



SBC Safeguarding Adults at Risk Policy Statement

Policy Approved by: Church Leaders / Trustees 19th March 2018.
Communicated to Church Members at Church Members meeting 23rd July 2018.
Procedure Changes: Designated Person name change on 19th August 2018.
Review date: March 2019.

There is no single definition of adults at risk so for our policy statement we are using the following definition:

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. ('Safe to Belong' Baptist Union 2015).

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to do our best to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated to providing pastoral care and support to those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Baptist Union of Great Britain, outlined in Safe to Belong (2015).
7. Each person who works with adults at risk will agree to abide by this policy statement and the policy guidance and procedures document.

Responsible people

The church has appointed Jackie Ritter as the Designated Person for Safeguarding of Adults to take the appropriate action when abuse is disclosed, discovered or suspected.

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Policy and procedures

A copy of the policy statement will be displayed permanently on the Safety Notice board in the Sanctuary Vestibule

Each worker with adults whether paid or voluntary will be given a full copy of the policy statement and policy guidance and procedures document and will be required to follow them.

A full copy of the policy statement and policy guidance and procedures document will be made available on request to any member of the church, carers of any adult from the church or any other person associated with the church.

The policy statement and policy guidance and procedures document will be monitored and reviewed at least annually.

Please note: If an adult is in imminent danger of harm, you should contact the police or emergency services without delay on 999.

(Based on Appendix 3, Safe to Belong, BU 2015)



STREATHAM
BAPTIST
CHURCH

SBC Safeguarding Adults at Risk – Policy Guidance and Procedures

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Procedure Changes: GDPR Changes to Volunteer Application form on 19th August 2018.

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INTRODUCTION

The aim of this document is to provide procedures for promoting safeguarding, preventing abuse and protecting adults at risk and staff, it shall be read in conjunction with the Safeguarding Adults at Risk Policy Statement. This document includes clear procedures for taking appropriate action when safeguarding concerns are raised involving adults within our church, or those who attend our activities and events. The church's Policy draws upon the guidance contained in the Baptist Union publication 'Safe to Belong' (2015).

This policy document applies to:

- All those who attend our Church and Missional activities
- Our trustees and staff (both paid and voluntary)
- Other agencies who have regular access/hire SBC building with the agreement to operate under this church safeguarding policy

An adult at risk is defined as an 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 and this may include but is not limited to:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

PART 1: PREVENTION & REPORTING OF ABUSE

1.1 Types of Abuse include the following, but is not limited to:

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual exploitation, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, hydration and heating

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Spiritual Abuse – The church shall also be aware that spiritual abuse may occur within and outside faith communities and can arise from the inappropriate use of religious belief or practice; the misuse of authority; intrusive healing and deliverance ministries; and the denial of the right of faith or the opportunity to grow in the love of God.

1.2 Who abuses and neglects adults at risk?

Anyone can carry out abuse or neglect, including:

- Spouses/partners
- Other family members
- Neighbours
- Friends
- Acquaintances
- Local residents
- People who deliberately exploit adults they perceive as vulnerable to abuse
- Paid staff or professionals
- Volunteers and strangers.

Abuse can happen anywhere: for example, in someone's own home, in a public place, in hospital, in a care home or in college. It can take place when an adult lives alone or with others.

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1.3 How to recognise signs of abuse

This will include but not limited to:

- an injury that has not been treated/received medical attention
- injuries on areas of the body not usually prone to injury
- an injury for which the explanation seems inconsistent
- unexplained injuries
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness
- signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year
- poor care either at home or in a residential or nursing home or hospital
- changes in someone's financial situation
- changes in behaviour such as loss of confidence, nervousness or aggression
- isolation.

1.4 Confidentiality and Duty of Care

SBC will maintain confidentiality at all times, except in circumstances where there may be a need for information sharing on a need to know basis such as where there may be a risk to safety of an individual or others.

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

This section will help you know what to do if you know or suspect an adult is being abused or may be at risk of abuse, or you have concerns about their wellbeing. It is often not easy to recognise abuse or harm. Therefore, it is important to act if you suspect abuse – don't wait until you are absolutely sure. This doesn't mean that you are jumping to conclusions or making judgements about the situation, it simply means that there is a safeguarding concern. 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 abusive.

In circumstances where a disclosure is made, or an observation is made:

- stay calm and listen carefully
- reassure the individual they have done the right thing in speaking
- do not investigate or ask leading questions
- do not promise to keep secret what they have said
- be open; do not ask leading or closed questions (e.g. "Did (s)he hit you?")
- as soon as you have enough information to have an understanding of the situation to concern you, stop
- ask the individual for their consent to share information
- explain to the individual what you plan to do next (e.g. to discuss with the Designated Person) and give a timescale.

Make an evaluation of the risk and take steps to ensure that the adult is in no immediate danger.

In circumstances where an individual requires first aid or medical attention, there shall be no delay in seeking this

Notify the Designated Person at the earliest opportunity. He/she will be responsible for deciding whether or not this shall be reported to Adult Social Services and/or the Police.

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Important Note: When dealing with matters relating to the Protection of Adults at risk, the welfare of the individual is paramount. Issues relating to confidentiality do not apply. Staff and volunteers shall not fail to report concerns to the Designated Person on the basis of the adult at risk not wanting information shared.

Make a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix A report form). Try to record the words stated by the individual as promptly as possible. This shall be given to the Designated Person as soon as is practicable and stored securely in a locked filing cabinet or held electronically using password protection.

Do not discuss the matter with anyone else unless agreed with the Designated Person as part of an agreed plan to progress the matter.

If, on the basis of the information available, it appears that the following steps are met, a referral must be made to Adult Social Care by the Designated Person.

1. A person has care and support needs.
2. They may be experiencing or at risk of abuse and/or neglect.
3. They are unable to protect themselves from the abuse and/or neglect because of those care and support needs.
4. Consent has been obtained from the individual or someone is able to give consent (where the individual lacks mental capacity).¹

1.6 The Designated Person

The Designated Person shall be the focal point for any concerns about an individual's safety and the first point of contact for external agencies that are pursuing any related investigations.

The photographs and names of both the Designated Person and Deputy Designated Person will be displayed on the safety notice board and this information will be included in relevant documents and communications to the congregation. A noticeboard is situated in the corridor at the back of the Sanctuary near the Lewin Road entrance.

1.7 Action by Designated Person when an allegation is made

Leaders, staff and volunteers are required to report instances of actual or suspected abuse or neglect of adults at risk to the Church's Designated Person. Members of the congregation or visitors to the building may also use these procedures to report a concern.

- 1) On receiving information that these procedures are being following, the Designated Person shall take the following action:
 - (a) Ensure the Incident Form has been started by the person initially raising a concern. (see Appendix A).
 - (b) Consider whether there is enough information to make a referral to Adult Social Care.²

1 There are some circumstances where consent does not need to be obtained, such as, a criminal act has been committed, an individual is at risk of serious further harm or death, the person who is appointed to give consent is abusing or neglecting an individual. Where consent may need to be overridden, advice shall be sought by the Designated Person from Adult Social Services.

2 If there are any issues concerning whether the adult at risk has the capacity to make decisions themselves, the Designated Person shall seek the advice of Adult Social Care. The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf.

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(i) If not, then make a plan of action on next steps (e.g. further information is required, no further action, monitor the situation).

(ii) If so, this must be done immediately by telephone and follow up using the online form (via the link below). The Designated Person shall follow the latest instructions for making referrals issued by Lambeth Council (see Appendix B). **Referrals must be made to Lambeth Adult and Community Services on 020 7926 5555 (9.00am – 5.00pm) or 020 7926 1000 (outside office hours). For information about safeguarding adults and making a report (e.g. online) go to:**

[Adult Safeguarding Abuse Guide - Lambeth Council](#)

Note: As the church is located with Lambeth Borough all referrals shall be made to that Council irrespective of where the person resides. Lambeth Council may advise that the referral is re-directed to another Council.

(c) Complete the Incident Form. (Appendix C) Secure any records.

(d) Inform the Senior Minister as soon as is practicable of the allegation and action taken or recommended – and confirm a plan of action for pastoral care to support the individual who is at risk and to support the person who reported the matter (if needed).

(e) Report the referral to the Regional Minister of the London Baptist Association

(f) Maintain up to date notes of any subsequent information (e.g. telephone calls, action taken, observations).

IF THE DESIGNATED PERSON OR DEPUTY IS NOT AVAILABLE AND TO DELAY WOULD BE DETRIMENTAL TO THE WELFARE OF AN INDIVIDUAL, THEN ANY MEMBER OF STAFF OR VOLUNTEER CAN MAKE A REFERRAL (USING THE CONTACT DETAILS IN b ABOVE).

This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the adult safeguarding process must comply with the Act.

Procedures for responding to concerns

STAGE 1

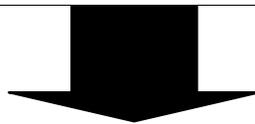
A worker has a concern about the welfare of an adult at risk or the behaviour of someone who may pose a risk to another adult. The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern shall be reported to the Designated Person within 24 hours.

If an adult at risk is in imminent danger of harm a referral shall be made to the police or Social Services without delay (Lambeth Social Care (Adults):

020 7926 5555)



STAGE 2

The Designated Person receives the report of concern. The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action shall follow. Any formal referral to Social Services shall normally be made within 24 hours of receiving the report.

If an adult at risk is in imminent danger of harm a referral shall be made to the police or Social Services without delay.



STAGE 3

After the decision has been made as to what action shall be taken. The Designated Person and the Ministerial Team may have a duty to

SUPPORT AND REPORT

Support shall be offered to all parties affected by any safeguarding concerns.

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1.8 Allegations made against Staff

Streatham Baptist Church takes seriously all complaints made against members of paid staff or volunteers. The carers of adults at risk may share concerns about the actions of any of the church workers.

All such concerns/complaints will be brought immediately to the attention of the Designated Person, in order that they may activate the appropriate procedures.

If the allegation involves what appears to be physical, sexual, emotional abuse or neglect the Designated Person must make a referral to Adult Social Care as in paragraph 1.7.

Concerns regarding the Designated Person will be reported to the Chair of the Risk Management Strategic Group.

Concerns regarding a member of the Ministerial Team will be reported to the Regional Minister of London Baptist Association.

Where it appears that a criminal offence may have been committed, this will be reported to the Police for their investigation in addition to Adult Social Care.

Paid staff and volunteers who following the procedure outlined above are formally investigated for the abuse of an adult at risk (or who resign before investigative action can be instigated) will be notified to Adult Social Care.

In the following circumstances the Chair of the Risk Management Strategic Group acting on behalf of the Trustees shall:

- Report allegations that a worker has behaved in a way that has harmed or may have harmed an adult or possibly committed a criminal offence against or related to an adult at risk to the Local Authority
- Report to the Independent Safeguarding Authority (statutory duty) when a worker has been or would have been removed from their post because of the risk of harm they posed to an adult
- Report to the Charity Commission as a serious incident in the annual return that a worker has been accused of causing harm to an adult

If a paid or voluntary staff member is the subject of an investigation, then pastoral support will be provided for them by a member of the Leadership Team not involved in the investigation.

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PART 2: SAFE RECRUITMENT, SUPPORT & SUPERVISION OF WORKERS

2.1 Recruitment

Safeguarding is a high priority for SBC and this is reflected in all recruitment and supervision processes. Workers whether paid or voluntary who wish to work with or have regular contact with adults will:

- Be given a clear job/role description
- Complete a simple application form which includes details of previous experience (Appendix D)
- Provide the details of two referees (not family members)
- Sign a declaration stating that there is no reason why they shall not be working with adults
- Complete a declaration of any criminal convictions (Appendix E)
- Attend an informal interview with the Activity Leader to establish their experience and reasons for wanting to work with adults
- Complete a DBS check if appropriate for the role (see Appendix F)

Trustees, the Church Manager and Activity Leaders are responsible for ensuring that the recruitment process is completed before workers commence their role and for ensuring appropriate support and supervision is provided.

Any documentation related to the recruitment process and support and supervision will be stored securely with other Safeguarding records in the Church Office to ensure confidentiality.

2.2 Support and Supervision

Any appointee will:

- Be given a copy of SBC's Safeguarding Adults at Risk Policy Statement and Safeguarding Adults at Risk Policy Guidance and Procedures and be expected to sign in acknowledgement of their agreement to comply with the policy and procedures
- Agree to attend Safeguarding Training appropriate to their role at least once every three years
- Sign a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with
- Agree to a review after 6 months
- Agree to attend regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.
- Agree to attend any relevant training e.g. first aid, food hygiene.
- Agree to a DBS check every three years (dependent on role)

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of adults. As they will never be in unsupervised care they don't need a DBS. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years. When a young helper reaches the age of 18 the full recruitment process will be applied.

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PART 3: RESPECTING ADULTS

3.1 Staff Code of Conduct

All paid staff or volunteers will treat Adults at risk with respect and dignity. Whilst it will be unrealistic and undesirable to preclude all physical contact with adults at risk, paid staff and volunteers are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

It is not acceptable for paid staff or volunteers to form a romantic relationship with an adult at risk with whom they have a relationship of trust.

Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain an adult at risk for their own or other's safety, this will be appropriately reported in writing to the Designated Person and the person's carers.

Whenever possible, first aid shall only be administered by qualified first-aiders. If it is necessary for an adult at risk to remove clothing for this treatment, there must always be another adult present. If an adult at risk needs help with toileting, or washing after soiling themselves, another adult must be present.

For their own safety and protection, paid staff and volunteers must exercise caution in situations where they are alone with adults at risk. The door to the room in which the counselling or meeting is taking place shall be left open. Where this is not practical because of the need for confidentiality, the consultation shall ideally take place in a room where the door has a clear glass panel and another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.

Home visits to an adult at risk shall only take place with the prior knowledge of members of the Pastoral Team and, if possible, accompanied by another adult. If the adult at risk has a carer they shall be made aware of the visits.

On outside trips sufficient supervision for the number of adults at risk shall be provided according to local authority guidelines at the time of the outings.

All emails/texts between adults at risk and workers which raise concerns shall be recorded and/or saved. In the case of other messaging (e.g. texts) this will require written records.

Any requests for advice or help with:

- ◇ Administering money with access to a bank account
- ◇ Administering money using cash on a regular basis including shopping
- ◇ Administering property including helping with repairs and arranging contractors
- ◇ Becoming an Attorney for a Lasting Power of Attorney

shall be reported to a member of the Ministerial Team.

Paid members of staff and volunteers must not carry out any such requests without explicit permission from a member of the Ministerial Team. All such requests, advice and help given must be recorded and records kept confidentially in the Main Church Office with other Safeguarding records.

PART 4: SAFE WORKING PRACTICES

4.1 Medical and Care Information

The Activity Leader shall ensure new members of activities are asked whether they have any specific medical or care needs that those running the activity shall be aware of. This information may on occasions be provided by a relative or carer. The information shall be communicated with those helping run the activity (as appropriate). The Activity Leader shall check whether this information needs to be updated periodically and communicate any changes to those helping run the activity (as appropriate). (Appendix G)

4.2 Guidelines for Use of Streatham Baptist Church

All Activity Leaders will be given a copy of the 'Activity Leaders' Health, Safety and Security Handbook' by the Church Manager and must comply this document.

4.3 Health and Safety

All activities for adults will comply with the Church's current Health and Safety policy and will be conducted in accordance with 'Activity Leaders' Health, Safety and Security Handbook'.

4.4 Fire

It is the responsibility of all Activity Leaders/ Ministry Heads/responsible persons within the building to ensure the safety of themselves and those who are in their control. It is a requirement that all Activity Leaders/ Ministry Heads/ responsible persons are familiar with the emergency procedures in the event of fire.(see Activity Leaders' Health, Safety and Security Handbook)

4.5 First Aid

First Aid arrangements are outlined in the 'Activity Leaders' Health, Safety and Security Handbook'.

4.6 Transporting Adults

These guidelines will apply to all drivers involved in the transportation of adults for activities organised by or on behalf of the Church. They do not apply to private arrangements for transportation.

Our practice on transporting adults is as follows:

- Only those who have gone through the Church recruitment procedures for workers will transport adults.
- All drivers will have read the Church's Safeguarding Adults at Risk Policy and Policy Guidance and Procedures and agree to abide by them.
- At home or dropping off points, adults who require live-in support for their care needs must not be left on their own and arrangements shall be made to ensure a family member or carer is present.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver will ensure that they have adequate insurance cover:
The driver must declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of

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the Insurance company may be different if the driver is being reimbursed. The vehicle must be road worthy and have a valid MOT (if appropriate).

- Drivers will not spend unnecessary time alone in a car with an adult.
- Drivers will ensure that all adults are returned to the person's home or pick up point.
- All hired minibuses used to transport adults will have a small bus permit, the necessary insurance and the driver will have a valid driving licence that entitles them to drive a minibus.
- If family members or friends transport other adults around other than trips organised by the church (e.g. to and from activities), such arrangements are the responsibility of those individuals involved and not the responsibility of the Church.

4.7 Risk Assessment

Before undertaking any activity, the activity leader/ministry head will carry out a risk assessment and complete the SBC Risk Assessment Form ('Activity Leaders' Health, Safety and Security Handbook') which will be approved by the Designated Person for Safeguarding Adults at Risk and/or the Church's Health and Safety Officer. Regular activities will be risk assessed on an annual basis and the risk assessment form will be shared with all those involved in the activity.

4.8 Outings and overnight events

Those organising activities away from the church building (including residential trips) must comply with the SBC's Financial Management of Trips Policy.

Before undertaking any outing or overnight activity a specific risk assessment must be carried out.

Adults attending will be informed in writing of all the arrangements (including any possible risks).

Information and Agreement forms (including consent where required) will be obtained for each overnight activity.

There will be leaders with first aid and food hygiene certificates with the group where necessary.

4.9 Fire Safety (Outings and overnight events)

The residential activity organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire and must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It must also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert adults with disabilities or additional needs (e.g. an adult who is hard of hearing).

4.10 Pastoral Relationships

The Ministerial Team, members of SBC Pastoral Team, all SBC Pastoral Visitors and Life Group Leaders must work in a way that protects those carrying out the pastoral ministry as well as those receiving it. This includes:

- Workers must be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship must be avoided.
- Workers must be aware of the dangers of dependency within a pastoral relationship.
- Workers must never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry must be treated with respect and must be encouraged to make their own decisions about any actions or outcomes.
- Workers must not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers must recognise the limits of their own abilities and competencies, and they must not hesitate to get further help from the Ministerial Team when working with situations outside of their expertise or role.

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PART 5: A SAFE COMMUNITY

5.1 Respecting Each Other

Behaviours which cause another emotional distress are not acceptable. Someone may use language or other behaviours which are negative because of another's racial difference, a physical disability, a mental health issue, their sexuality, gender, their beliefs or a vulnerability.

In certain circumstances this may need to be treated as discriminatory abuse.

Where a behaviour is identified or suspected within a church activity, this must be reported to the Activity Leader who will consider the appropriate action to minimise or stop an individual being mistreated.

5.2 Working with Offenders

When someone attending the Church is known to have abused an adult, the Senior Minister will supervise the individual concerned through a risk management plan and ensure appropriate pastoral care is offered.

When it is known that a person who has been convicted of a sexual offence against an adult at risk is attending Streatham Baptist Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about inappropriate sexual activities with an adult, but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance, there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who shall be informed of the nature of the offence and the details of the contract
 - ◊ The rights of the offender to re-build their lives without everyone knowing the details of their past offence shall be balanced against the need to protect others
 - ◊ The Senior Minister, Chair of the Risk Management Strategic Group and the Designated Person for Safeguarding will always be informed
- The Senior Minister shall determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - ◊ if so, the Senior Minister shall contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church shall be aware of
- The Senior Minister shall inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract shall be drawn up which identifies appropriate behaviour. The person shall be required to sign the contract. The contract may include any of the following:

- Will identify the meetings the person may attend
- Will specify the arrangements for where they will sit in any church activity
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings with adults
- Will require that the person declines hospitality in private homes

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The contract shall be monitored and enforced by the Ministerial Team. Those who offend against adults can often be manipulative. If the contract is broken sanctions will be considered.

5.3 Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media has become a major factor in the radicalisation of individuals.

Some examples of signs that an adult may be at risk of radicalisation are:

- Displaying feelings of isolation or expressions of an 'us and them' mentality – a sign of the sense of social isolation.
- Becoming more argumentative or domineering in their viewpoints, being quick to condemn those who disagree and ignoring views that contradict their own.
- Questioning their faith or identity.
- Downloading or promotion of extremist content.
- Social isolation – losing interest in activities they used to enjoy, distancing themselves from friends and social groups.
- Altered appearance – change in style of dress and/or personal appearance.
- Abnormal routines, travel patterns or aspirations.

Any concerns about an adult becoming radicalised must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns.

5.4 Sexual Exploitation

An individual may be sexually exploited by a family member, friend, someone they have met informally or through online contact. Adults can be groomed or tricked into sexual exploitation.

Any concerns about an adult being sexually exploited must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns.

5.5 Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK to be involved in FGM.

Any concerns about a woman being at risk of or having undergone FGM must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns

5.6 Domestic Violence

The government definition of domestic violence and abuse is – any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial

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- emotional

Everyone has the right to feel safe, but controlling behaviour establishes and thrives on fear. Individuals who perpetrate domestic violence choose to behave in abusive ways in order to develop and maintain power over and control of their partner or spouse. Anybody can be affected by domestic abuse, regardless of age, social background, gender, religion, sexuality or ethnicity. It must be noted that the research suggests that women and girls are disproportionately impacted by domestic abuse. Domestic abuse is a repeated pattern of behaviour and is used to control other people. Some examples of abuse are:

- *Controlling behaviour* - a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- *Coercive behaviour* - an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten the victim.
- Constantly checking where someone is.
- Telling them they are ugly, too fat/thin, stupid, useless, etc.
- Constantly putting a person down or criticising them (e.g. telling them they are a bad mother or bad wife).
- Preventing them from seeing friends or family.
- Not letting them get a job or making them work long hours.
- Shouting, smashing things, throwing things, sulking.
- Hitting, pushing, slapping, kicking, and punching.
- Stalking and harassment (including online and texting/constantly calling).
- Using Scripture to justify their behaviour e.g., 'I'm the head of the house and you have to submit to me'.
- Not giving them any money, or taking all their money from them or checking exactly what they spend money on.

Any concerns about an adult being at risk of or subject to domestic violence must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns

5.7 Forced Marriage

Forcing a person into a marriage is a crime in the UK. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example).

Any concerns about an adult being at risk of forced marriage must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns

5.8 Honour Based Violence

The terms "honour crime" or "honour-based violence" or "izzat" embrace a variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community. They are being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour. In transgressing this correct code of behaviour, the person shows that they have not been properly controlled to conform by their family and this is to the "shame" or "dishonour" of the family. It can be distinguished from other forms of abuse, as it is often committed with some degree of approval and/or collusion from family and/ community members. Victims will have multiple perpetrators not only in the UK; HBV can be a trigger for a forced marriage.

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Any concerns about an adult being at risk of or subject to honour based violence must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns

5.9 Trafficking

Adults can be trafficked into or within the UK for example for the purposes of sexual exploitation, forced labour or domestic servitude and benefit fraud.

Any concerns about an adult being trafficked or at risk of trafficking, must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns.

5.10 Financial or Material Abuse

Adults can be exploited for their finances, possessions or identity. This can include theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Any concerns about an adult being subject to or at risk of financial or material abuse, must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns.

5.11 Spiritual Abuse

The church shall also be aware that spiritual abuse may occur within and outside faith communities. This can arise from:

- the inappropriate use of religious beliefs or practice;
- the misuse of authority;
- intrusive healing and deliverance ministries;

Such circumstances may cause great distress. Some adults may be particularly vulnerable to suggestion and unknowingly trust the views of others. This may be a type of psychological abuse or exploitation.

The provision of inclusive acts of worship will provide for the spiritual growth and wellbeing of adults with special needs.

Any concerns about an adult being subject to or at risk of spiritual abuse, must be reported to the Designated Person for Safeguarding Adults using the same procedures as other safeguarding concerns.

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Appendix A: Incident Form

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (ie what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (ie what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date	

Appendix B: Instructions for Designated Person making a Referral to Lambeth Council

Safeguarding Adults in Lambeth

How is safeguarding adults work in Lambeth undertaken?

All safeguarding adults enquiries in Lambeth are undertaken by:

- The relevant London Borough of Lambeth adult social care team; or
- The relevant community mental health team within South London and Maudsley Mental Health Trust

What does the Quality and Safeguarding Adults Service do?

The Quality and Safeguarding Adults Service in Lambeth does not take referrals or undertake safeguarding adults enquiries directly. It advises and supports the teams undertaking this work, and the Lambeth Safeguarding Adults Partnership Board.

What should I consider before I make a referral?

1. Take any immediate action required to ensure safety
2. If a criminal act is alleged or suspected, alert the police. In an emergency, dial 999; in a non-emergency, dial 101. Remember to ask them for the CAD number
3. Consider how to preserve potential evidence and secure your records
4. Follow your local procedures. This might involve such things as informing your manager or safeguarding adults lead

How do I raise a safeguarding adults concern with a social work or mental health team?

<i>If you know which social worker or CPN is working with that person, or which team is involved</i>	<i>If you don't know which social worker or CPN is working with that person, or which team is involved</i>
<ul style="list-style-type: none"> • make direct contact with them • if you leave a message, follow it up to ensure it reaches them • Keep a record of <ul style="list-style-type: none"> ○ The person you have spoken to ○ The date and time you spoke to them • What you told them • What actions you agreed with them 	<ul style="list-style-type: none"> • Either <ul style="list-style-type: none"> ○ Telephone the adult social care call centre on 020 7926 5555. This is the central referral point for Lambeth Adult Social Care; or ○ Send an email to AdultSocialCare@lambeth.gov.uk (or AdultSocialCare@gcsx.gov.uk if you have a compatible secure system) • You will need <ul style="list-style-type: none"> ○ The name of the person ○ Their address ○ If known, their date of birth • If the person is known to an adult social care team, they will transfer your call to the them • If the person is not known to adult social care, they will transfer your call to the Initial Contact Team who will deal with your call

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What information do I need to give when raising a safeguarding adults concern?

There is no fixed information essential to making a referral. We start from whatever information you have. However, the better the information that you have is, the better the chance of things working well will be. Information that may be of use:

Details of the adult at risk	Information about the abuse or neglect
<ul style="list-style-type: none"> • Date of birth, or age • Details of any other members of the household including children • Information about the primary care needs of the adult, that is, disability or illness • Funding authority, if relevant • Ethnic origin and religion • Gender (including transgender and sexuality) • Communication needs of the adult at risk due to sensory or other impairments (including dementia), including any interpreter or communication requirements • Whether the adult at risk knows about the referral • Whether the adult at risk has consented to the referral and, if not, on what grounds the decision was made to refer • What is known of the person's mental capacity and their views about the abuse or neglect and what they want done about it (if that is known at this stage) • Details of how to gain access to the person and who can be contacted if there are difficulties 	<ul style="list-style-type: none"> • How and when did the concern come to light? • When did the alleged abuse occur? • Where did the alleged abuse take place? • What are the details of the alleged abuse? • What impact is this having on the adult at risk? • What is the adult at risk saying about the abuse? • Are there details of any witnesses? • Is there any potential risk to anyone visiting the adult at risk to find out what is happening? • Is a child (under 18 years) at risk?
Details of the person causing the harm (if known)	Any immediate actions that have been taken
<ul style="list-style-type: none"> • Name, age and gender • What is their relationship to the adult at risk? • Are they the adult at risk's main carer? • Are they living with the adult at risk? • Are they a member of staff, paid carer or volunteer? • What is their role? • Are they employed through a personal budget? • Which organisation are they employed by? • Are there other people at risk from the person causing the harm? 	<ul style="list-style-type: none"> • Were emergency services contacted? If so, which? • What action was taken? • What is the crime number if a report has been made to the police? • Details of any immediate plan that has been put in place to protect the adult at risk from further harm • Have children's services been informed if a child (under 18 years) is a risk?

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Appendix C: Safeguarding Incident Form: Designated Person

NAME OF CHURCH / ORGANISATION	
CONTACT DETAILS OF CHURCH / ORGANISATION	

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

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THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)
- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

- Have the statutory authorities been informed?
- If so, please complete the table:

YES	NO
-----	----

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				

Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

- Has the Local Association been informed?
(Please do so if the statutory authorities are involved)
- If so, when and by whom?

YES	NO
-----	----

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- Any other action taken:

FUTURE ACTION TO BE TAKEN

- What action needs to be taken?

- Who is responsible for this?

SIGNATURES

SIGNATURE OF DESIGNATED SAFEGUARDING PERSON		SIGNATURE OF MINISTER, OR CHURCH SAFEGUARDING TEAM MEMBER	
DATE & TIME		DATE & TIME	

Appendix D: Application for Voluntary Work with Adults

We ask all prospective workers with adults (18 years plus) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

Personal Details

Full name:

Other names by which known in past:

.....

Address:

.....

Postcode:

Telephone Number:

.....(Daytime)(Evening)(Mobile)

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From/...../..... To/...../..... From/...../..... To/...../.....

Address: Address

.....

Postcode: Postcode

Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....
.....
.....
.....
.....

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Please give details of previous experience of looking after or working with adults. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....
.....
.....
.....
.....
.....

Do you suffer, or have you suffered any illness which may directly affect your work with adults?

Yes No (Please tick)

If yes, please give details:

.....
.....
.....

3 *References*

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee shall be external to the church. If you have experience working with adults, at least one referee shall be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee shall be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name Name

Address Address

.....

PostcodePostcode

Connection to you:Connection to you:

4. Criminal Records Declaration

Because of the nature of the duties the post holder or volunteer would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record and may be asked to co-operate in obtaining an Enhanced Disclosure from the Disclosure and Barring Service.

If considered suitable for the post, do you agree either to make a full declaration of your criminal record and if required to co-operate in obtaining a DBS check at the Enhanced level?

Yes [] No []

See separate form to be completed to declare any convictions.

5 Privacy Statement

Streatham Baptist Church is committed to respecting your privacy and making sure that the personal data you give us is used correctly according to the General Data Protection Regulation (GDPR).

We are collecting the above data to enable us to provide an environment which is safe for adults. We will not use the above data for any other purposes than those stated or share it with any third parties unless there is a legal requirement to do so. The above data will be kept securely and will only be accessed by Ministers, staff and leaders of the group(s) you are volunteering to lead or help.

Under GDPR the Leaders / Trustees of Streatham Baptist Church are the Data Controller and can be contacted through the Church Office. For more information about the way your information will be handled or your rights to having your information updated please refer to our Privacy Notice which can be found on our website www.streathambaptist.com or the Safety Information Notice Board in the Church.

6 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Declaration

- I understand that if I am offered a paid post or a role as a volunteer, a check may be made with the Disclosure & Barring Service if appropriate to the role
- I declare that all the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that if I have given false information or withheld relevant details my application may be rejected and/or that I may be subject to disciplinary action if I am appointed or removed from my role as a volunteer

Name:

Signature:

Date:

Appendix F: DBS Checks

DBS Check Process

The Baptist Union of Great Britain (BUGB) uses the umbrella organization Due Diligence Checking Ltd (DDC) to carry out DBS Checks on its behalf. Checks are free of charge for voluntary workers and £44 for paid staff (the cost of the DBS fee). All the processing costs are met by BUGB.

- ◇ DBS checks are carried out using an online application process.
- ◇ When a Disclosure certificate is issued the applicant is always sent a paper copy to their home address directly from the DBS. If the verifier has an email address, DDC will notify them via email.
(The verifier is an appointed person who carries out the administration of the check and verifies the documents needed to complete it)
- ◇ If a DBS check comes back with a blemished disclosure, the applicant will be asked to send their original certificate and a photocopy to DDC, and will be given the opportunity to disclose any information they feel is relevant to their application.
- ◇ DDC will pass this information on to the BUGB National Safeguarding Team so that a risk assessment can be undertaken. Please note that a blemished disclosure will not necessarily prevent someone from working with children or adults at risk. Risk assessments are taken very seriously and the outcome will be carefully considered, based on the nature of the offence and the role the applicant is looking to undertake.
- ◇ If an applicant is cleared to work in a role, the verifier will receive the usual email from DDC with the certificate issue number and date. If an applicant is deemed unsuitable to work in a role, or shall work within particular conditions, the verifier will receive a specific notification containing the relevant information. Applicants shall not start working in their role before the verifier receives such notification.

Types of DBS Checks

Types of criminal records check

There are 3 types of check. DBS check applicants must be 16 or over.

Standard (£26)

This checks for spent and unspent convictions, cautions, reprimands and final warnings.

Enhanced (£44)

This includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for.

Enhanced with list checks (£44)

This is like the enhanced check, but includes a check of the DBS barred lists

An employer can only ask for a barred list check for specific roles. It's a criminal offence to ask for a check for any other roles.

www.gov.uk

Eligibility for DBS Checks

There are two types of DBS check which are relevant for church workers and volunteers:

1) Enhanced DBS check – including the barred list check

The Enhanced DBS check with the barred list check is only applicable to those working with children or adults at risk in a specified role, who are working in what is known as regulated activity.

2) Enhanced DBS check – excluding the barred list check

The Enhanced DBS check without the barred list check is available to those working closely with children or adults at risk in a specific role, but who do not meet the current definition of regulated activity.

Enhanced checks without the barred list check can also be carried out for church trustees (who may be known as Deacons). Although they might not directly work with vulnerable people, they have been placed in an important position of trust.

BUGB Guide to DBS

Regulated Activities

Regulated activity in working with adults at risk

There are six adult regulated activities which require a worker to have a DBS check with the barred list check. There is no frequency requirement for the work involved, so even if a worker is only involved in a regulated activity as a one off, they are still eligible to be checked. Day to day management or regular supervision of a person who is working in regulated activity, is also regulated activity.

The six activities are as follows:

Providing healthcare: Any healthcare professional providing healthcare to an adult

Providing personal care: Anyone who assists with activities such as drinking, eating, going to the toilet etc. Anyone who prompts and supervises with activities such as drinking, eating, going to the toilet etc as the adult cannot make the decision to do so themselves. Anyone who trains, instructs or offers advice on the above because of their age, illness or disability

Providing social work: Anyone who provides social care

Assistance with cash, bills and/or shopping: Anyone who assists in managing an adult's cash, paying their bills or shopping on their behalf

Assistance in the conduct of a person's own affairs: Anyone who provides assistance in the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney

Conveying: Anyone who transports an adult to, from or between places where they receive health, personal or social care

BUGB Guide to DBS

Roles Eligible for DBS checks within SBC - Adults

Trustees / Leaders		Enhanced
Paid Staff Members	Church Manager, Administrative assistant, Caretaker, Cleaner	Enhanced
Volunteer Staff Members	Ministry Development Facilitator, Office Volunteer	Enhanced
Life Group Leader	Lead Bible study Low level pastoral support Visit homes	Enhanced
Men of Destiny Leader	Plan and organise events Low level pastoral support	Enhanced
Community Evangelist	Engaged in related activities e.g managing money, shopping for Manna House	Enhanced with list check
Manna House volunteer	Make refreshments Talk and build relationships with people	Enhanced
Manna House volunteer	Pray in separate room	N/A
Friendly Club Management Committee	Plan events Have general oversight	N/A
Friendly club Manager	Organise Oversight of money	Enhanced
Friendly club helper	Set up and provide refreshments Talk and build relationships	Enhanced
Alpha Group Leader		Enhanced
Friendship First Leader		Enhanced
Women of Purpose Leader	Participate in running events in various roles Prayer team – people coming forward for pray in sanctuary	N/A
Messy Church Leader	Organisation, pastoral support, supervision of children	Enhanced
Messy Church Core Team	Organisation, pastoral support, supervision of children	Enhanced
Messy Church Helper	Set up and pack down, catering, leading activities, welcome desk	N/A
Jelly Tots Leader	Building relationships with parents/carers	Enhanced
Jelly Tots Helper	Building relationships with parents/carers	Enhanced
Pastoral Team Member	Overview of pastoral needs within SBC, lone home visits, lone meeting on SBC premises, assisting with cash, bills and/or shopping, conveying adults to health, personal or social care appointments	Enhanced with lists check

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Pastoral Visitor	Overview of pastoral needs within SBC, lone home visits, lone meeting on SBC premises, assisting with cash, bills and/or shopping, conveying adults to health, personal or social care appointments	Enhanced with lists check
Prayer Ministry Team Leader	Organising team and training, praying for adults in Sanctuary as part of a team	N/A
Prayer Ministry Team Member	Praying for adults in Sanctuary as part of a team	N/A

Appendix G: Registration and Medical Needs Form for Adults

Group attended:

Full Name

Address:
.....

.....Postcode:
.....

Telephone Number(s):Date of Birth:
...../...../.....

Person who shall be informed in the event of an emergency?

Relationship to adult:

Medical information

Registered GP: Name

Address:
.....

.....Telephone no:

Please state date of last anti-tetanus injection (if known) / /

Whilst in our activities it is important we know whether you:

◇ suffer from any allergies:
.....

.....

◇ are on any medication:
.....

.....

◇ have any health condition or disability that we should know about:

.....

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Privacy Statement

Streatham Baptist Church is committed to respecting your privacy and making sure that the personal data you give us is used correctly according to the General Data Protection Regulation (GDPR).

We are collecting the above data to enable us to provide an environment which is safe for you, provide pastoral support as appropriate and to make you aware of events organised by the church or one of its groups. We will not use the above data for any other purposes than those stated or share it with any third parties unless there is a legal requirement to do so. The above data will be kept securely and will only be accessed by Ministers, staff and leaders of the group(s) you are attending.

Under GDPR the Leaders / Trustees of Streatham Baptist Church are the Data Controller and can be contacted through the Church Office. For more information about the way your information will be handled or your rights to having your information updated please refer to our Privacy Notice which can be found on our website www.streathambaptist.com or the Safety Information Notice Board in the Church.

Signed

Date / /

Appendix H: Glossary, Acronyms and Useful Terms

Abuse - The violation of an individual's human and civil rights by another person or persons. It comes from the misuse of power and control that someone has over another.

Abuse of trust - Abuse of trust is when someone abuses their position of authority or trust against another person, for their own personal gain or gratification. A minister or church worker is seen as holding a position of authority or trust.

Adults at Risk - Any adult aged 18 or over who due to disability, mental function, age or 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. This may be short term or long term condition.

Adult Social Care Services (ASCS) - Adult Social Care Services are part of your local authority's social services, and they are responsible for assessing for, arranging or providing social or community care for adults. Adult Social Care Services shall be contacted if you have a concern about an adult at risk or if you simply need some advice.

Appointeeship - Appointeeship is when the Department for Work and Pensions appoints someone to collect and spend benefits and pensions on behalf of someone who cannot manage their own affairs, because they are mentally incapable or severely disabled.

Care Act 2015 - The Care Act 2015 aims to give safeguarding a legal framework for how local authorities and other agencies shall protect adults at risk from abuse and neglect.

Carers - A carer is a person who helps another individual with an impairment with their activities of daily living. They may be paid or unpaid.

Contract - A contract is a formal agreement between the church and someone who poses a risk to others, outlining what they can and cannot do within the church setting. Contracts are usually, although not exclusively, put in place for known or alleged sex offenders.

Disclosure and Barring Service (DBS) - The Disclosure and Barring Service is a government agency which provides information about employees' and volunteers' criminal record history, so that employers are able to make safer recruitment decisions. They check if an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person.

Good practice - Good practice is advice and procedures which, when followed and put in place, results in the best way for a church to function whilst enabling all participants to remain safe from harm.

Grooming - Grooming is when someone takes time to build an emotional connection with a vulnerable person, and potentially also their family and wider community (including the church), in order to gain their trust for the purposes of sexual abuse or exploitation. Grooming can be carried out remotely or in person.

Harm - The result of mistreatment or abuse.

Human Rights Act 1998 - This act gives further effect in UK law to the European Convention of Human Rights, which aims to protect human rights and fundamental freedoms of all people.

Legal Deputy - A legal deputy, authorised by the Court of Protection, is responsible for making decisions on behalf of someone who lacks mental capacity. There are 2 types of legal deputy; one with responsibility for property and financial affairs (e.g. paying bills, organising a pension) and one with responsibility for personal welfare (e.g. making decisions about medical treatment and how someone is looked after).

Mental Capacity - Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being.

Mental Capacity Act 2005 - The Mental Capacity Act 2005 protects and empowers people who lack the capacity to make decisions for themselves. It does this by providing a framework for making decisions on their behalf, whether the decisions are life-changing events or everyday matters.

No Secrets - Published by the Department of Health in 2000, No Secrets provided a framework for the safeguarding of adults. This included the development and implementation of inter-agency policies and procedures to protect adults at risk, and the recommended structures for local

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authorities investigating abuse allegations. Although it is now superseded by the Care Act 2015, it still has some useful definitions and information.

Person/organisation alleged to have caused harm is the person/organisation -These are people suspected to be the source of risk to an adult at risk.

Power of Attorney - A Power of Attorney is a legal document whereby one person (the “donor”) gives another person (the “attorney”) the power to act on their behalf with regard to their property and financial affairs, and/or their health and welfare.

Risk Assessment - Risk assessments within safeguarding examine and measure the levels of risk in allowing known or alleged offenders to take part in different aspects of church life. Please note that risk assessments regarding blemished DBS disclosures shall only be carried out by the BUGB Safeguarding team.

Safeguarding - Safeguarding is the protection of adults and children from harm, abuse or neglect.

Safeguarding Adults Board (SAB) - Safeguarding Adults Boards are inter-agency groups with a range of representatives who may include members from different areas within the local statutory authority, carer, disability and advocacy groups as well as health care professionals. Their aim is to promote and develop effective protection systems for adults at risk in their locality.

Sexual Assault Referral Centres (The Havens) - Havens are sexual assault referral centres (SARCs) in London for people who have been raped or sexually assaulted within the past 12 months.