

Guildford Baptist Church

Protection of Adults at Risk Policy

Last reviewed July 2024

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.

Guildford Baptist Church

Millmead

Guildford

GU2 4BE

Tel: 01483 575008

Email: office@guildfordbaptist.org

Website: www.guildfordbaptist.org



Safeguarding

A short guide

What to do if you have a concern about a child, young person or adult within the church



Promoting a safe community

Our mission

Guildford Baptist Church is committed to bringing the love, knowledge and power of Jesus Christ to the people of Guildford.

We are committed to ensuring all children, young people, and adults are valued and cared for through safe practices, especially the most vulnerable.

Therefore, we take this challenge with the utmost seriousness.

For further information, please visit:

www.guildfordbaptist.org/safeguarding

If you have concerns

Children, young people & adults

If you have a concern about an individual's neglect, physical, sexual or emotional well-being, it is your responsibility to report this to our Safeguarding team.

Pastors, Elders, volunteers or other church staff

Any safeguarding concerns or allegations about anyone in a role of responsibility must be immediately reported to the DPS (Designated Person for Safeguarding).

If anyone in this group becomes involved in any Police or Social Services investigation, you must notify the DPS immediately.

Please be assured that all matters will be treated confidentially by the church in line with our Safeguarding policies and, if necessary, reported to the Police and/or Social Services as required to protect those who are vulnerable from harm.

Remember

Dos & Don'ts for handling a disclosure

Do

- ✓ Remain calm, approachable & receptive
- ✓ Take it seriously
- ✓ Listen carefully, without interrupting
- ✓ Acknowledge you understand how difficult this may be
- ✓ Offer reassurance - it is the right thing to tell someone
- ✓ Tell them what will happen next
- ✓ Make a written record of exactly what has been said and when - write facts, not assumptions
- ✓ Report it

Don't

- ✗ Promise complete confidentiality
- ✗ Ask leading or probing questions
- ✗ Investigate
- ✗ Discuss with people who do not need to know
- ✗ Delay in reporting the disclosure to the DPS

Reporting concerns

Is there an emergency?
Is there an immediate risk of harm?

YES

Contact the Police (999)
Contact a member of the Safeguarding team
Complete a written record & email it to the Designated Person for Safeguarding (DPS)

NO

Contact a member of the Safeguarding team
Complete a written record & email it to the Designated Person for Safeguarding (DPS)

THEN

THEN

The DPS will manage the response, report to the statutory agencies (if necessary) & support the church

Important contact numbers

Designated Person for Safeguarding (DPS)

Richard and Philippa Rowe
07879 415689

Deputy Designated Person for Safeguarding (DDPS)

Children: **Lydia Birmingham**

Youth: **Adrian Clark**

Adults at Risk: **JB Lim**
Church Office: 01483 575008

Out of hours contact (after 5pm & weekends):

01483 517898

Local Authority (Children & Youth):

0300 470 9100

Local Authority (Adults):

0300 470 9100

In an emergency call 999

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.

Date Form Completed

Details of person(s) in this incident/concern
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Please include (where known) Names, Date of Birth/Age, Address, Contact Details, Gender

Details of Person Completing Form			
Your Name:		Contact Number(s):	
Your Job Title:		Email:	

Summary of concerns, allegations or suspicions

Further comments on actions taken

If a Designated Person for Safeguarding has recommended further action (e.g. 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:

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Date:

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Additional Advice/Action/Notes for future reference

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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 to 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. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by Guildford Baptist Church.
7. There should be a permanent notice in a prominent location on the ground floor showing the names of the Designated People for Safeguarding with telephone numbers, email addresses and photos. This notice should also display a short form of the policy statement for the protection of Adults at Risk at the church.

Responsible people

- 8.1 The church has appointed Philippa Rowe and Richard Rowe as the Designated People 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

For matters which are not urgent, email: safeguarding@guildfordbaptist.org.
Emails will be checked regularly.

Telephone Richard or Philippa if it is serious and/or urgent. If they do not answer, telephone one of the deputy designated people – see 8.2.

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**.

8.2 Deputy Designated Person for Safeguarding (Adults at Risk) is JB Lim. JB can be contacted through the Church Office

If neither JB Lim (DDPS) nor Richard and Philippa Rowe (DPSs) are available, please contact either:

Lydia Birmingham (DDPS): lydia.birmingham@guildfordbaptist.org

Abby Poole (DDPS): abby.poole@guildfordbaptist.org

Adrian Clark (DDPS): adrian.clark@guildfordbaptist.org

8.3 The Elder responsible for Safeguarding:

Lance Redman is the Elder responsible for Adults at Risk and safeguarding procedures. It is the responsibility of this Elder to sign off agreed policies and procedures and to highlight any concerns. He can be contacted via lancer@guildfordbaptist.org.

8.4 **Thirtyone:eight** safeguarding helpline

The Safeguarding team will also have access to the **Thirtyone:eight** safeguarding helpline. Thirtyone:eight is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. The contact number for the helpline is **0303 003 1111**. The Safeguarding team will look to confirm important decisions by the use of advice from this helpline.

9. Identified Groups

There are many groups at 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 regular volunteers working in these groups must have a DBS and receive training, including ministry teams.

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 committed leaders who have a heart for vulnerable adults. The procedures outlined in Section 11 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) 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 safer recruitment guidelines:

Application form (Appendix C)

Take up verbal or written references

Enhanced DBS check

Informal interview/discussion with a member of the pastoral team or lead person of the particular ministry

Acknowledgment Form (Appendix A)

Probation period, ongoing discussions and training

During the informal interview, the lead person should have a conversation/discussion about:

a) 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.

b) The exact nature of the role they will be doing.

c) Their experience or previous work with Adults at Risk.

If anything of concern should arise from the interview the lead person should refer to the DPS, DDPS, a member of the staff leadership team or an elder as appropriate.

- 11.4 'Millmead Drivers', who help to transport Adults at Risk, need to have a current DBS, as well as the other requirements for that role.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE

These guidelines and procedures have been adopted by the members of the church at a church meeting, and should be followed by all staff members and church members/ attendees of Guildford Baptist Church.

- responding to allegations of abuse raised by an Adult at Risk
- responding to concerns of a worker, coordinator, or leader
- responding to concerns regarding the inappropriate behaviour of a worker, coordinator 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 incident occurs, the following procedure needs to be followed:

- 12.1 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.
- 12.2 The person raising the concern will be guided through the process by a Designated Person for Safeguarding, who will also ensure that the concerns are documented and catalogued, both formally e.g. the Safeguarding Incident/Concern Form (**Appendix B**) and/or informally e.g. notes.
- 12.3 Each and every reported concern should be passed to a Designated Person for Safeguarding, who will compile safeguarding records for the Church.
- 12.4 These named persons will be responsible for the purpose of this guidance, and will ensure that action is taken place when an allegation is made:
- Richard and Philippa Rowe
- JB Lim
- 12.5 It is best practice for at least two members of the Safeguarding team to discuss a case before any action is taken. In an emergency, any member of the Church community should call the emergency services.
- 12.6 The procedures should be reviewed by the Designated Person for Safeguarding every year.

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 few people as possible.
- 13.3 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 another member of the Safeguarding team.

Who is included in the category of Adults at Risk?

- 14 The current legal definition is stated below:

The Care Act 2014 identifies an 'adult at risk'. An adult at risk of abuse or neglect is defined as **someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect, and as a result of their care needs, is unable to protect themselves.**

In practice, this will include a wide range of needs and conditions. Each case needs to be assessed individually.

SAFE PRACTICE AND SAFE PREMISES

The senior leadership (Pastor and Assistant Pastor) has decided that Paragraph 15 should be managed by the Operations Manager, Duncan Stonehouse, and monitored by the senior leadership.

- 15.1 **Food Hygiene**
For any event that involves the preparation of food, there must be at least one worker with a **valid L2/Foundation Certificate in Food Hygiene**. 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 a certificate and be aware of food safety and good food safety practices (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 must be a First Aider in the building when working with Adults at Risk. There are two First Aid kits on each floor of the Millmead Centre (**see Health and Safety Policy for further details**), and two First Aid kits available for off-site activities.

In the event of an accident, an accident form should be filled in – this includes off-site accidents. Accident record books are located on the Ground Floor and in the Church Office. Completed forms should be handed to the Operations Manager for action and filing.
- 15.4 **Risk Assessment**
Before undertaking any activity with the potential for significant risk, the group leader will ensure that a risk assessment is carried out. This will be counter-signed by a Designated Person for Safeguarding or their nominee(s), which could include other leaders of the group.
- 15.5 **Insurance**
Insurance details should always be checked with the Operations Manager before any new

group is started or excursion / residential is considered.

IMPORTANT CONTACT NUMBERS/EMAILS

- 16.1 **Surrey Multi Agency Safeguarding Hub (MASH)** (for concerns about abuse or neglect)
9am-5pm, Monday to Friday
Phone: 0300 470 9100
Email: ascmash@surreycc.gov.uk
- 16.2 **Surrey County Council Adult Social Care** (for information and advice)
8am-6pm, Monday to Friday
Phone: 0300 200 1005
Email: contactcentre.adults@surreycc.gov.uk
- 16.3 **Emergency Duty Team (EDT)**
After 5pm and weekends
Phone: 01483 517898 or 07800 000388 (SMS text phone)
Email: edt.ssd@surrey.gov.uk
- 16.4 **Local Police**
Phone: 101 or 01483 571212

Date last reviewed: 14 July 2023, Philippa and Richard Rowe (Designated Persons for Safeguarding)

APPENDIX A – Acknowledgement Form

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:

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

Details of Person Completing Form

Your Name:		Contact Number(s):	
Your Job Title:		Email:	

Summary of concerns, allegations or suspicions

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Further comments on actions taken

If a Designated Person for Safeguarding has recommended further action (e.g. Contacting Adult Services), then please list the details of these further actions below:

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Date:

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Additional Advice/Action/Notes for future reference

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APPENDIX C – 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:

..... Post code:

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.

REFERENCE 1

Name:

Tel. No:

Email:

Role/Relationship:

REFERENCE 2

Name:

Tel. No:

Email:

Role/Relationship:

Do you agree to an informal interview? YES / NO

Signed:

Date: