



WAYPOINT CHURCH

Safeguarding Adults at Risk Policy and Procedures

November 2017

This document is currently being revised and updated as of 6th March 2023.

**If you need any clarification or information about our safeguarding procedures
please e-mail**

Church.Secretary@waypointchurch.org.uk

Or phone 01489 579669

Contact Details

Designated Person for Safeguarding Adults at Risk

Claire Johnson

Waypoint Hub Coordinator and Designated Person for Safeguarding

Contact Number: 0756 130 6403

Deputy Designated Person for Safeguarding Adults at Risk

Jane Vinton

Contact Number: 0775 959 7444

Safeguarding Trustee

Fliss Shaw

Church Secretary and Safeguarding Trustee

Contact Number: 075 4236 6399

CCPAS (Churches Child Protection Advisory Service)

Contact Number: 0845 120 4550

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Policy Statement

Safeguarding Adults at Risk at Waypoint Church

The vision of Waypoint Church ("the church") is: **Sharing Faith, Hope and Love**

In fulfilling this vision the church

- welcomes adults at risk into the life of its community
- has a programme of activities which adults at risk attend.

The church recognises its responsibilities for the safeguarding of all adults at risk (regardless of gender, ethnicity or ability).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all adults at risk associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and the duty of all to respond to concerns about the well-being of adults at risk and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of adults at risk.

Safe behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with adults at risk so that all adults at risk are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for adults at risk and will adopt ways of working with adults at risk that promote their safety and well-being.

Safe community

The church is committed to the prevention of bullying of adults at risk. The church will seek to ensure that the behaviour of any who may pose a risk to adults at risk in the community of the church is managed appropriately.

Responsible people

The church has appointed Claire Johnson as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed Claire Johnson as the Designated Person for Safeguarding Adults at Risk and Jane Vinton as Deputy 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.

Policy and procedures

A copy of the policy statement will be displayed permanently on the safeguarding noticeboard in the Coffee Bar.

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

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

The policy and procedures will be monitored and reviewed annually.

The policy statement will be presented annually at the church AGM together with a report on the outcome of the annual review.

A. What is Safe to Belong?

This document is made up of a policy statement, procedures and guidance, which covers:

- Why we think safeguarding adults at risk is important
- What to do if you know of or suspect abuse
- How to make the church a safe and welcoming environment for all.

The aims of Safe to Belong are:

- To raise awareness of the issue of abuse
- To help create a safe environment, free from fear of being abused or taken advantage of in any way
- To act as a signpost to other, more specialised services and information.

B. Who is Safe to Belong for?

This document is for church workers who have some responsibility for working with or supporting adults at risk. This includes Trustees, paid workers and volunteers.

Anyone engaging in a Regulated Activity – even if only once.

- Providing Health Care
- Providing Personal Care
- Providing Social Work
- Assistance with general household matters
- Assistance in the conduct of a person's own affairs
- Conveying.

Those working with Adults at Risk frequently or intensively.

- Frequently is once a week or more
- Intensively is four or more days in a 30 day period or overnight.

Roles and activities which might bring workers into contact with adults at risk currently includes:

- Luncheon Club
- Debt Advice
- Pastoral Visiting
- Oasis
- Drivers
- Trustees
- Mission Trips.

C. Who are adults at risk?

The term 'adults at risk' has replaced the previously used term 'vulnerable adults', focussing on the situation rather than the characteristics of the adults themselves. The label vulnerable adult may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no single definition for an adult at risk, so we are using the following definition taken from CCPAS:

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.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness

- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English as an additional language.

Part 2 - Responding to Concern

A. How to respond to abuse or concerns

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.

If someone discloses abuse directly to you:

- **Listen** – Take what is said seriously.
- **Reassure** – Tell them they have done the right thing in telling you, and that you believe them.
- **Remain calm** – No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you.
- **Be honest** – Do not promise confidentiality or offer false reassurance.
- **Be open** – Do not ask leading or closed questions.

TED is a helpful guide:

Tell me about

Explain to me

Describe to me.

It is not your role to investigate. Stop as soon as you have enough information to concern you.

- **Ask** – Request their consent to share information and seek help.
- **Explain** – Tell them that you are going to tell the Designated Person for Safeguarding Adults at Risk, or Deputy, and give them a timescale.
- **Write** – Document everything the adult at risk has told you, using their words.

Use the **4 W's**:

Who was involved? – names of the key people involved

What happened? – record facts, not opinions

Where did it happen?

When did it happen? – date and time.

This should be done as soon as possible after the disclosure. Date and sign your record. Keep all handwritten notes even if subsequently typed up. The Designated Person for Safeguarding Adults at Risk, or Deputy, will keep all documents given to them.

- **Report** – Contact the Designated Person for Safeguarding Adults at Risk, or Deputy, within 24 hours of the disclosure.
If the Designated Person for Safeguarding Adults at Risk, or Deputy, is not available contact CCPAS. If an adult at risk is in imminent danger of harm, contact the police or emergency services on 999 without delay.
- **Keep quiet** – Keep your concerns between you, the adult at risk and the Designated Person for Safeguarding Adults at Risk, or Deputy. The Designated Person for Safeguarding Adults at Risk, or Deputy, may need to inform the statutory authorities. Never go and talk to the alleged abuser and try to investigate the allegations yourself.

The "How to Respond to abuse" flow diagram can be found in Appendix 5.

B. Communication Difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skill and disability. You may need to ask the person to repeat themselves or to check that you have understood what they have said.

C. 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. There is a fine balance between the individual's rights to autonomy and their need for protection.

If there are any concerns about the mental capacity of an adult at risk, always refer to your local authority Adult Social Care Services for advice.

D. What if an adult at risk doesn't want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult at risk continues to be protected. This is particularly important:

- When the person lacks the mental capacity to make such a choice
- When there is risk of harm to others
- In order to prevent a crime.

If at all unsure whether or not to pass on information about abuse without permission you should still speak to the Designated Person for Safeguarding Adults at Risk, or Deputy.

It is important the person knows they can seek help or support should they change their mind.

E. What happens next?

If a referral is made to Adult Social Care Services about a disclosure of abuse it is known as an adult safeguarding alert. Firstly, they will check if the adult at risk or alleged abuser is known to them. If the individual(s) are known, then details of the disclosure will be passed onto the social worker involved, who, with their manager, will decide what action should be taken next. If the individuals are not known to Adult Social Care Services then it is likely that a duty worker and manager will make the decision of what to do next, possibly liaising with the police.

If there is an urgent need for the adult at risk to be protected, to be found alternative accommodation or for any other safety measures to be put in place, they will be given priority. If the adult at risk is in immediate danger of physical harm or their life is threatened, then it is appropriate to bypass Adult Social Care Services and contact the police for help.

Following the initial referral and the creation of an adult safeguarding alert, a referral will be made to the local adult protection officer, who will start investigating the alleged abuse. They will liaise with the adult at risk and discuss options and procedures and find out what the individual wants to happen. The adult protection officer will involve other agencies as necessary, to ensure a co-ordinated response to the alleged abuse.

The outcome will be communicated to the local Safeguarding Adults Board (SAB). SABs are multi-agency groups who work in partnership to promote and develop effective protection systems for adults at risk in their locality.

Generally families will be informed when there is an allegation of abuse and what action is being taken. However, there are a few circumstances which may prevent this communication from happening. These include:

- If the adult at risk does not wish their family to be involved
- If the alleged abuser is a member of the family
- If a police investigation is likely to take place.

This process can be daunting and if at any stage the adult at risk wants someone to support them and help them through the process, then independent advocates are available through Adult Social Care Services.

Part 3 - Safe Recruitment, Support and Supervision

Recruitment to positions of trust should be carried out carefully to ensure that those who work with adults at risk are carefully chosen, supported and supervised, and to try to prevent inappropriate appointments being made.

A. Application

It will be made clear in job advertisements, at interview and on application forms that all those having contact with adults at risk will be asked to agree to either an enhanced Disclosure and Barring Service (DBS) check or Self-disclosure being carried out before the position is confirmed.

1) References

Two formal references will be requested.

Where applicable an applicant's UK residency status and / or right to work in the UK will be checked.

2) Interviews

All prospective workers will have an interview with 2 leaders.

3) Disclosure and Barring service (DBS) Check

The DBS is a government agency which provides information about workers' criminal record history, so that churches are able to make safe recruitment decisions. They check if an individual has any criminal conviction, if they are barred from working with adults at risk and if the police hold any other relevant information about that person. It is a criminal offence to try and get work when barred, offer work to someone when barred, and not to pass on information that may lead to someone being barred.

Those working with adults at risk are eligible for different levels of check dependent on their involvement with adults at risk:

- Enhanced DBS with barred list for those carrying out regulated activities with adults at risk even if only once
- Enhanced DBS without barred list for those working frequently or intensively with adults at risk
- Self-disclosure for those who come into contact with adults at risk.

The Adults at Risk Safe Recruitment Routes Flowchart in Appendix 1 gives detailed information.

4) Young People

Young people aged 16 or 17 years old should be appointed in the same way as adults, but will need their parent's permission and they should only undertake roles where adult supervision will be in place at all times provided by a Children and Young People's DBS checked worker.

B. Appointment and Supervision

The worker must be fully supervised until the safe recruitment process is satisfactorily completed.

The safe recruitment process must be completed within 6-8 weeks otherwise the worker must stop working with adults at risk until this process is satisfactorily completed.

The church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes code of behaviour, 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.

It is advisable to have a short probationary period before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

C. Training

It is important that all workers receive safeguarding training to ensure they understand:

- how to recognise abuse and how to respond
- the agreed procedures for protecting adults at risk and for protecting themselves as workers.

Appropriate level safeguarding training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene if appropriate.

Part 4 – Safe Behaviour for workers

A. Overview / code of behaviour

These good practice guidelines are not rules and regulations in order to prevent workers from doing things. They are about working together to enable all people to get more out of their church and community life in safer ways.

It is not possible to guard against every eventuality or protect adults at risk from every potential harm or abuse. We can do our best to provide a safe place for everyone including adults at risk, by making sure that we follow good practice guidelines in every area of church life.

B. Record Keeping

It is good practice to record pastoral visits or meetings, noting the date, time and location with a brief note of the reason e.g. bereavement, marriage, funeral, illness, and any actions, if appropriate, which are to be taken. The record of these meetings should stick to facts and avoid opinion.

All records other than safeguarding records should be kept for 25 years.

Any records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner for at least 75 years by the Designated Person for Safeguarding Adults at Risk, or Deputy.

C. Confidentiality

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding Adults at Risk, or Deputy, or statutory authorities. However, it is possible to keep it confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

D. Communicating with adults at risk

- Normally, contact details for adults at risk will be held by the group leader, who will coordinate any necessary contact with those persons.
- Contact should only be made at a reasonable time of the day or early evening, and, where the adult at risk lacks capacity, contact should be made with the person's family or carer or e.g. nursing home staff.
- It is advisable that personal social media accounts should not be used to communicate with adults at risk.

E. Pastoral Relationships

All workers involved in a pastoral relationship with an adult at risk should work within the following boundaries and procedures so that all parties can understand their position and to protect those carrying out the work as well as adults at risk:

- Make it a priority to befriend group members, listening carefully and taking an interest in what they have to say. Be thoughtful, kind and considerate.
- Speak about your Christian faith, honestly and openly, when opportunities arise.
- Be clear about the limits of your role in the life of the adult at risk.
- If there is anything in your contact with the adult at risk which makes you uncomfortable, speak with the group leader immediately.
- It may not be appropriate for some adults at risk to be visited by a male / female worker on his / her own.
- All adults at risk should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not meet with an adult at risk whilst under the influence of alcohol or drugs.
- Workers should recognise the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role.
- Workers should 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 should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.

- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- Make sure there is nothing inappropriate – physical or sexual – in what you do. Avoid any sexual references in what you say.
- Do not make jokes at the expense of others or make fun of their appearance. Bad language and rude jokes are completely unacceptable. Do not shout. You can use a firm voice without shouting.
- Great care must be taken to ensure physical contact is appropriate. Such contact should be in response to the needs of the adult at risk at the time, of limited duration and appropriate given gender, circumstances etc.
- Physical contact, which is secretive or which is intended for the gratification of either the adult at risk or the worker is not acceptable.
- Physical restraint should only be used as a last resort in exceptional circumstances, e.g. to prevent a person with dementia wandering out of the church building. Minimal restraint should be used.
- Workers are advised to exercise care if they spend time in a room on their own with an adult at risk. There would have to be a good reason for a private conversation with an adult at risk, for example to pray together. It is preferable to talk in a quiet corner of the room where other workers are present, or go into another room, where you will still be visible.
- Regular one-to-one working e.g. mentoring must be specifically approved by the group leader. Brief notes summarising discussions including any issues / decisions should be kept.
- Someone should be aware that you are meeting with an adult at risk.
- Keep a record of text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, e.g. no phone calls after 9pm, etc.

F. Financial Integrity

Clear and transparent systems prevent the possibility of financial irregularities occurring. Having clear processes in place will help to protect workers and adults at risk from any allegations of financial discrepancies based on misunderstanding or confusion.

- Workers may become involved in some aspects of adults at risk personal finance – collecting pension or benefits, shopping or banking, etc. When handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond their salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the Elders, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated people.
- Care should be taken not to canvass for church donations from adults at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their Will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Elders. We strongly recommend that workers (including ministers) should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

There are several legal procedures which may be used to protect the financial and business affairs of adults at risk, such as Power of Attorney and Appointeeship. Expert legal advice should be sought to ensure that the situation is clearly understood and the most appropriate course of action is implemented for the adult at risk.

G. Photographs

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people.

With mobile phones and tablets with cameras, it is very easy to take pictures and immediately upload them to the internet.

- Make sure you have the person's permission to take a picture, and if you intend to upload it, make sure they are happy for people to see it online. There may be many reasons why someone does not want their picture

on public display, from simply not liking their photo being taken, to not wanting an abusive ex-partner to be able to identify their current location.

- Specific consent must be sought to use any images where an adult at risk can be identified. It must be made clear why that image is being used, what it will be used for, and who might want to look at the pictures.
- When using photographs it is preferable to use group pictures.
- If images are being taken at an event attended by large crowds, such as a community event, this is regarded as a public area and permission from a crowd is not necessary.
- Photos should only be stored on Waypoint Church authorised computers.
- Some uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use.

H. Language

The language people use can often reflect their attitudes and opinions of others. In addition it should be considered that negative and uncaring attitudes can be a major barrier to accessing church life. This can include the language used within worship (e.g. referring to God as a father or lover can be difficult for some, and words like mankind and brotherhood exclude others) or the language used to describe people (such as derogatory words focussing on aspects of someone's disability, race or sexuality rather than the person themselves). Therefore every effort should be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility.

I. Worship

Depending on the needs of the congregation and community, services may be held which specifically cater for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired. If doing so, it is important to include members of these groups in the planning and delivery of the service. The language used, the pace of the service and the physical layout of the room should be considered, remembering that the purpose of worshipping and meeting with God is no different from a 'usual' service.

A. Safe practice and safe church premises

1) Health and Safety

All activities for adults at risk will comply with the church's current Health and Safety policy with particular attention paid to Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Buildings being used for activities for adults at risk will be properly maintained. The Facilities Team Leader will carry out an annual health and safety review in consultation with adults at risk activity leaders in order to consider all aspects of safety for any adults at risk using the premises.

Buildings should be as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating should be addressed and where necessary aids and adaptations should be put in place.

2) Fire

It is the responsibility of all group leaders / responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders / responsible persons are familiar with the emergency procedures in the event of fire.

3) First Aid

Waypoint Church has a number of trained First Aiders. First Aid kits are located in the Coffee Bar, outside the Sports Hall kitchen and in The PYT. There is an additional First Aid kit for activities off the premises. The accident reporting book must be completed in the event of any accidents, injuries or incidents.

The Church Office Manager ensures that the contents of the First Aid boxes are checked on a regular basis. Completed incident forms should be passed on to the Facilities Team Leader.

All Waypoint Church groups will ensure that they have sufficient trained First Aiders on their regular team so that there is always a First Aider present at events and activities.

4) Supervision of groups

The Leader responsible for a group / activity specifically for adults at risk should keep a register of all workers and attendees so that they have a record of everyone who is on the premises.

5) Food Hygiene / Health and 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. At all activities / events involving preparation of food at least one worker will hold a valid Level 2 Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.).

6) Transporting Adults at Risk

These guidelines will apply to all drivers involved in the transportation of adults at risk, when organised by or on behalf of the church. They do not apply to private arrangements for transportation made, for example, between friends.

Our policy on transporting adults at risk is as follows:

- Only those who have gone through the church safe recruitment procedures for workers will transport adults at risk.
- Adults at risk should give permission to being transported themselves, and discretion used in consulting first with their carers.
- All drivers must sign a declaration form to confirm that:
 - They are 25 years or over and have held a full driving licence for at least two years.

- They have fully comprehensive insurance cover. The driver should declare to their insurers that they are a volunteer driver for church activities. The response of the Insurance Company may be different if the driver is being reimbursed.
- They have a valid MOT and will ensure their vehicle remains road worthy.
- They have / have not got an endorsement of 6 points or more on their licence. If they have they should inform the Designated Person for Safeguarding or adults at risk or Deputy.
- They do not have an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway.
- Drivers will not spend unnecessary time alone in a car with an adult at risk. It is advisable, if possible, for the vulnerable adult to sit in the back of the car.
- All hired minibuses used to transport adults at risk will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.

7) Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out.

See Appendix 6 for Risk Assessment Form.

A. Bullying

The Government defines bullying as: “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying is another way in which adults at risk are abused, and it can be verbal or physical. Bullying includes teasing, making unkind comments about an adult at risk, demanding money, "ganging up" on an adult at risk or physically assaulting them.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender.

Bullies can be:

- Adults bullying adults at risk
- Adults at risk bullying adults at risk
- Children and young people bullying adults at risk.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many adults at risk affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

In order to prevent bullying the following procedures will be adopted:

- The adult at risk themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Adults at risk should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The carer of the adult at risk being bullied will be informed unless they are the alleged bully
- An attempt will be made to help bullies change their behaviour.

All allegations and incidents of bullying will be recorded, together with actions that are taken.

B. Working with Offenders

When someone attending the church is known to be an offender or someone against whom a serious allegation has been made, the Minister / Designated Person for Safeguarding Adults at Risk, or Deputy, will arrange appropriate supervision of the individual concerned and offer pastoral care, but in its commitment to the protection of adults at risk, will set boundaries for that person which they shall be expected to keep.

1) The process

- A small group of people will be set up to work with the alleged or known offender. This group will liaise with their local Baptist Association and statutory authorities where necessary.
- A risk assessment will be carried out to determine the level of risk that the alleged or known offender poses.
- A formal agreement will be written and then agreed by the alleged or known offender. This lays out the conditions under which they can attend church services and other activities organised by the church.
- The formal agreement will be reviewed at regular intervals (not less than annually and when circumstances change) by all parties.
- A press statement will be prepared and written in advance, where appropriate.

2) Alleged or known offenders who are themselves adults at risk

A formal agreement may be quite a daunting process for someone with learning difficulties or a child / young person, yet having something in place is still necessary. Therefore an alternative may be to arrange a meeting with the individual in question. Here the minister can take the individual through the main elements of a formal agreement in a non-threatening and easy to understand way. It is important that someone present is taking notes throughout the meeting, preferably not the minister or whoever is leading the meeting.

The individual would need to verbally agree to the requirements laid out in the meeting. Rather than signing a formal agreement, the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach. The agreed requirements will need to be reviewed regularly to make sure the individual is complying, exactly as a formal agreement would be.

3) Pastoral support for alleged or known offenders

Outside of the statutory authorities, the majority of offenders will have little or no support from their family or friends, and there will be no public sympathy for them because of the nature of what they have done. By offering much needed pastoral care and support, the church can play a significant role in the rehabilitation of the offender, and potentially help to minimise and even prevent further offending.

An important aspect of this care and support is the imposition of boundaries or a formal agreement (or equivalent). If the offender truly wants to participate in the life of the church, has an understanding of the extent and damage of their crimes, and is committed to a new life, then they will understand the necessity of the restrictions placed on them.

Alleged offenders should also be able to access pastoral care and support and a formal agreement (or equivalent) needs to be put in place and reviewed once the outcome of the situation is known.

4) Pastoral support for families of alleged or known offenders

It is worth noting that families of alleged or known offenders will also be affected by what has happened, and in particular how they are perceived and treated by the wider community. The church has the opportunity to play a vital role in the care and support of families of alleged or known offenders.

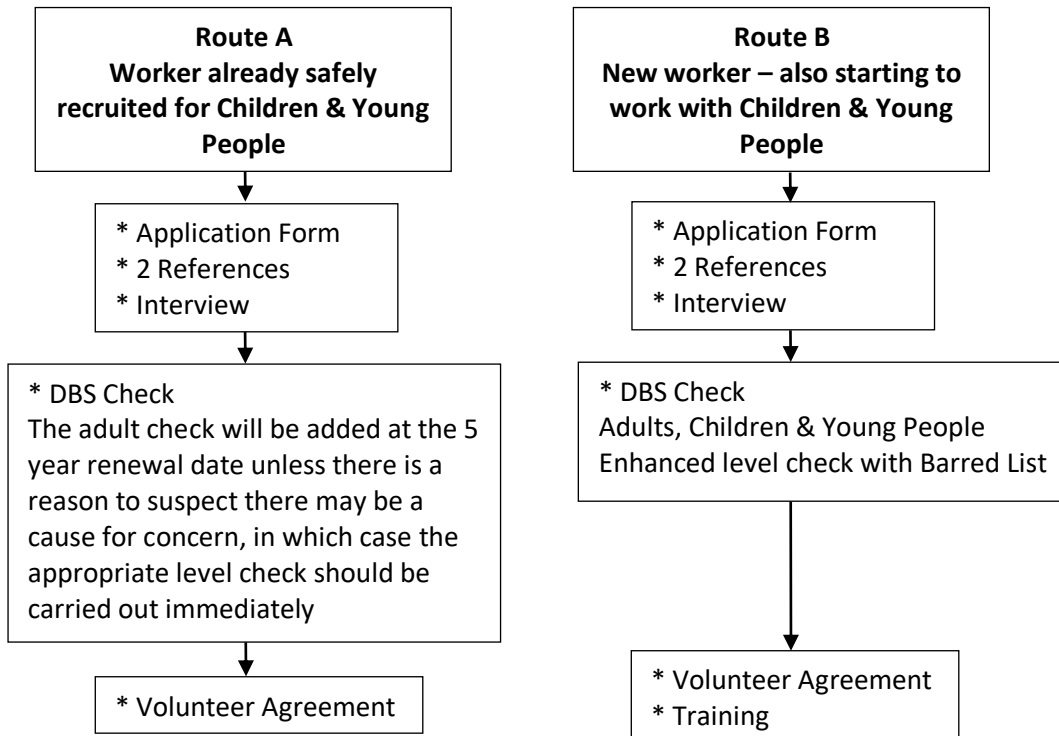
Adults at Risk Safe Recruitment

Adults at Risk Safe Recruitment Routes

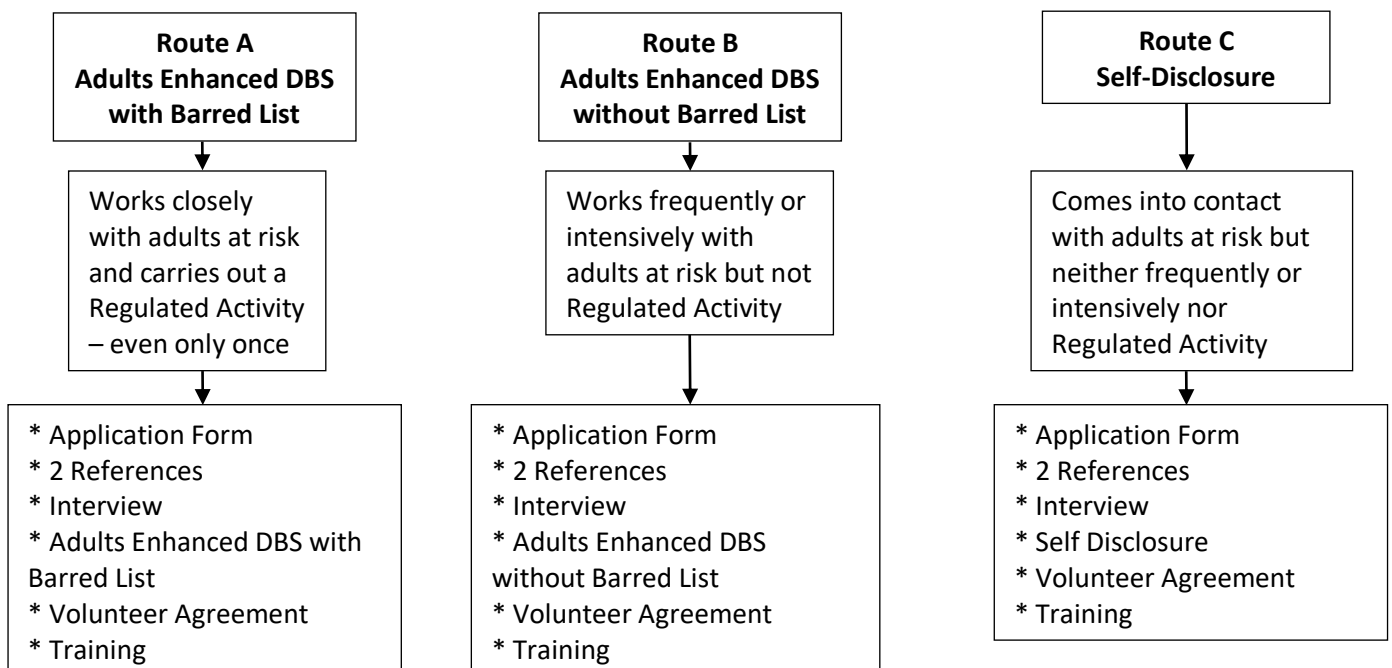
All workers must be safely recruited following one of these routes

Workers who also work with Children & Young People:

To consider in conjunction with one of the Designated Persons for Children & Young People



Workers solely working with adults at risk:



Question to consider in deciding which route to follow

Does the worker have the potential to move to a higher route role within 5 years?

- If YES – follow the higher / highest route initially.
- If a volunteer later moves from a C role to a B / A role the relevant DBS needs carrying out immediately.
- If a volunteer moves from a B role to an A role within the 5 year DBS validity discretion is used based on their application form responses as to whether to carry out a barred list DBS immediately or wait for the 5 year renewal.

Full name of injured person:

Date / Time of accident:

Did the accident occur within a structured activity / meeting? If so, which meeting?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Names of any witnesses to the accident:

Name of First Aider:

What treatment or advice was given?

Items used from First Aid Kit:

Was it necessary to call the Emergency Services or take or send them for further treatment? If so give details:

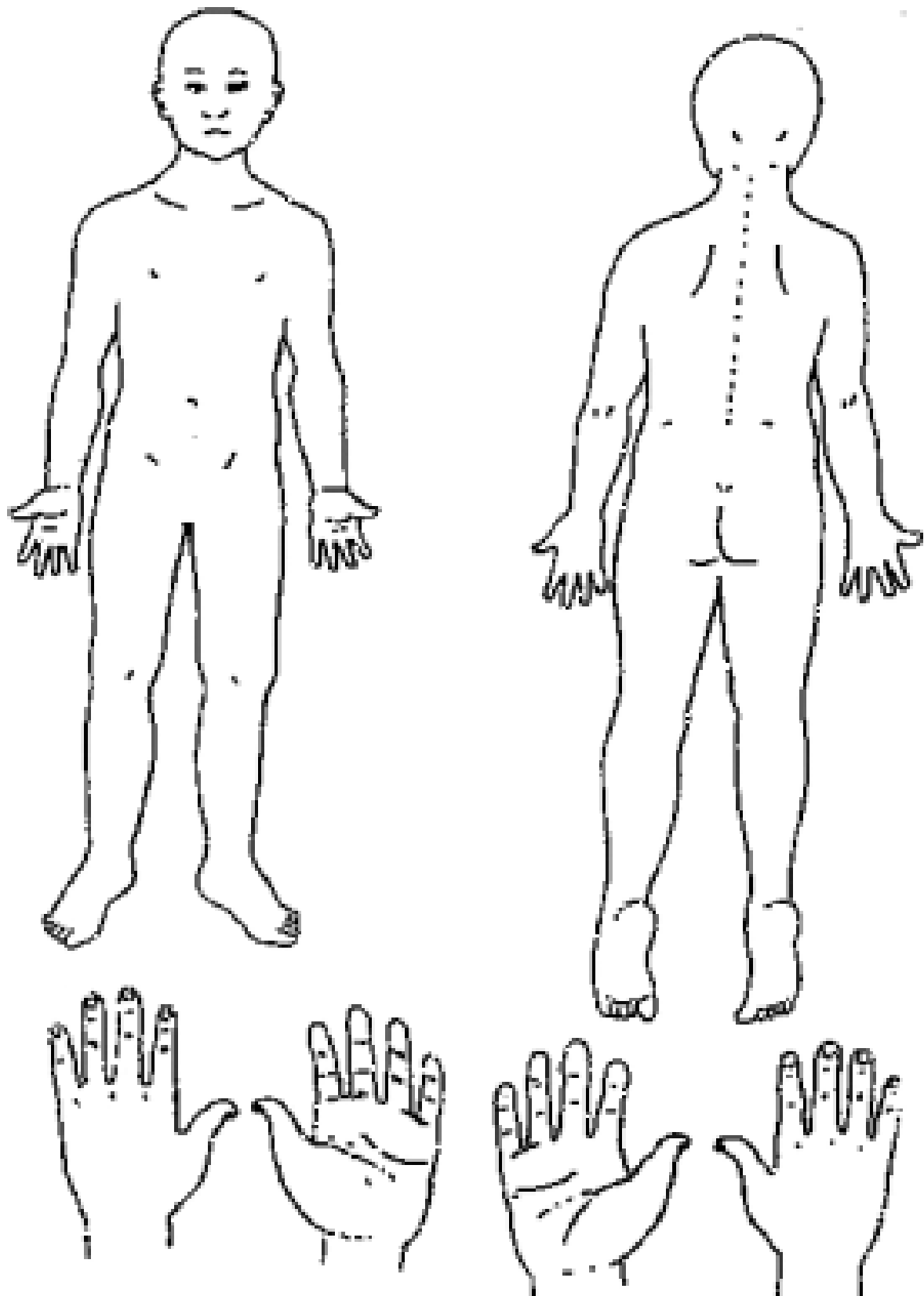
Recommendations to the Health and Safety Committee in light of this accident:

Signed - Injured Person or carer

First Aider

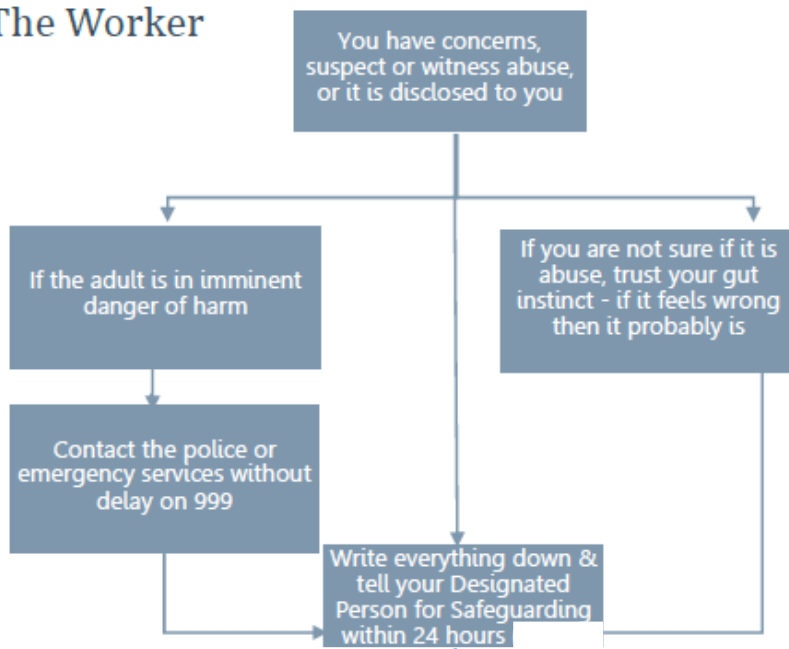
Waypoint Church Incident Form

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



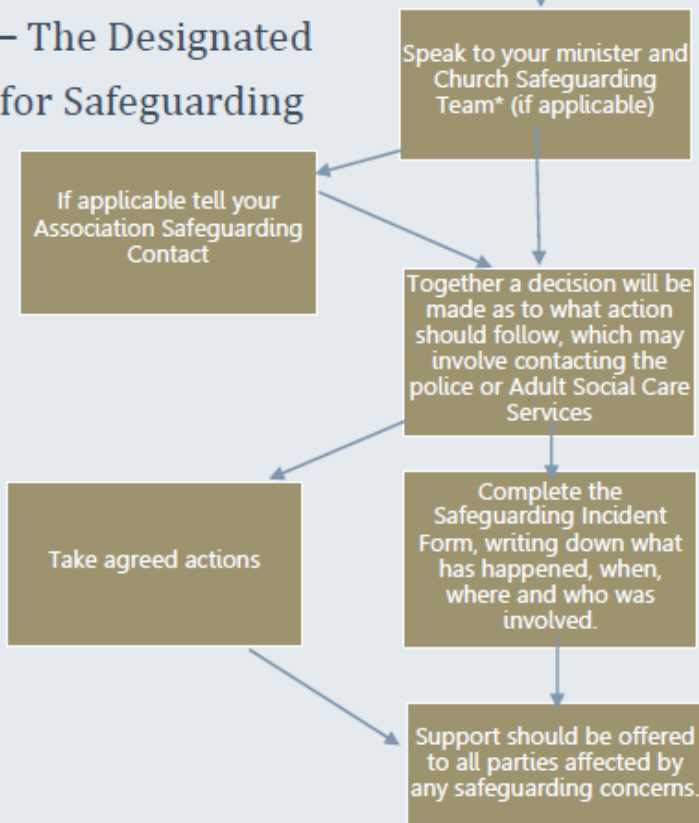
How to respond to abuse flow diagram

Stage 1 – The Worker



If you have concerns, witness abuse or have seen changes in behaviour or living patterns that make you suspect that someone is being abused – DON'T IGNORE IT. Everyone has the right to live free from abuse of any kind, and there is support and assistance available to put a stop to it.

Stage 2 – The Designated Person for Safeguarding



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

Waypoint Church Risk Assessment Form

Activity or Location:

Prepared by:

Date:

What are the hazards?	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by whom?	Action by when?	Done