



SAFE TO BELONG

The protection of adults at risk

GOOD PRACTICE GUIDELINES

'Building a vibrant, Christ-centred community with a vision for extending His Kingdom'

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GOOD PRACTICE GUIDELINES

As a church we have a collective duty to protect and safeguard the welfare of adults at risk that we come into contact with.

This booklet sets out guidelines for good working practices, and addresses the most common concerns and questions for those working with adults at risk.

Ruislip Baptist Church's *Safe to Belong procedures* are available in hard copy (via the Church Office) or can be read or downloaded from the RBC website.

KEY PEOPLE

Leaders and volunteer workers are not expected to take responsibility for making decisions or to act alone. The following people can be contacted to discuss any concerns with. They will provide advice or refer to outside agencies (social services, police) when appropriate.

Derek Page - Senior Minister

Contact Number: Church Office: 01895 631239

Barry Dore – Assistant Minister

Contact Number: Church Office: 01895 631239

Jill Durn – Pastoral Coordinator

Contact Number: Church Office: 01895 631239

Jane Golden – Designated Person with Safeguarding expertise

Contact Number: Church Office: 01895 631239

Helen Yarrow – Deputy Designated Person with Safeguarding expertise Special Needs Co-ordinator and DBS administrator

Contact Number: 07898 253854

Regional Minister – LBA (London Baptist Association)

Contact Number: Baptist Union: 020 769 5592

Due Diligence Checking - (Company managing our DBS checks)

Contact Number: 0845 644 3298 or 01162 603055

If you have any questions, please ask one of these people.

WHO ARE ADULTS AT RISK?

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

There is no standard single definition for an adult at risk, so for our policy we are using the following definition as recommended by the Baptist Union:

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
- Mental health problems
- Dementia or confusion
- Learning, sensory and physical disability
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

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Guidelines for appointing volunteers working with adults at risk.

Anyone new working with adults at risk or in a group in which there might be adults at risk will be asked to complete an application form and supply two references, one of which should be from someone not connected with Ruislip Baptist Church. The final decision with regard to their appointment will be made by a member of the Ministry Team. In accordance with our church constitution any leader of a group must be a church member.

Anyone working regularly with adults at risk or in a group where there might be adults at risk must complete an Enhanced DBS form. For guidance in completing a form contact the DBS administrator.

Regulated activities

There are six regulated activities which require a worker to have an Enhanced DBS check with a barred list check. They are:

1. Providing personal care

Anyone who assists with activities such as drinking, eating, going to the toilet, etc.

Anyone who prompts and supervises activities such as drinking, eating, going to the toilet, etc, as the adult cannot make the decision to do so themselves.

Anyone who trains, instructs or offers advice on the above because of an adult's age, illness or disability.

2. Assistance with cash, bills and/or shopping

Anyone who assists in managing an adult's cash, paying their bills or shopping on their behalf.

3. Assistance in the conduct of a person's own affairs

Anyone who provides assistance in the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney.

4. Conveying

Anyone who transports an adult to, from or between places where they receive health, personal or social care (this does not include transporting people to and from church).

5. Providing healthcare

Any healthcare professional providing healthcare to an adult.

6. Providing social work

Anyone who provides social care.

Volunteers at Lunch Clubs or social activities provided for the elderly are not likely to meet the definition of regulated activity with adults at risk, unless they are providing physical assistance with eating, drinking or going to the toilet.

More detailed information, guidance and advice relating to Safe to Belong can be found in our procedures.

Our procedures cover the following areas:

1. Safeguarding in context:

What is safeguarding, The theology of safeguarding.

2. The Safe to Belong policy:

What is Safe to Belong, Who is this document for, Who are adults at risk.

3. Recognising abuse:

What is abuse, Where could abuse happen.

4. Types of abuse:

Types of abuse, other forms of abuse.

5. How to respond to abuse or concerns:

Responding to abuse, Communication difficulties, Summary, Statutory authorities, Safeguarding incident form, Mental capacity, What if the adult doesn't want help?, What happens next.

6. Ministering to those who have experienced abuse:

The effects of abuse, Pastoral care.

7. Making a safer church:

Planning ahead, Premises, Language, Worship, Insurance, Financial integrity, Photographs, Computers, Safe recruiting, Training, Record keeping, Confidentiality, Pastoral relationships, Roles and responsibilities, Disclosure and Barring Service, Regulated activities.

8. Working with alleged or known offenders:

The processes, Alleged or known offenders who are themselves adults at risk, Pastoral support for offenders, Pastoral support for families of offenders.

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

"By this everyone will know that you are my disciples, if you love one another."

(John 13: 35 – NIV)