

Guildford Baptist Church

Protection of Adults at Risk Policy

May 2022

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.

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.

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. 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

safeguarding@guildfordbaptist.org Emails will be checked every working day.

Please ensure a phone number is included in your email to allow a 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 a Designated Person immediately via email with your contact details.

8.2 Deputy Designated Person for Safeguarding (Adults at Risk) is Karen Case-Green karen.case-green@guildfordbaptist.org . Karen is the Assistant Pastor and is contactable through the Church office.

If neither Karen (DDPS) nor Richard and Philippa Rowe (DPSs) are available please contact either Lydia Birmingham (DDPS) lydiab@guildfordbaptist.org or

Adrian Clark (DDPS) adrian.c@guildfordbaptist.org or

Suzi Braggar (DDPS) suzib@guildfordbaptist.org or

Abby Poole (DDPS) abbyp@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 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. He can be contacted on lance.redman@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 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 and receive training, this will include the pastoral team and prayer ministry team.

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 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) 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 or written references
 - Enhanced DBS check
 - Informal interview/discussion 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/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.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE

- 12.1 These guidelines and procedures have been adopted by the members of the church at a church meeting, 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 an Adult at Risk.
 - 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.
Richard and Philippa Rowe
Karen Case-Green
- 12.7 It best practice for at least two members of the safeguarding team discuss a case before any action is taken. In an urgent emergency any member of the church community should call the emergency services.
- 12.8 The procedures should be reviewed by the designated person for safeguarding every year. **The next review is due to take place by 30/4/2022.**

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 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 a DDPS.

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. Lance Redman is currently the elder for safeguarding

14 Who is included in the category Adults at Risk

Some adults are considered to be at risk on a permanent basis and some for a short time due to circumstances.

Categories will include: those with serious physical or mental disabilities - blind, paraplegic people with temporary severe depressive illness or disabling physical illness. These are just examples but show that the category includes all who are unable to cope for themselves or make decisions to keep themselves safe.

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 on each floor of the Millmead Centre (see Health and Safety policy for more 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. These will be counter-signed by DPSs or their nominees, 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 trip out / residential is considered.

IMPORTANT CONTACT NUMBERS / EMAILS

16.1 Surrey Multi Agency Safeguarding Hub (MASH) (for concerns about abuse or neglect)

9am to 5pm, Monday to Friday **Phone:** 0300 470 9100 **Email:** ascmash@surreycc.gov.uk

Surrey County Council Adult Social Care (for information and advice) 0300 200 1005 - Monday to Friday from 8am to 6pm
contactcentre.adults@surreycc.gov.uk

16.2 Emergency Duty Team (EDT) (after 5pm and weekends) 01483 517898 or 07800 000388 (SMS text phone); edt.ssd@surrey.gov.uk

16.2 Local Police 101/ 01483 571212

Date Last Reviewed – 30 April 22 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 can you sign the box below, and return to the Church Office