sleep pattern; Loss of appetite; Helplessness or passivity; Confusion or disorientation; Implausible stories; Low self-esteem; Unclear or confused feelings towards an individual; <p>Psychological abuse may well be indicative of other forms of abuse. Such signs may also be seen in those who are physically or sexually abused.</p>

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Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Sexual	<p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>	<p>Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting;</p> <p>Indecent assault, incest, being forced to touch another person in a sexual manner without consent;</p> <p>Making sexual remarks, suggestions and teasing;</p> <p>Indecent exposure, being forced to watch pornographic material or sexual acts;</p> <p>Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways;</p> <p>Being spied on while a person is undertaking personal care activities;</p>	<ul style="list-style-type: none"> • Emotional distress; • Mood changes; • Expressions of feelings of guilt or shame; • Itching, soreness, bruises or lacerations; • Bruises around the breasts or genital areas; • Difficulty in walking or sitting; • Unexplained vaginal or anal bleeding; • Unexplained venereal disease or genital infections; • Disturbed sleep patterns; • Torn, stained or bloody underclothing; • Significant changes in sexual behaviour or outlook; • Preoccupation with anything sexual; • A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant;

Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Neglect	<p>A person's wellbeing is impaired and their care needs are not met.</p> <p>Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.</p>	<p>Failing to provide access to appropriate health, social care or education services;</p> <p>Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking;</p> <p>Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others);</p> <p>Failing to provide a warm, safe and comfortable environment.</p> <p>Deliberately withholding aids, such as walking sticks or hearing aids.</p> <p>Denying social, religious or cultural contacts, or denying contact with the family;</p> <p>Leaving alone or unsupervised;</p>	<ul style="list-style-type: none"> • Person looking unkempt or dirty and has poor personal hygiene; • Person is malnourished, has sudden or continuous weight loss and is dehydrated; • Person is dressed inappropriately for the weather conditions; • Dirt, urine or faecal smells in a person's environment; • Home environment does not meet basic needs (for example not heating or lighting) • Health and safety hazards in the living environment; • Untreated medical conditions, pressure sores, rashes, lice on the person; • Depression; • Person and / or carer have inconsistent or reluctant contact with Health and Social Services; • Callers / visitors are refused access to the person; • Prolonged isolation or lack of stimulation; • Person who is not able to look after self is left unattended and so put at risk; • Not being helped to the toilet when assistance is requested;

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Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	Theft, fraud or embezzlement of monies, benefits or goods; Exploitation or profiteering; Applying pressure in connection with wills, property or inheritance, or financial transactions; The abuse of influence, power or friendship to persuade a person to make gifts or change their will; Being charged excessive amounts for services such as minor building works on a property;	<ul style="list-style-type: none"> • Unexplained loss of money; • Missing personal belongings such as art, jewellery and silverware; • Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings; • Inability to pay bills, getting into debt; • Sudden changes in a person's finances; • Person unable to access their own money or check their own accounts; • Cheques being signed or cashed by other people without someone's consent; • Recent acquaintances expressing sudden or disproportionate interest in the person and their money; • Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items; • Recent changes of deeds / title of home; • Inappropriate granting and / or use of Power of Attorney; • Sudden change or creation of a will to benefit and individual significantly;

Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Discriminatory	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	Ageist, racist, sexist, or abuse based on a person's disability; Abuse linked to a person's sexuality; Harassment, slurs or similar treatment; Withholding services without proper justification, or lack of disabled access to services and activities.	<ul style="list-style-type: none"> • Low self-esteem; • Withdrawn; • Anger; • Person puts themselves down in terms of their gender, sexuality or disability; • Abuse may be observed in conversations or reports by the person of how they perceive themselves.

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Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Spiritual	<p>The inappropriate use of religious belief or practice;</p> <p>Coercion and control of one individual by another in a spiritual context;</p> <p>The abuse of trust by someone in a position of spiritual authority (such as a minister).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices;</p> <p>Extreme pastoral interference in personal matters – reducing individual choice and responsibility;</p> <p>The misuse of scripture or power to control behaviour and pressure to conform;</p> <p>The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position;</p> <p>Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm;</p> <p>The denial of the right of faith or opportunity to grow in the knowledge and love of God;</p> <p>Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive);</p>	<p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination.</p> <ul style="list-style-type: none"> • Pastoral practices that ‘force’ people into accepting religious values or ideas; • Confusion, and uncertainty of who, what or why they believe any more; • Deeply scarred – emotionally, psychologically and spiritually;

Abuse	Definition	Includes....	Some of the key indicators <i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation.</i>
Institutional	<p>The mistreatment or abuse of an adult by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.</p> <p>The church as an institution is not exempt from perpetrating institutional abuse.</p>	<p>The inability of an institution to safeguard people from emotional or even physical harm and neglect;</p> <p>Having fixed rules and routines by which people are controlled;</p> <p>People prevented from doing things that are their rights;</p> <p>No access to personal possessions or personal allowance;</p>	<ul style="list-style-type: none"> • Being routinely referred to in a condescending fashion; • Disrespectful language and attitudes; • Being spoken to or treated like a child; • A person’s privacy and dignity is routinely compromised; • Failure to recognise the individuality of people and applying a ‘one size fits all’ approach to support; • No evidence of support services care plans that focus on the individual’s needs; • Premises that are regularly understaffed;

Appendix 3 – Others Forms of Abuse

Definitions from ‘Safe to Belong: Safeguarding adults at risk policy,’ © BUGB, October 2015, p13-14.

Domestic Abuse

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.

Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

*For more information on domestic abuse, see the ‘**BUGB Guide to Domestic Abuse**’ (publication date: 1 March 2016) or speak to the BUGB Safeguarding Team.*

Cyber Abuse (also known as cyber bullying or cyber stalking)

The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms etc.) to repeatedly harm or harass other people in a deliberate manner.

*For more information on cyber abuse, see the ‘**BUGB Guide to Cyber Safety**’ (publication date: 1 December 2015) or speak to the BUGB Safeguarding Team.*

Self-Harm / Self-Neglect

Self-Harm is the intentional damage or injury to a person’s own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

*For more information on dealing with issues of self-harm, see the ‘**BUGB Guide to Self-Harm**’ (publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.*

Mate Crime

‘Mate crime’ is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

Modern Slavery

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

Human Trafficking

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed (see glossary) into terrorism than others.

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Honour Based Violence / Forced Marriage

Honour based violence / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

Historic Abuse

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

If you are concerned about an adult at risk experiencing one of these forms of abuse, please contact your church designated person for safeguarding, who will follow the necessary safeguarding procedures. They may also contact the Association Safeguarding Contact for advice.

Please see Appendix 5 'Useful Resources and Contacts' in Safe to Belong (2015) for organisations which specialise in these areas of abuse and can provide expert help and advice. This is available in the church office or on the church computer.