

FLEET UNITED REFORMED CHURCH ADULT SAFEGUARDING POLICY



SAFEGUARDING STATEMENT

As one of its major activities the United Reformed Church, Fleet seeks to serve the needs of adults, promoting holistic development. In doing so, we as a Church take seriously the welfare of all adults who come onto our premises or who are involved in its activities.

The church aims to ensure that they are welcomed into a safe, caring, Christian environment with a friendly and happy atmosphere. The church recognises that it is the responsibility of everyone to prevent the neglect, physical, sexual or emotional abuse of adults regardless of gender, ethnicity, disability, sexuality or beliefs and to report suspected or discovered abuse. The church recognises its responsibility to implement, maintain and regularly review procedures which are designed to prevent and to be alert to such abuse.

The church is committed to supporting, resourcing and training those who work with adults, providing help where necessary. The church is committed to working with the statutory authorities when necessary and to ensure that contact details are up to date.

We will have our Safeguarding Policy Agreement (Appendix 1) on permanent display in the church building.

Ratified: September 2018

Next Review Due: September 2020

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• Introduction

Safeguarding is taken seriously by Fleet United Reformed Church.

We acknowledge adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that, in accordance with legislation, the welfare of adults at risk is paramount. We will follow legislation, statutory guidance and recognised good practice.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole Church responsibility.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to adults at risk.

We will follow a safer recruitment process for the selection and appointment of people to work with adults in need of protection, whether voluntary or paid, lay or ordained.

We are committed to providing support and supervision, resources and training, to those who work with adults at risk.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within and associated with the Church, including implementing contracts with known offenders and those who have been assessed as posing a risk, which could include partners of offenders.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and can affect adults at risk.

All concerns and allegations of abuse, including domestic abuse, will be responded to appropriately, including referring to the Police and Social Care, Adult services.

We will co-operate with the Police and Social Care, Adult Services in any investigation, will follow multi agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about employees - volunteers and paid, lay or ordained - that meet the relevant criteria, to the Synod Safeguarding Team.

Our statement of safeguarding Principles is attached as Appendix 1

The Safeguarding Co-ordinator is the person to whom all concerns or allegations should be addressed. They can be contacted as detailed below (*please insert details*)

Name: Margaret Armes

Contact phone number: 07768 223873

Email address: b.armes@ntlworld.com

In the absence of the Safeguarding Co-ordinator, the Deputy Safeguarding Co-ordinator can be contacted as detailed below

Name: Moray Henderson

Contact phone number: 07768 416210

Email address: Moray.henderson@ntlworld.com

Sources of advice, guidance, and support

Tom Grant (Adults specific), email: safeguarding@urcwessex.org.uk

Adult services

Hampshire County Council, Adult social care department.

Tel: 0300 555 1386

Out of hours. Tel: 0300 555 1386

• Aim and purpose of this Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable adults at risk and employees. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving adults at risk within our Church, or those who attend our activities and events.

Who this policy applies to

This policy is approved and endorsed by the Elders/Trustees and applies:

- to those who attend our church/place of worship;
- to our Trustees and employees (both paid and voluntary)
- to organisations who hire our buildings and with prior agreement of the trustees, agree to operate under this adults at risk Church safeguarding policy.

These policies and procedures are interpreted in the light of the most recent United Reformed Church good practice guidance. (GP4)

This policy, and our procedures, which will be found on the website of Fleet URC.

Duty of care and confidentiality

We have a duty of care to beneficiaries of the Charity, under this policy for adults at risk.

We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

Conditions for Hirers

Organisations wishing to hire our building for activities with adults at risk must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to sign a statement to that effect.

• Preventing abuse

The Church has appointed safeguarding and deputy safeguarding coordinator(s) under this policy for adults at risk. A role description is attached as Appendix 2.

We are committed to safer recruitment and selection of all paid employees and volunteer workers and will ensure that these procedures are followed. (See recruitment policy Appendix 3)

Training in safeguarding will be provided and volunteers and paid employees will be given support and supervision in their role.

Activities are organised in accordance with URC good practice guidelines (key aspects are included in this policy) so as to promote a safe environment and healthy relationships whilst minimising opportunities for harm and misunderstanding or false accusation.

• Work planning

There may be occasions when a worker has to work individually with an adult at risk (e.g. pastoral care or one-to-one support). Guidelines for workers can be found in the Lone Workers Policy, which can be found in Appendix 4.

• Good practice with colleagues

Workers should be prepared to speak to another worker if they see them acting in ways that might be misconstrued, or to be prepared to speak to their senior leadership team about their concerns. Workers should encourage an atmosphere of mutual support and care that allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviours.

- **Risk assessments**

Risk assessments are required to be undertaken for all activities organised by Fleet URC, by the organisation's leadership teams. Additional advice can be sought from the Fleet URC Health and Safety Advisor. In the case of regular weekly activities, a risk assessment will be drawn up and reviewed bi-annually.

Individual events such as Holiday Fun Clubs and special events should have an additional risk assessment undertaken each time they are organised.

Fleet URC risk assessments will be filed according to the URC Document Retention Policy.

- **Use of telecommunications and computers, social media such as Facebook**

Fleet URC recognise social networking is widely used by adults and that different platforms will vary in popularity from time to time and the church needs to establish and maintain the appropriate links.

Personal Accounts

Workers, paid or voluntary are not barred from using social networking sites, nor does Fleet URC determine whether as individuals they should have adults at risk as 'friends' on their personal accounts. However, clear demarcation is required between those individuals we know personally and those we know because of the roles undertaken within the church, in which comes a duty of care and responsibility.

Careful consideration of all communications in the furtherance of church work must take place. There is a need to maintain clear boundaries, to help with transparency, safeguarding of workers and adults at risk, and to aid managing of links when workers move on, or are asked to step down from their role.

Workers, paid or voluntary, should consider carefully whether to accept 'friend' requests (or equivalent) from adults that are considered 'at risk'.

Workers should take care ensuring that the security settings are set correctly on any of their personal social networking accounts, and should ensure their approach and conduct on these network platforms does not bring the church into disrepute.

Church Organisation Accounts

In most cases, the 'group' facility (as on Facebook) should be adequate and used with correct security settings set to private. This requires people to 'ask' to join and all communication within the group is visible. The group is managed by nominated administrator(s) who can accept and remove people from the group as required.

The 'page' facility (as on Facebook) should be used as an open web/notice board facility, remembering it is completely public, unless security settings are set to private.

All Fleet URC communication undertaken through social networking should be open and accountable. All messages should be posted on group wall and not emailed from the site.

Leaders and volunteers should never 'ask' to join any 'adult at risk' individual account.

Use of the internet

When using the internet as part of a session talk/presentation the leaders will make sure that the material being shown is appropriate to the users. If allowing access to the internet for individuals or in small groups as part of an activity, there should always be adequate supervision.

Church computers that are available for the use of others will have suitable barring and filtering systems in place to minimise the risk of users accessing inappropriate material.

No church information or activity will be uploaded to "You-Tube" or similar sites – the only accepted repository is the Fleet URC website or Facebook page

• Photography

All photography and storage of imagery complies with Fleet URC's Photography policy which can be found in Appendix 6.

• Extra-curricular activities

It is not intended that being a worker, paid or voluntary, should limit the worker's non-church-related social life. However, there are certain circumstances where meeting off-site with individuals only known through a church work capacity could be considered unwise and/or make for the creation of special friendships. These situations should be avoided and the advice of the Synod Safeguarding Officer can be sought.

All Trustees, paid employees and volunteers work within a code of conduct (see Appendix 8) and understand that there may be action taken if this code is not followed. Fleet URC will abide by disciplinary procedures as laid out in the churches employees contract

If we become aware of someone within our congregation known or alleged to be a risk to adults at risk, we will inform the Synod Safeguarding Officer and co-operate with them and the relevant statutory agencies to put in place a management plan to minimise the risk.

• What are we protecting people from?

The definitions of abuse in relation to adults at risk is attached as Appendix 10

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to Adults at Appendix 8. Some signs could be indicators of a number of different categories.

It is essential to note that these are only **indicators** of **possible** abuse. There may be other, innocent, reasons for any of these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for an adult's behaviour.

What to do if there is a disclosure or allegation of abuse

If an adult at risk trusts an adult/or another adult at risk enough to disclose abuse it is vital s/he is taken seriously and is crucial that all workers are aware of how to respond. It is important to explain to the adult at risk that confidentiality cannot be promised, when they make such disclosures, and depending on the circumstances, it may be necessary to get other people involved to help if they or someone else, is being harmed or is at risk of being harmed.

It is not always possible to stop an adult at risk in mid-flow, but when you are listening to an adult at risk making a disclosure

Do:

- Stay calm
- Let the adult at risk talk and listen attentively, giving the adult at risk your complete attention
- Accept what is said without judgement
- Reassure the adult at risk that they are right to share these sort of things
- Seek medical attention if necessary
- Reassure the adult at risk that you will make sure that they will be supported during the difficult time to come
- Tell the adult at risk that they are not to blame for the abuse they have suffered
- Explain what you will do next

Do not:

- Panic
- Confront people alleged to be responsible for, or be involved in, the abuse
- Press for information or put words into the adult at risk's mouth

- Promise confidentiality, but explain that you will tell someone who can help.
- Investigate
- Ask questions especially leading questions, such as '*so if it sounds like you have been abused*'.
- Ask the adult at risk to repeat the disclosure over and over
- Take any action which would undermine any future investigation or disciplinary process
- Say everything will be alright
- Give any reassurance about what is likely to happen to them
- Keep it to yourself

If abuse is discovered, disclosed or suspected:

- Consult your church's safeguarding coordinator*, deputy co-ordinator* or the Synod Safeguarding Officer in the first instance (*if either of these are implicated, only discuss the matter with the co-ordinator who is not implicated). Do not discuss the situation with anyone else in the church unless they have a safeguarding remit with the church, for example, the minister for pastoral matters.
- If the adult is at risk if they were to return home, contact Adult Services/Social Care or the police.
- Record conversations as soon as possible and certainly within 24 hours.
- Make a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 9). This should be given to the Church Safeguarding Coordinator. Any such records will be stored securely in a locked filing cabinet.
- Keep copies of handwritten notes made at the time, even if these are subsequently typed up.
- Do not delay.
- Do not act alone.

Procedure in the event of a concern of abuse

Fleet URC recognises the need to refer concern to, and consult with, the Church Safeguarding Co-ordinator as laid out below. There may be occasions where this is not possible, because of the need for immediate action/decision which will need to be taken by the worker present. Actions taken/decisions made, will need to be reported to the Church Safeguarding Co-ordinator as soon as practically possible.

Actions taken in response to concern of abuse will be in accordance with URC Good Practice Guidelines, so as to work in line with legislation, government recommendations and statutory authority practices. If there is an immediate risk of harm the Police will be contacted.

Where it is judged that there is no immediate risk of harm the following will occur:-

- The concern should be discussed with the Church Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to statutory agencies (see page 4 for the relevant statutory contacts)
- A confidential record will be made of the conversation and circumstances surrounding it using the template at Appendix 9. This record will be kept securely and a copy passed to statutory agencies if a referral is made.
- The person, about whom the allegation is made, must not be informed by anyone involved with the church, if it is judged that to do so would increase the risk of harm to the adult at risk.

If an allegation is regarding someone from within the Church

We will inform the Synod Safeguarding Officer, so that they can offer advice and support, and we will contact the relevant statutory agency.

If an allegation is regarding a Church worker

Most workers work well and safely with adults at risk. However, some people will cause harm to those they work with. On occasion, this is intentional and, regrettably, a part of their motivation to work with adults at risk. For others, it may be as a result of poor attitudes, low standards of care or inadequate awareness of professional boundaries. Regardless of the circumstances surrounding harm caused to adults at risk by workers, the URC believes it is never acceptable.

Referral criteria

It is essential that local Churches know how to manage allegations of abuse against workers. We endorse and follow the guidance issued in Good Practice 4 (page 91 Part 3) which details clear criteria for the referral, by churches, of concerns about workers' (paid and unpaid, lay or ordained) to the Local Authority Designated officer (LADO). Referrals can also be made to the police.

LADO Telephone number: 0300 555 1386 (Hampshire Adult Services 24 hour line)

This guidance states that a referral must be made without delay where it is alleged a worker has:

- Behaved in a way which has harmed an adult at risk
- Or possibly has committed a criminal offence against or related to an adult at risk
- Behaved towards an adult at risk in a way which indicates they may pose a risk of harm to adults at risk

These procedures may also be used where concerns arise about:

- A person's behaviour in their personal life, which may impact on the safety of adults at risk to whom they owe a duty of care
- A person's behaviour with regard to their own family members

If an allegation requiring immediate attention is emergency duty team or police should be contacted.

Concerns outside the referral criteria

Concerns which fall outside these criteria may nevertheless amount to inappropriate conduct. The church should seek advice from the Synod Safeguarding Officer to decide whether to handle this by way of advice, supervision, training, disciplinary processes or a combination of some or all of these.

A record should be kept of all allegations made. (See page 110 of the comprehensive edition of Good Practice 4 for further information).

Who should be informed of a referral?

The Synod Safeguarding Officer should be informed in respect of any referral made to a LADO. The Synod Moderator should be informed if the allegation relates to an ordained or commissioned minister. Moderators will inform the URC General Secretary as appropriate.

Where there is potential reputational risk to the Church, the URC press office should also be informed.

The worker concerned should be informed as soon as possible after consultation with the LADO, with due regard for protecting evidence. A decision about who should inform the worker will be made in consultation with the LADO and the Synod Safeguarding Officer.

Disclosure and Barring Service (DBS)

In accordance with the law, a referral will be made to the DBS if the church withdraws permission for an individual to engage in work with adults at risk or would have done so had that individual not resigned, retired, been made redundant.

• Concerns / Complaints regarding this policy

Should anyone have any concerns, complaints or constructive feedback regarding this policy please contact:

(Church Secretary): _____ Tel No: _____

It would be helpful to have comments (complaints or feedback) in writing as this avoids any possible misunderstanding about the issue. However, whether verbal or in writing all comments will be acted upon. Any comment will be responded to within 10 days.

- **Review**

The Trustees will review this policy annually, amending and updating it as required, and informing Church Meeting that this has been done.

Date of most recent review:

Date of next review:

Name:

(Church secretary on behalf of the Church Trustees)

Signed:

Date:

Appendix 1 – Safeguarding Policy Statement

The following statement was agreed by the Trustees of Fleet United Reformed Church Charity

This Church is committed to the safeguarding of adults in need of protection, and to ensuring their well-being.

- We believe that all adults in need of protection should know that they are valued within the Church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of adults in need of protection (for example as set out in the Human Rights Act 1989).
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects adults in need of protection and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We recognise that Adults Services/Social Care has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers have responsibility to deal with all allegations and concerns about people working with adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole Church responsibility.

We are committed to:

- Ensure that the Church has a “Safeguarding Statement” which is read out at every Church Meeting AGM,. Once reviewed, the Elders are to receive an updated copy.
- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.

- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with adults in need of protection, be they volunteer or paid employees, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with in need of protection.
- Taking all reasonable steps to ensure that the adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the adult at risk is paramount
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them

Name:

(Church secretary on behalf of the Church leadership)

.....

Signed:

.....

Date:

.....

Appendix 2 – The Role of a Church Safeguarding Co-ordinator

Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

Responsibilities

- To coordinate safeguarding policy and procedure in the church
- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.
- To be the first point of contact for safeguarding issues
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.
- To be an advocate for good safeguarding practice in the church
- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role. • To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements..

Appendix 3 – Recruitment Policy

Wessex Synod aims to be an equal opportunity employer and to promote good practice in employing churches within the Synod, in particular in the areas of:

- **Recruitment and selection**, including: job descriptions, person specifications, job advertisements, short-listing for interview, interview and selection planning, offer letters, references, right to work and DBS checks and record-keeping.
- **Employment policies and procedures** to ensure compliance with legislation and good practice, including: contracts of employment, grievance, disciplinary and capability procedures, equal opportunities policy, health and safety policy.

Employment Guide for URC Churches and various associated policies and templates are to be found on the Wessex Synod website wessexsynodurc.org.uk/employment/

If you have any queries please contact the Synod Employment Adviser at employment@urcwessex.org.uk to access help and advice on these and other employment-related issues.

Appendix 4 – Lone Working Policy

It is not realistic to state that 'one-to-one' situations should never take place. It is however, appropriate to state that where there is a need for a worker to be alone with an individual, certain procedures and explicit safeguards must be in place, including agreement with a manager and/or carers.

Workers should be offered training and guidance for the use of any areas of the workplace which may place themselves or others in vulnerable situations. This would include those situations where workers directly with individuals in unsupervised settings within the community or in street-based projects.

'One-to-one' situations have the potential to make individuals more vulnerable to harm by those who seek to exploit their position of trust. Adults working in 'one-to-one' settings may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one-to-one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of everyone involved.

There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of 'one-to-one' work. These assessments should take into account the individual needs of the adult at risk and the individual worker and any arrangements should be reviewed on a regular basis.

This means that workers should:

- ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed
- where possible, inform a manager/co-worker and/or carers about the contact(s) beforehand
- carefully consider the needs and circumstances of the individual when in 'one-to-one' situations
- avoid meeting one-to-one in remote or secluded areas
- always report any one-to-one situation where an individual becomes distressed or angry, to a senior colleague as soon as possible.
- Keep appropriate notes of all lone working.

Appendix 5 – Code of Conduct.

We should all be aware that behaviour in a member's personal life (including online) may impact upon their contact with adults. Therefore, all members should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with others or act as a role model within the United Reformed Church.

Treat all people with dignity and respect.

Treat all people with equal care and concern.

Use physical contact wisely.

Respect peoples privacy.

Appendix 6 – Photography

- permission must be obtained before a photograph is taken or film footage recorded
- it must be made clear why images or films are being made, what they will be used for, who might see them and where they will be stored
- people should be asked if they want to be filmed or photographed
- use group photographs where possible and ensure that individuals cannot be identified by any personal details such as their name, email address, postal address or telephone number
- all photographs should be appropriate and respectful of the subject. For example, the photographer should ensure that the subject is appropriately dressed, etc.
- photos and other digital media should be stored in a secure location agreed by the Elders.

Appendix 7 – Definition of Abuse in Adults

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an 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.

Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional abuse.

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Appendix 8 – Signs of Possible Abuse.

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
 - Signs of under or over use of medication and/or medical problems unattended
- Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming Neglect or Omission • Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors Financial or Material • Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents

- Sudden inability to pay bills • Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property Discriminatory
- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter • Lack of opportunity for social, educational or recreational activity



Appendix 9 Incident Recording Form

Basic information

Date and time of incident:

Date on which this report was written:

Your full name:

Full name of adult concerned:

Address, if known

Date of birth, if known

Location / Situation:

Other people present:

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- Record what you said as well as what the adult at risk said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Signed: _____
(person who wrote this report)

Dated: _____

Who has been spoken to about the incident?

Record below the names of all those with whom you have spoken about your concerns:

Fleet URC Safeguarding Coordinator:

Synod Safeguarding Officer:

Adult Services:

Police:

Carer:

Other (name, role and organisation):

Feedback and follow up actions:

Signed: **Dated:**

Position held in the Church

Signed: **Dated:**

Position held in the Church