

SAFE TO BELONG

Safeguarding Adults At Risk Policy

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Policy Statement

Safeguarding, Protecting and Serving Adults at Risk

The Care Act 2015

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

Who are Adults at Risk?

The term 'adults at risk' has replaced the previously used 'vulnerable adult'. There is no standard single definition for an adult at risk, so for our policy we are using the simple definition taken from CCPAS (Churches Child Protection Advisory Service). **Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take action to protect themselves against the risk of significant harm, abuse, risk of bullying, harassment, mistreatment or exploitation.**

The vision of Rayleigh Baptist Church is: Real Disciples making New Disciples.

In fulfilling this vision, the church:

- Has a programme of activities, some of which will be focussed on the needs of adults who may be at risk in our community.
- Welcomes all regardless of age, gender, ethnicity or ability.
- Makes our premises available where possible to organisations who work with adults at risk to enrich and support their lives.
- As members of this church we commit ourselves to the nurturing, protection and safeguarding of 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, sexual and emotional 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: A Code of Behaviour for Workers

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

Safe Practice and Safe Premises

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

Responsible People

The church has appointed **David Goddard** 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 **Roger Moorhouse** as the Designated Person (DPS) for adults at risk and **Brenda Barlow** as deputy (DDPS) 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 notice board in the Main Entrance and on the church's website (www.rayleighbaptist.org.uk).

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, the parents or carers of any adult at risk within the church or any other person connected to the church.

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

This policy has been adapted from the Baptist Union Sample Policy for Larger Churches.

1. Prevention and Reporting of Abuse and Responding to Concern

Responding to Concern

1.1 Understanding, Recognising and Responding to Abuse

Abuse is 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. Harm is the result of this. Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, not just physical or violent acts, but it may also be verbal, sexual, psychological, spiritual or financial. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

1.1.1. Who Could Abuse?

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

1.1.2. Where Could Abuse Happen?

Abuse can take place in all kinds of different settings. For example:

- At home
- In supported housing
- At someone else's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In a church
- In a car or another vehicle
- Online or via mobile communications

1.1.3. Types of Abuse

There is no single definition for each different type of abuse. A simple list of different types of abuse is included below:

- Physical
- Emotional
- Sexual
- Neglect
- Financial
- Spiritual
- Discriminatory
- Institutional

Some of the key indicators of each of these forms of abuse are included in the **Table of Abuse Types** in Appendix 2.

1.2 How to respond when someone wants to talk about harm or 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 – do not wait until you are absolutely sure.** This does not 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 these circumstances, do not delay. Pass on your concerns to your church Designated Person for Safeguarding within 24 hours. If they are not available or are implicated in the concern, speak to another member of your church safeguarding team (if applicable) or get in touch with your ESAB. If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

If someone discloses abuse directly to you, then remember:

What to do	What not to do
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Ask their consent for you to share information and seek help. • Explain clearly what you will do and what will happen next. You have a duty to pass on information and concerns to the DPS or DDPS • Try to give them a timescale for when and how you/DPS will contact them again. • Take action – don’t ignore the situation. • Be supportive. • Tell them that: They were right to tell you; You are taking what they have said seriously; It was not their fault. • Be open and honest. • Give contact details for them to report any further details or ask any questions they may have. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the Designated Person for Safeguarding. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave an ‘adult at risk’ to wait to hear from someone without any idea of when or how that may be. • Do not pass on information to those who don’t need to know, not even for prayer ministry.

1.3 What to do when an Adult at Risk talks about harm or abuse

An Incident Report Form is attached at Appendix 3 to aid this process. If needed, further copies are available either from the church website www.rayleighbaptist.org.uk or the church office.

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferable within one hour of the adult at risk talking) including a description of any injury, its size and a drawing of its location and shape on the adult’s body.
- Document everything the adult at risk has told you, in their own words. Record the questions you asked as well as the answers or information given.

- All information should be kept confidential between you, the adult concerned, the Designated Person for Safeguarding (and the Designated Safeguarding Trustee if applicable). The Designated Person for Safeguarding may need to inform both the Safeguarding Trustee and the statutory authorities.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to the Safeguarding Trustee.

1.4 Responding to concerns for an Adult at Risk or an allegation of abuse.

Where possible concerns will be passed to the Designated Person for Safeguarding, (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual/s should not delay action being taken.

If there is a concern that an adult at risk may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

Where an adult at risk has a physical injury or symptom of neglect:

- Contact Essex Safeguarding Adults Board (ESAB) if there are concerns that an adult at risk may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers/or other people involved.
- If an adult at risk needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any adult at risk protection concerns.

Where there are allegations or concerns of sexual abuse:

- Contact Essex Safeguarding Adults Board (ESAB). DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Essex Safeguarding Adults Board, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents/carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to the Essex Safeguarding Adults Board but you (or anyone else) have serious concerns for the adult at risk's safety, then you will contact the relevant authorities directly. The safety of the adult at risk over-rides all other considerations and it is important to remember that sexual abuse of adults at risk is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to the Essex Safeguarding Adults Board or seek appropriate professional advice, e.g. from the Regional Minister.

1.5 Third Party Allegations and Referrals

Where a third party alleges abuse towards an adult at risk, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Essex Safeguarding Adults Board with their details. This is so that the Essex Safeguarding Adults Board can contact them if necessary.

1.6 Allegations against Workers

- The advice of the Essex Safeguarding Adults Board and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is, by definition, a neutral act but may be necessary because the priority is to protect adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the adult at risk (or to satisfy the needs of any investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

1.7 Pastoral Care

When an allegation/suspension arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the adult at risk or their families
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. **In this way leaders, not privy to detail are free to offer support to other parties, including the suspected perpetrator.**
- Where an investigation is under way, this support will be provided with the knowledge of the protection authorities.
- The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatments to reduce the risk of re-offending. This may only be appropriate once the investigation and legal proceedings have taken place.

1.8 False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

1.9 Allegations against adults in a 'relationship of trust'

Where an adult is in a position of power or has responsibility over another adult (as in a carer's arrangement) and abuses that trust through some sexual activity, then this is abusive. Where an adult introduces another adult at risk to some inappropriate sexual activity or forces themselves onto an adult at risk this is abusive. Such situations will be taken as seriously, because the effects on the victim can be significant.

Instances such as these are investigated by the protection agencies in the same way, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and others could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation.

2. Safe Recruitment, Support and Supervision

2.1 Application

For paid roles – 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 an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

For volunteer roles – it will be made clear in the **information for Volunteers Document** and the **Voluntary Agreement Form** that all those having contact with adults at risk will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

A DBS check can be thought of as a 'license' with a maximum duration of three years.

2.1.1. References

Formal references will be requested for paid positions, for which a template **Reference Request Form** is available, where applicable an applicant's UK residency status and/or right to work in the UK will also be checked. For volunteer positions, references will be requested at the discretion of the leader of the ministry and the Safeguarding Trustee.

2.1.2. Interviews

All paid and voluntary workers will have some form of interview

2.2. Appointment and Supervision

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 an agreement to the procedures.

Any paid appointee will have 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.

It is also advisable that all new employees should pass a successful probationary period (say 6 months) 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.

2.3. Training

It is important that all workers understand the agreed procedures for protecting adults at risk. Safeguarding training must be attended at least once every 3 years. A basic level of training is required for everyone, with additional level of training for adults at risk workers, trustees, ministers and designated safeguarding persons.

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

3. Safe Behaviour: A Code of Behaviour for Paid and Voluntary Workers

3.1 Overview/Code of Behaviour

The aim of these general guidelines is to ensure quality care, protect adults at risk from possible abuse and workers from false accusation.

- Workers should treat all adults at risk with dignity and respect in attitude, language and actions.
- Use appropriate language and tone of voice.
- Do not engage in any of the following:
 - Invading the privacy of an adult at risk when they are using the toilet or shower, without their explicit permission (i.e. a wheelchair user)
 - Rough games including contact between a leader and an adult at risk.
 - Sexually provocative games
 - Making sexually suggestive comments
 - Scapegoating, ridiculing or rejecting an adult at risk.
- No one should normally be left working alone with an adult at risk, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open
 - At least two people present before external doors are opened for an event.
 - In the context of pastoral visiting, discretion will need to be exercised on behalf of the visitor to discern the level of accountability appropriate to the visit. All visitors should be informed of and referred to the **Rayleigh Baptist Church 'Guidelines for Pastoral Care'** document, which outlines general considerations for providing pastoral care including visiting.
- If workers do find themselves on their own they should;
 - Assess the risk of sending an adult at risk home
 - Phone another team member and let them know the situation
 - Get a second responsible adult as soon as possible
 - Write down a record of what happened
- If an adult at risk wants to talk on a one to one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - If you are in a room on your own, leave the door open.
 - You make sure another team member knows.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

3.2 Unaccompanied Adults at Risk

When an adult at risk arrives, and wants to join in with church activities without the knowledge of any relevant parent/carer we will:

- Welcome the adult at risk and try to establish their name, age, address and telephone number and record their visit.
- Ask if the parents/carer of the adult at risk is aware of where they are. Phone and make contact.

- Without interrogating the adult at risk, you will need to find out as soon as possible whether they have any special needs (e.g medication) so that you can respond appropriately in an emergency.

3.3 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 the 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.

3.4 What If The Adult 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 the right to make their own choices in relation to their personal safety and wellbeing. 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 receives protection. This is particularly important:

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

If at all unsure, of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding should contact the Designated Trustee.

It is also important that the individual knows where to get appropriate help and support if they should change their mind. (see Appendix 4).

3.5 Photographs

With mobile phones and tablets with cameras, it is very easy to take pictures and immediately upload them to the internet. Permission must be sought to take a picture and if you intend to upload it, ensure adults at risk are happy for it to be seen on line. When taking group pictures remember to get permission from everyone to be photographed.

3.6 Cyber Safety

Information technology (i.e. email, mobile telephone, websites, social media, instant messaging, chat rooms, etc) should be handled responsibly. If you have cause for concern, contact the Designated Person for Safeguarding who will have a copy of the BUGB Guide to Cyber Safety for further assistance.

3.7 Ministering to Those Who Have Experienced Abuse

There may be adults within the church who are suffering from the effects of abuse. The church has a responsibility to support these people as far as is reasonably practicable, no matter what form of abuse they have suffered; whether they suffered abuse as children or as adults; whether it was prolonged abuse or a one off attack; or even when the abuse seems trivial to the onlooker.

4. Safe Practice and Safe Premises

4.1.1 Use of Rayleigh Baptist Church Premises

The responsible adult for an activity at Rayleigh Baptist Church must take note of the **Rayleigh Baptist Church Premises Letting Terms and Conditions** document.

4.1.2. Health and Safety

All activities which may involve adults at risk will comply with the Church's current Health and Safety Policy and will be conducted in accordance with the guidelines outlined in the 'Rayleigh Baptist Church Premises Letting Terms and Conditions' document.

At all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for work involving adults at risk will be properly maintained. A representative from the relevant work teams will take part in the annual health and safety review in order to consider all aspects of safety for all adults at risk using the premises.

4.1.3. 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 a fire.

4.1.4 First Aid

Rayleigh Baptist Church have a number of trained First Aiders. There is a list showing who they are in the Reception area. There is also an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

There is a first aid kit under the Reception desk, one in the Lounge kitchen and additional first aid kits in the Pilkington Room and Base kitchen. The Reception ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the Church Office Manager.

There is also a defibrillator on-site, which is located on the wall outside the Senior Minister's office. Anyone can use the defibrillator, as necessary, but there is also a list of people who have been trained to use it next to the unit.

4.1.5. Supervision of Groups

The person responsible for a group/activity must sign in the book in the Reception at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

4.1.6. 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. 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.).

4.1.7. Transporting Adults at Risk

These guidelines will apply to all drivers involved in the transportation of adults at risk, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with carer/parental responsibility.

Our practice on transporting adults at risk is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport adults at risk. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Safe to Belong Policy and agree to abide by it.
- Carer/Parental consent, where appropriate, will be given for all journeys.
- At the collection or dropping off points ensure that the adult at risk can access their home safely.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should 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 the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- 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 mini bus.

4.1.8 Risk Assessment

Where activities are envisaged outside of those usually scheduled, it is strongly encouraged that the activity leader carry out a risk assessment.

A **Risk Assessment Form** template is available to record this information.

4.1.9. Insurance

Residential activity organisers will ensure with the Trustees that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

4.2. Outings and Overnight Events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents, carers and adults at risk will be informed in writing of all the arrangements.
- Where appropriate, consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

4.2.1. Sleeping Arrangements

Arrangements for residential holidays will be considered carefully.

4.2.2. Fire Safety

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

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. Where possible, a fire drill will be practised during the residential activity/camp.

- 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 will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert adults at risk with disabilities (e.g. an adult at risk who is hard of hearing).

4.2.3. Safety

At all times, it is the responsibility of the workers to know the whereabouts of every person participating in a residential activity/camp and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over the guy lines).

4.3. Working with alleged or known offenders

If it becomes known that within your congregation there is an offender or someone against whom a serious allegation has been made, the Safeguarding Trustee should be contacted without delay. There are several processes which will need to be followed, but each one is dealt with on a case by case basis, and the Association Safeguarding contact (The Baptist Union) will have the expertise to help your church at each step.

4.3.1. The Processes

The Safeguarding Trustee will support and advise you through these processes and will have all the information you will need - **please do not attempt to address this issue without contacting them.**

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

It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the small group without the individual's knowledge, and that confidentiality is maintained.

4.3.2. 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 young person, yet having someone in place is still necessary.

4.3.3. Pastoral support for alleged or known offenders and their families

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. The church should recognise and offer the same support to offenders' families.

APPENDIX 1 – GLOSSARY

<i>Abuse</i>	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.
<i>Adults at Risk</i>	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.
<i>Adult Social Care Services</i>	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 should be contacted if you have a concern about an adult at risk or if you simply need some advice.
<i>Appointeeship</i>	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 should be contacted if you have a concern about an adult at risk or if you simply need some advice.
<i>Care Act 2015</i>	The Care Act 2015 aims to give safeguarding a legal framework for how local authorities and other agencies should protect adults at risk from abuse and neglect.
<i>Carers</i>	A carer is a person who helps another individual with an impairment with their activities of daily living. They may be paid or unpaid.
<i>Contract</i>	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.
<i>Disclosure and Barring Service (DBS)</i>	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.
<i>Good Practice</i>	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.
<i>Grooming</i>	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.
Legal Duty	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 (eg. paying bills, organising a pension) and one with responsibility for personal welfare (eg. 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 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 authorities investigating abuse allegations. Although it is now superseded by the Care Act 2015, it still has some useful definitions and information.
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 should only be carried out by the BUGB Safeguarding Team.
Safeguarding Adults Board	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.

APPENDIX 2 – Types of Abuse

Abuse	
Physical	To inflict pain, physical injury or suffering.
Emotional	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.
Sexual	Any non-consenting sexual act or behaviour.
Neglect	A person's well-being is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	<ul style="list-style-type: none"> • The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). • The person experiences spiritual abuse as a deeply emotional personal attack. • The denial of the right of faith or opportunity to grow in the knowledge and love of God. • Exclusion of people to the full range of church life (no arrangements for gluten free wafers, or non-alcoholic wine at communions or fear of involving those who are HIV positive).
Discriminatory	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of an adult by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.
Self-harm/self-neglect	Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

Mate Crime	Mate crime is when people, (particularly those with learning disabilities) are befriended by members of the community who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour- Marriage / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

APPENDIX 3 – Incident Report Form

Name of Church / Organisation	Rayleigh Baptist Church
Contact Details of Church / Organisation	High Street, Rayleigh, Essex SS6 7QA Tel: 01268 745730
Name of Designated Person for Safeguarding (DPS)	Roger Moorhouse – safeguarding@rayleighbaptist.org.uk
Name of Deputy Designated Person for Safeguarding (DDPS)	Brenda Barlow - safeguarding@rayleighbaptist.org.uk
Name of Concerned Person or person to whom disclosure was given
Contact details of concerned person or person to whom disclosure was given

INDIVIDUAL OF CONCERN – CONTACT DETAILS

Name:

Date of Birth:

Address:

.....

Tel/Email:

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

- If appropriate have carers/guardians been informed? (Please tick) Yes No
- If so, when and by whom?

.....

- Have the statutory authorities been informed? Yes No
- If so, please complete the table:

Example:

Authority	Police	
Name	Bobby	
Position	Child abuse officer	
Email contact	<u>bobby@police.com</u>	
Phone contact	077999	
Contacted by	Church Designated Safeguarding Person	
Date & time of contact	1.30pm 1/4/15	

- Has the local association been informed? (Please do so if the statutory authorities are involved) Yes No

- If so, when and by whom?.....

- 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:

Date & Time:

Signature of Church Safeguarding Trustee:

Date & Time:

Incident Report Form

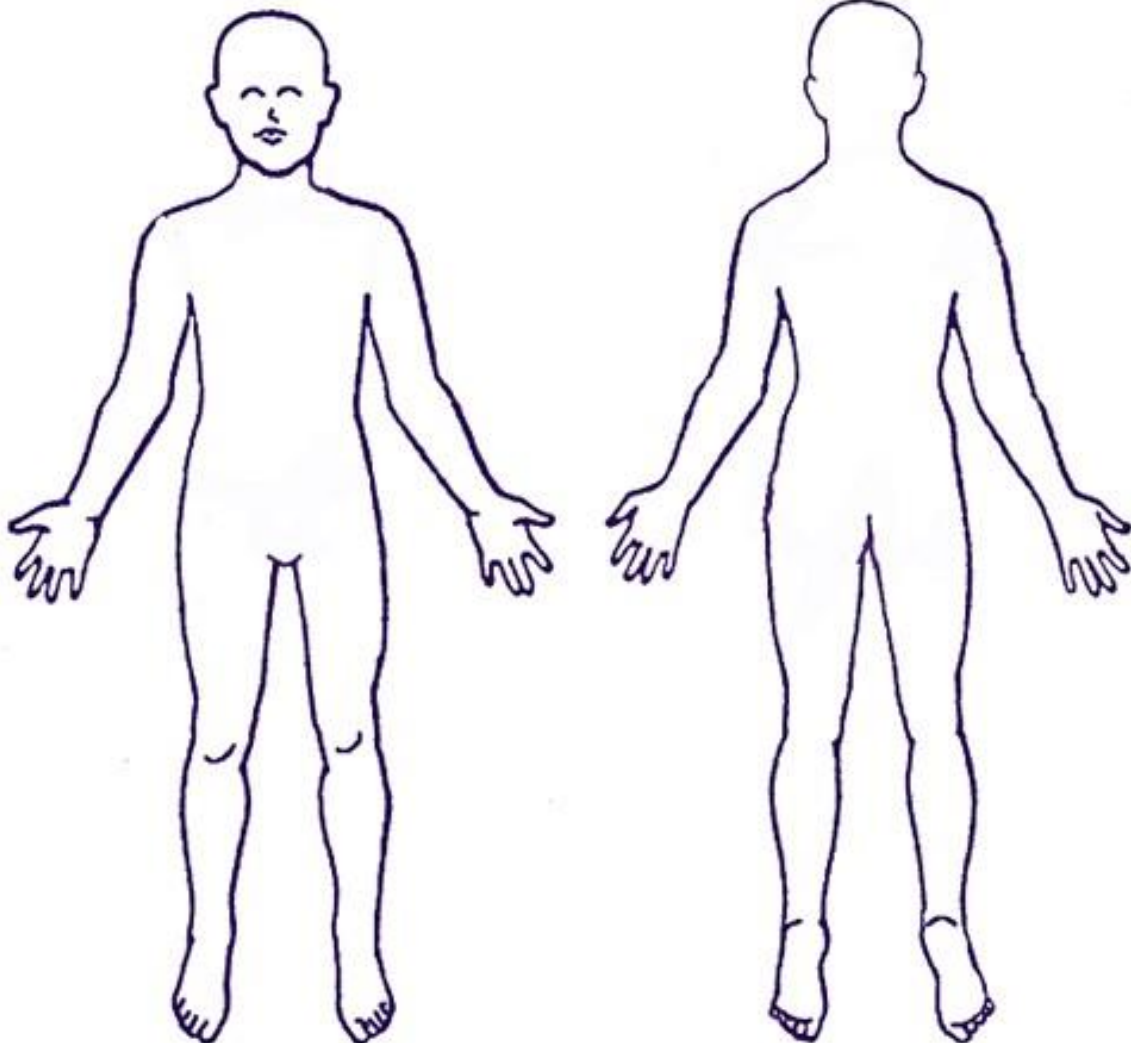
Safe to Belong – Baptist Together

BODY MAP

Name of Individual of Concern:

Name of person completing this form:

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front

Back

Signature:

Date & Time:

APPENDIX 4 - Useful Resources and Contacts

Baptist Union Safeguarding team:

Each of our local Baptist associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: www.baptist.org.uk/Groups/220183/Safeguarding.aspx

Local Association Safeguarding Contacts:

www.baptist.org.uk/Groups/248291/Association_contacts.aspx

Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: www.elderabuse.org.uk

Address: PO Box 60001, Streatham, SW16 9BY

Action on Hearing Loss - (previously known as the Royal National Institute for the Deaf)

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: www.actiononhearingloss.org.uk

Address: 19-23 Featherstone Street, London, EC1Y 8SL

Age UK

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 169 6565

Website: www.ageuk.org.uk

Address: Tavis House, 1-6 Tavistock Square, London, WC1H 9NA

Alzheimer's Society

Provides information, support and guidance on Alzheimer's and other forms of dementia

Helpline: 0300 222 1122

Website: www.alzheimers.org.uk

Address: Gordon House, 10 Greencoat Place, London, SW1P 1PH

BUILD - Baptist Union Initiative with People with Learning Disabilities

A national, denominational body providing conferences, publications, advice and teaching materials for people with learning disabilities and their family and churches.

Website: www.build-together.org.uk

Bullying UK

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: www.bullying.co.uk/cyberbullying

CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: www.caada.org.uk

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

Churches' Child Protection Advisory Service (CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Helpline: 0845 120 4550

Telephone: 01322 517817

Website: www.ccpas.co.uk

Address: PO Box 133, Swanley, Kent, BR8 7UQ

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: www.cybersmile.org

DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: customerservices@dbs.gsi.gov.uk

Website: www.gov.uk/government/organisations/disclosure-and-barring-service

Independent Age

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: www.independentage.org

Address: 18 Avonmore Road, London, W14 8RR

Livability

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Telephone: 020 7452 2000

Website: www.livability.org.uk

Address: 50 Scrutton Street, London, EC2A 4XQ

MENCAP

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111

Website: www.mencap.org.uk

Address: 123 Golden Lane, London, EC1Y 0RT

Methodist Homes for the Aged

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200

Website: www.mha.org.uk

Address: Epworth House, Stuart Street, Derby DE1 3EQ

Mind

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393

Email: contact@mind.org.uk

Website: www.mind.org.uk

Address: 15-19 Broadway, London, E15 4BQ

Police

If there is a serious danger that an adult at risk may be in imminent risk of harm then call the police.

In an emergency, it is appropriate to dial 999. The police non-emergency number is

101.

Royal National Institute for the Blind (RNIB)

A national voluntary organisation focusing on the needs of blind and partially sighted people.

RNIB offers help with advice, aids and equipment.

Helpline: 0303 123 9999

Website: www.rnib.org.uk

Address: 105 Judd Street, London, WC1H 9NE

The Relatives and Residents Association

Gives advice and support to older people in care homes and their relatives and friends.

Advice line: 020 7359 8136

Website: www.relres.org

Address: 1 The Ivories, 6-18 Northampton Street, London, N1 2HY

Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700

Website: www.respond.org.uk

Samaritans

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Helpline: 08457 90 90 90 (available 24 hours a day)

Website: www.samaritans.org

Scope

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333

Email: helpline@scope.org.uk

Website: www.scope.org.uk

SelfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: www.selfharm.co.uk

Survivors UK

Support for survivors of male rape or sexual abuse.

Email: info@survivorsuk.org

Website: www.survivorsuk.org

Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

Think U Know

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: www.thinkuknow.co.uk

Through The Roof

A Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities.

Website: www.throughtheroof.org

Address: PO Box 353, Epsom, Surrey, KT18 5WS

Torch Trust

Christian resources and activities for blind and partially sighted people.

Telephone: 01858 438260

Website: www.torchtrust.org

Address: Torch House, Torch Way, Northampton Road, Market Harborough, LE16 9HL

Trading Standards

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided, or pressurised into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Phone: 08454 040 506

Website: www.tradingstandards.gov.uk

Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111

Website: www.victimsupport.org.uk

Women's Aid

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: www.womensaid.org.uk

Address: PO Box Bristol 391, BS99 7WS

APPENDIX 5 - Policy on the Protection of Adults at Risk

PROTECTION OF ADULTS AT RISK POLICY

This statement was adopted at a church meeting held on _____

It will be presented each year to a church meeting held in the month of _____ where progress in carrying it out will be monitored.

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*.
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.

Roger Moorhouse is the Designated Person for Safeguarding and **Brenda Barlow** is the Deputy Designated Person for Safeguarding and they are responsible for representing the concerns and views of adults at risk at our meetings and to outside bodies. They also are the person to contact for any concerns or questions regarding protecting adults at risk.

Their contact details are: safeguarding@rayleighbaptist.org.uk

Signed: _____

Position: _____ Date: _____

GUIDELINES FOR PASTORAL CARE

These guidelines recognise that Christian pastoral care is fundamentally and intensely relational in nature and practice and offered from the gift of God's love for us and our love for one another. As such, there is a challenge to balance the desire for best and responsible practice in the worldly and natural realm with Godly wisdom and supernatural involvement in the eternal.

Holding good practice, Biblical principles and God's Kingdom work in creative tension which bring safety and liberation to people and holding the ordinary and extraordinary and the specialist and the non-specialist together under the umbrella of pastoral care, is indeed a challenge which requires the collective wisdom of us all and the continual guidance of God's Holy Spirit.

These guidelines draw heavily from two main sources, with the input of Rayleigh Baptist in both compiling, adding, removing and modifying the content to be appropriate to our context. The two sources are: (i) Diocese of Oxford 'Model Policy on Recording Pastoral Encounters' and (ii) Pastoral Care UK 'Guidelines for Good Practice in Pastoral Care'¹

1. DEFINITION AND SCOPE OF PASTORAL CARE

1.1 Christian pastoral care is the activity which flows from the attitude and commitment to love one another because we ourselves, are first loved by God.

1.2 Christian pastoral care is ultimately concerned with developing quality relationships and enabling one another to recognise, follow and become more like Jesus.

1.3 Christian pastoral care participates in God's missional activity to reconcile the world to Himself.

1.4 Christian pastoral care embraces a wide range of activity in support of one another, in and beyond the Church i.e. in gathered and dispersed church.

1.5 Christian pastoral care might involve: sustaining others through prolonged difficulty or immediate need, enabling the journey of healing and wholeness, considering the process of reconciliation with God, self and others, offering guidance about other resources and enabling different perspectives.

1.6 Christian pastoral care might take the form of: listening, encouraging, visiting, hospitality, advocacy, mentoring, befriending, celebrating, practically helping, prayer, comforting, enabling.

1.7 Christian pastoral care might happen: formally in planned and organised ways or informally through everyday spontaneous moments

1.8 Christian pastoral care might be offered by an individual, by small groups, through a particular ministry, through an outreach project, by one church or a group of churches

¹ Points 1-7 of these guidelines were taken from: <https://www.pastoralcareuk.org/pastoral-care/framework-for-good-practice.html>

2. DEFINITION OF A PASTORAL CARER (IN THE CONTEXT OF ORGANISED PASTORAL VISITING)

2.1 A Christian Pastoral Carer is someone who either individually or as part of a pastoral team, group or network offers care and support to another, in the knowledge of being loved themselves by God and in the hope of sharing that love with others in various ways.

2.2 Whilst all Christians are called to be 'caring', some Christians are particularly gifted and called by God to provide pastoral care in a more focused way. This might include offering and providing pastoral care in more planned or formal ways, perhaps as part of a dedicated team of pastoral carers.

2.3 In order to provide as high a quality of pastoral care as possible, accessing training, and developing knowledge, insights, skills and expertise in pastoral care would be advised.

3. DEFINING TERMS

3.1 *Pastoral Care:* Care being provided by Christians in a variety of contexts – as used in this document it does not include the wider secular use of 'pastoral' e.g. as in pastoral tutor.

3.2 *Spiritual Direction:* Spiritual Direction is seen as a separate function of a few specifically trained people who will use the title 'Spiritual Director' as a distinct role from 'Pastoral Carer'.

3.3 *Counselling:* Counselling is a specialised function which requires specialised training, involves a contractual agreement between the counsellor and his/her client, and is subject to a separate Code of Ethics and Practice – see ACC Code of Ethics and Practice for Counselling.

4. BIBLICAL VALUES FOR PASTORAL CARE

4.1 Pastoral Carers are called to value each person as created uniquely in the image of God (Genesis 1:27), with purpose, potential and capacity to live life to the full (John 10:10).

4.2 Pastoral Care that is inspired and enabled by Christ will contribute towards:

4.2.1 The equipping of God's people so they can do His work, so that the Church, the Body of Christ, can be built up, until we come to unity in our faith and knowledge of God's Son, that we will be mature and full grown in the Lord ... so that the whole Body is healthy and growing and full of love (e.g. Ephesians 4:11-16).

4.2.2 The mission work of the Church (e.g. John 17:20-23; Acts 2:44-47; Acts 6:1-7).

4.3 Pastoral Carers are called to love others through Christ-like love (John 13:34-35, Romans 12:10; Romans 13:8), led and living by the Holy Spirit, manifesting the fruit of the Holy Spirit and informed by the indwelling Word of God (Galatians 5:13-26 and Colossians 3:12-17).

4.4 Pastoral Carers are called to be burden bearers and burden sharers with and for others, whilst not creating dependency or denying the person their responsibilities and capabilities (Galatians 6:1-5).

4.5 Pastoral Carers are called to relate to others with an emphasis more on listening than speaking, and to be mindful and careful of the words that they speak (James 1:19-27; Proverbs 18:19).

4.6 Pastoral Carers are called to exercise confidentiality and discretion (Proverbs 11:13; Proverbs 20:19).

5. ETHICAL VALUES FOR PASTORAL CARE

5.1 Pastoral Carers will seek to accept and not judge a person and to allow them the safety, freedom and space to express themselves and to make their own decisions without force or manipulation, even when they disagree with the persons thinking, actions and life style.

5.2 Pastoral Carers will be careful to ensure that they do not misuse or abuse the trust that is bestowed upon them by a person.

5.3 Pastoral Carers will not subject any person to physical, psychological, verbal or spiritual harassment or exploitation and will not tolerate such behaviour by others. Harassment and exploitation can include physical, psychological, emotional, sexual, financial or spiritual abuse including insults, unwelcome sexual behaviour, language or jokes, display of offensive materials, words, pictures, symbols, behaviour, gestures, or signals.

5.4 Pastoral Carers will be careful not to create unhealthy dependencies for either themselves or the persons to whom they are offering pastoral care. This will include maintaining appropriate boundaries and be confidently assertive when required without aggression.

5.5 Pastoral Carers will ensure that the person is safeguarded as far as is reasonably practicable and that appropriate steps are taken to seek appropriate medical, legal or other professional assistance where required. Pastoral Carers will seek to be honest and open and act with integrity.

6. CONFIDENTIALITY

Pastoral Carers should never promise confidentiality since, in the event of a safeguarding disclosure, the Pastoral Carer is ethically obligated to pass on the disclosure through the relevant channels of communication. However, in order to build trust and maintain an ethical approach to pastoral care, avoiding gossip or betrayals of trust, the Pastoral Carer should avoid sharing any personal or private information from the conversation with persons not relevant to the Care situation. In church context it is a common mistake to share too much information for the sake of 'prayer'. However, to maintain healthy confidentiality boundaries, prayer requests should only be forwarded on to a prayer chain either anonymously or, if the person is named, with the consent of the person named.

7. CARE FOR THE PASTORAL CARER

7.1 Pastoral Carers need to ensure they are taking care of their own health and well-being as they offer care to others. This includes ensuring they are obtaining sufficient rest, exercise and sleep and are looking after their own relationships. It also includes ensuring they have sufficient regular space to grow in relationship with God, mature in faith and develop self-awareness themselves through reflective practice

7.2 Pastoral Carers need to ensure they are not working out of their depth in a detrimental way to themselves or the person, that they are working within their abilities and competencies and that they are prepared to refer or signpost a person to others when needed

7.3 Pastoral Carers need to take responsibility for ensuring they are identifying and undertaking training which is relevant to their work. Pastoral Care UK has various training resources available to support individuals, churches and organisations with training (www.pastoralcareuk.org)

7.4 Pastoral Carers need to ensure the person for whom they are caring, is aware they are not offering counselling and need to be prepared to refer a person to a counsellor where needed and desired

7.5 Pastoral Carers need to feel safe themselves and in some instances have a right to decline offering care and or seeing someone on their own e.g. with a person who is under the influence of alcohol or drugs or who are 'acting out' aggressively

7.6 Pastoral Carers should not offer care to a person when their own functioning is impaired due to personal or emotional difficulties, illness, alcohol, drugs or for any other reason

8. RECORDING PASTORAL ENCOUNTERS²

8.1 Making records reassures the trustees that they know what is being done in the name of the Church and ensures that there is a record in case of a subsequent enquiry or allegation. It is not obligatory to record all pastoral encounters since these vary hugely in nature. However, the following guidelines should stimulate good thinking about when recording, and other safeguards, are appropriate. The following is a guide and some discretion will be needed in the exercise of these points:

8.2 If a safeguarding issue is raised, the matter must be recorded on an Incident Report Form.

8.3 If a safeguarding issue is not raised the following points should be pertinent:

8.3.1 A brief conversation at morning worship or in the high street is unlikely to warrant a record;

8.3.2 A home or hospital visit should normally be recorded (at the minimum in the form of a diary entry). Exceptions would be in situations where the visit is made to someone as a friend as distinct from a visit in the name of the church. It will be for the person making the visit to decide on the nature of the visit in such cases;

8.3.3 Telephone calls would not normally be the subject of a record but it may be judged wise in certain situations;

8.3.4 Discretion about when to record the sending of cards ('get well', condolence and congratulations)

8.3.5 E-mails will vary considerably in content and discretion will be needed when deciding whether to make a record or not; significant emails may need to be printed out and hard copies retained;

8.3.6 Letters are usually written to ensure that 'something is in writing' and so it is likely that a record would be appropriate.

8.4 **When pastoral visiting it is advisable to make sure that someone else knows where you are and that the date of the visit and name of the person visited are recorded, even if this is just in your diary.**

8.5 In the case of visiting a vulnerable adult *it may be appropriate to record some details of the visit and conversation, to let someone know by text/email or other electronically time-recorded means when you have finished the visit or even to visit in pairs.* If visiting in pairs, considering gender of the visitors and the person being visited may also be appropriate.

² This section has been primarily derived from the 'model policy on recording pastoral encounters' from the Diocese of Oxford