

# **Guildford Baptist Church**

## **Protection of Adults at Risk Policy**

**November 2017**

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*Within this document are a series of policies and procedures adopted for use within Guildford Baptist Church to ensure that the safety of adults at risk and those working with them is maintained in the best possible way.*

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**MILLMEAD**  
Guildford Baptist Church

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Millmead  
Guildford  
GU2 4BE

Tel: 01483 575008

Email: [office@guildfordbaptist.org](mailto:office@guildfordbaptist.org)

Website: [www.guidfordbaptist.org](http://www.guidfordbaptist.org)

## POLICY STATEMENT

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 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 in the pastoral care and support of 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 published in **Safe To Belong 2015**. Each staff member and volunteer who works with those defined as Adults at Risk also must commit to reading the following sections of the **Safe to Belong 2015** document:
  - Safeguarding in Context
  - The Safe to Belong Policy
  - Recognising Abuse
  - Types of Abuse
  - How to respond to abuse or concerns
  - Appendix 2 – Table of Abuse Types
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by Guildford Baptist Church.

### Responsible people

- 8.1 The church has appointed Nick Bragger as the Designated Person for Safeguarding, to:
- advise the church on any matters related to the safeguarding of adults at risk
  - take the appropriate action when abuse is disclosed, discovered or suspected.
  - Collate and keep records on reports of safeguarding concerns

**safeguarding@guildfordbaptist.org**

Emails will be checked every day.

Please ensure a phone number is included in your email to allow the Designated Person to respond to your concern. The email does not need to contain any details of the concern, just contact details.

The details can be discussed over the phone, if this is preferred by the person reporting the concern.

Alternatively, if you don't use email, or don't have access, a name and phone number can be left at the Church Office **01483 575008**, who will contact the Designated Person immediately via email with your contact details.

## 8.2 Deputy Designated Person for Safeguarding

Chris Toms [chris.toms@guildfordbaptist.org](mailto:chris.toms@guildfordbaptist.org)

The deputy is a Church employee and is contactable through the Church office.

## 8.3 **The Elder responsible for safeguarding**

Martin Brunet is the elder responsible for Adults at Risk and safeguarding procedures. It is the responsibility of this elder to sign off on agreed policies and procedures and to highlight any concerns appropriately. However, this person has no regular part to play in the procedural aspect of the policies. They can be contacted on [martin.brunet@nhs.net](mailto:martin.brunet@nhs.net)

## 9. Identified Groups

Below is a list of identified groups in Guildford Baptist Church where it is considered that all staff and volunteers should be made aware of the Adults at Risk policy. All staff and volunteers working at these groups should follow DBS checking procedures:

**Pastoral Care Team**

**Prayer Ministry Team**

**New Focus**

**The Tea Party**

**Special Needs Outreach**

**Care for Carers**

## 10. Other useful policies available

Social Media Policy

Health and Safety Policy

Fire Safety Policy

Personal Emergency Evacuation Plan

## **RECRUITMENT OF LEADERS AND HELPERS**

11.1 It is important that these ministries have available to it committed leaders who have a heart for vulnerable adults and who demonstrate a personal and corporate desire to follow God. The procedure outlined in this section have been adopted to ensure good practice in recruitment, and the maintenance of high standards in leadership.

11.2 Potential leaders will be identified by the following:

- a) observation of an individual's spiritual life
- b) observation of an individual's gifts and abilities
- c) recommendations from those in church leadership
- d) personal approach to/ from interested party
- e) if appropriate to ask publicly for volunteers
- f) ideally known by a group of people in the church or be recommended.

11.3 The following steps will be taken with each new person recruited as a volunteer leader and helper, in line with safe recruitment guidelines:

- Application form (Appendix D)
- Take up verbal references
- Enhanced DBS check
- Informal interview with a member of the pastoral team or lead person of the particular ministry
- Acknowledgement Form (Appendix B)
- Probation period, ongoing discussions and training

Currently, it is felt that the Church membership process covers some of these steps. Therefore Church members would not be required to provide references, and may not be required to complete an application form. (This is to be decided by the individual ministries, some groups may still find it a useful tool).

During the informal interview, the lead person should have a conversation about whether or not anything is likely to appear on the DBS check. Should further discussions need to take place about anything that could or does arise on a DBS check, the lead person should immediately involve the designated person for safeguarding. Criminal convictions are not necessarily a barrier to working/volunteering at Guildford Baptist Church, but must be disclosed and discussed.

## PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE

- 12.1 These guidelines and procedures have been adopted by the Elders, and should be followed by all other staff members and church members/ attendees of Guildford Baptist Church when they are responding to allegations of abuse that arise in the church in the following ways:
- Responding to allegations of abuse raised by a vulnerable adult
  - Responding to concerns felt by a worker, co-ordinator or leader
  - Responding to concerns regarding the inappropriate behaviour of a worker, co-ordinator or leader
  - Responding to concerns for a family who comes to the notice of leaders and workers within the church
  - Responding to concerns for individuals who it is alleged may be putting vulnerable adults at risk.

If such an incidence occurs the following procedure needs to be followed:

- 12.2 The designated person for safeguarding will take ultimate responsibility on behalf of the church, for ensuring that allegations raised by individuals who suspect an adult may be at risk are appropriately dealt with. Everyone has a responsibility to pass on information as deemed necessary to the designated person for safeguarding.
- 12.3 Therefore when an allegation is made to any person with responsibility for adults at risk, they will endeavour to seek as much information as is possible concerning the situation to pass on to the designated person for safeguarding.
- 12.4 Where possible the person reporting the concern should complete a Safeguarding Incident / Concern Form (**in Appendix C**). This form can be completed either before or after a phone call, email exchange or face-to-face discussion takes place with the designated person for Safeguarding. If the incident is considered minor, the person reporting may consider filling out and emailing the form to the Designated Person for Safeguarding without a prior discussion. The form will be kept confidentially by the Designated Person for Safeguarding, who will also take notes from the conversations that take place. The form does not take the place of the expectation of all workers to keep hand-written notes of the incident. Instead it should be regarded as a cataloguing process for the Church's Designated Person for Safeguarding.
- 12.5 Each and every reported concern, however minor they are considered, should be passed to the designated person for safeguarding who will compile safeguarding records for the Church.
- 12.6 *These named persons will be responsible for the purpose of this guidance, and will ensure that action is taken when an allegation is made.*  
*Nick Bragger*  
*Chris Toms*

- 12.7 No one individual should be placed in a position to decide and act upon, an allegation without support, or discussion. Only in extreme situations should the designated person for safeguarding, or a deputy, act on his or her own judgement.
- 12.8 An emergency would be one such situation i.e. where a vulnerable adult presents as being in urgent need of protection. In such a circumstance - contact with Social Services or Police should be made.
- 12.9 The procedures should be reviewed by the designated person for safeguarding every year. **This review is due to take place by 31/10/2018.**
- 12.10 All workers and volunteers should read the booklet *Safe to Belong 2015*, which gives very good descriptions of how to work with adults at risk, including definitions of abuse, how to recognise abuse, and how to respond to abuse or concerns.

### **Designated Person for Safeguarding**

- 13.1 The Designated person for safeguarding is someone who has been selected by the Elders of Guildford Baptist Church, who has particular expertise or experience, and can assist in deciding upon appropriate action and the development of an action plan if necessary.
- 13.2 *In all cases it is important to keep information confidential and reduce the circulation of information to as minimal amount of people as possible.*
- 13.3 The diagram in appendix A lays out the procedure for when a disclosure is made.
- 13.4 If an allegation or concern is raised about the designated person for safeguarding or a member of the designated person for safeguarding's family, then the allegation or concern should be raised instead with the elder/trustee responsible for safeguarding. Likewise, if a concern arises that a worker feels uncomfortable for any reason raising with the designated person for safeguarding, the person raising the concern should contact the elder/trustee responsible for safeguarding. This is the same for a deputy also.

### **The Elder responsible for safeguarding**

- 14 At all times there should be one elder/trustee responsible for the safeguarding procedures. It is the responsibility of this elder to sign off on agreed policies and procedures and to highlight any concerns appropriately.

## Safe practice and safe premises

### 15.1 Food Hygiene

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate. The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

### 15.2 Fire

All group leaders must be aware of what to do in case of fire. Full fire evacuation procedures are available in the **GBC Fire Procedures Document**.

### 15.3 First Aid

There should always be a first aider in the building when working with adults at risk. There are first aid kits available on each floor at the Millmead Centre, and off-site groups should consider having first aid kits available. In the event of an accident, an accident form must be filled in, including for off-site incidents/accidents. The accident/incident report book can be located in the kitchen. Completed accident forms should be handed to the centre manager.

### 15.4 Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

### 15.5 Insurance

Insurance details should always be checked with the centre manager before any new group is started, or trip out / residential is considered.

## IMPORTANT CONTACT NUMBERS / EMAILS

### 16.1 Surrey County Council Adult Social Care

0300 200 1005 - Monday to Friday from 8am to 6pm

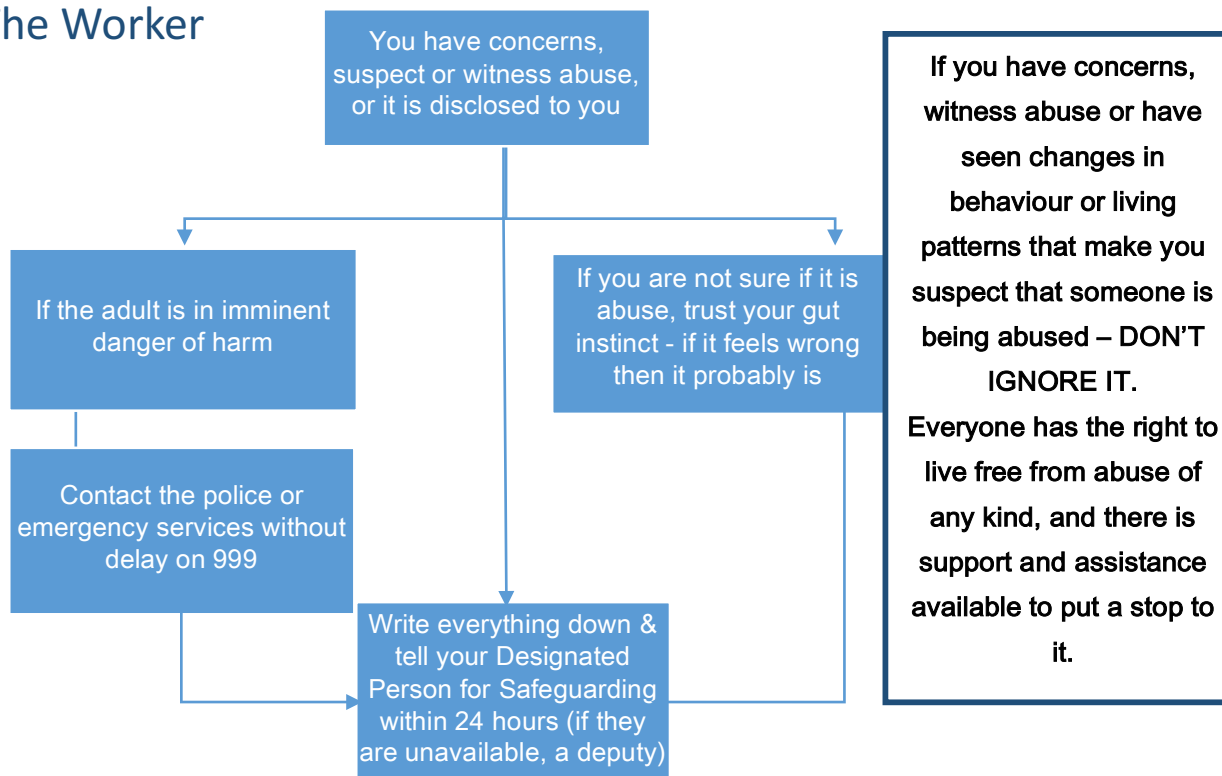
### 16.2 Emergency Duty Team (EDT) (after 5pm and weekends) 01483 517898 or 07968 833626 (SMS text phone); [edt.ssd@surrey.gov.uk](mailto:edt.ssd@surrey.gov.uk)

### 16.3 Local Police 101/ 01483 571212

### 16.4 Central Guildford Safer Neighbourhood Team 01483 630073; [wsguildfordsntl@surrey.pnn.police.uk](mailto:wsguildfordsntl@surrey.pnn.police.uk)

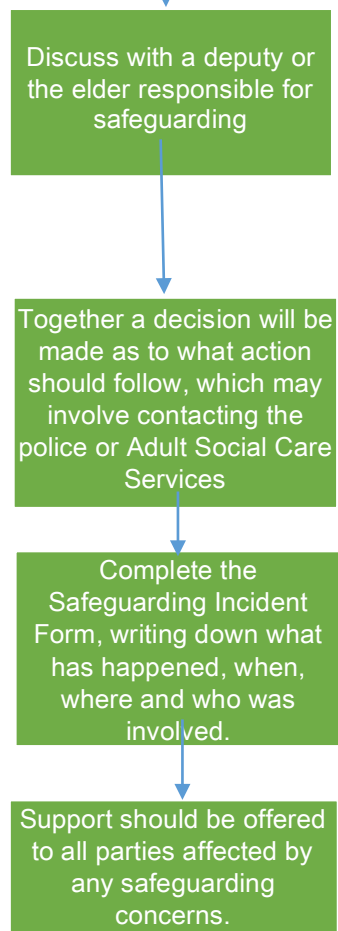
## Appendix A - Procedure for when a disclosure is made.

### Stage 1 – The Worker



### Stage 2 – The Designated Person for Safeguarding

\*If the adult doesn't want any further help, the disclosure should still be reported and monitored





**APPENDIX B – Acknowledgement Form**

**Once you have read and understood this Policy, please can you sign the box below, and return to the Church Office.**

I, ..... am signing below to confirm that I have read and understood the Guildford Baptist Church Protection of Adults at Risk Policy.

I have received a copy of this policy for myself, and I understand that it is a document that I should refer to in the event of a safeguarding inquiry, incident or concern.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Group Volunteering on \_\_\_\_\_

Signed by Group Leader \_\_\_\_\_

## APPENDIX C – Safeguarding Incident / Concern Form

This form is designed by Guildford Baptist Church to record adults at risk safeguarding concerns, incidents, disclosures, and discussions/referrals to Adult Services. All cases should be recorded using this form, which will be held on file by the Designated Person for Safeguarding, or a Deputy.

*This form is primarily for the use of the Guildford Baptist Church staff team. However, occasionally volunteers may be asked to complete this form by either the Designated Person for Safeguarding, or a deputy.*

*The form can be sent either before or after a conversation with the Designated Person for Safeguarding. If a conversation occurs first, the Designated Person for Safeguarding will usually ask for a form to be completed.*

*If completing by hand please write clearly - print if necessary. Please return form to [safeguarding@guildfordbaptist.org](mailto:safeguarding@guildfordbaptist.org)*

<b>Date Form Completed</b>
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<b>Details of person(s) in this incident / concern</b>
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Please include (where known) Names, Dates of Birth/Age, Address, Contact Details, Gender

<b>Details of Person Completing Form</b>			
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Your Name:		Contact Number(s):	
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Your Job Title:		Email:	
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**Summary of concerns, allegations or suspicions**

**Further comments on actions taken**

*If a designated person for safeguarding has recommended further action (eg. Contacting Adult Services, then please list the details of these further actions below:*

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**This section is to be completed by the Designated Person for Safeguarding after receiving the completed form**

Alert Received By:	
Date:	

**Additional Advice/Action/Notes for future reference**

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## APPENDIX D – Application Form for Voluntary Work with Adults at Risk

We ask all prospective leaders who work with adults at risk to complete this form. The information supplied here will be confidential, and will be held in our records, unless requested by an appropriate authority.

### 1. PERSONAL DETAILS

Full Name: .....

DOB: .....

Home Address: .....

.....

Postcode: .....

Telephone No. Day: ..... Evening: .....

Email .....

Please give details of any previous experience you have in working with adults at risk. Please include details of any relevant qualifications or appropriate training you have received in this area.

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### 2. REFERENCES

Please give the names, addresses, and telephone numbers, as well as their relationship to you, of two people who would be prepared and able to give you a personal reference.

1. Name: .....

Tel No: ..... Email: .....

Role/Relationship .....

**2. Name:** .....

**Tel No:** ..... **Email:** .....

**Role/Relationship** .....

**Do you agree to an informal interview YES/NO**

**Signed** ..... **Date** .....