

ALL SAINTS PARISH CHURCH, WATH UPON DEARNE

VULNERABLE ADULT PROTECTION POLICY AND PROCEDURES

The PCC of All Saints Church has agreed the following policies and procedures for the safety and welfare of all vulnerable adults involved in activities which come under the responsibility of All Saints Church.

1. A vulnerable adult is briefly defined as: a person aged 18 or over who is receiving services such as
 - accommodation and nursing or personal care in a care home
 - personal care or nursing or support to live independently in his/her own home;
 - any services provided by National Health Service body;
 - has a learning or physical disability
 - has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs,
 - has a reduction in physical or mental capacity

2. Policy Statement

- 2.1 All Saints Church will endeavour in all the activities for which it is responsible to protect the health, safety and welfare of all vulnerable adults involved in those activities. It will work with appropriate local agencies, and in particular the Diocese of Sheffield, to ensure that vulnerable adults are safeguarded through the effective operation of All Saints Church's vulnerable adult protection procedures.
- 2.2 All Saints Church will ensure that its staff/volunteers fulfill their responsibilities to prevent abuse of vulnerable adults and to report any abuse discovered or suspected no matter how small or trivial it may seem.
- 2.3 All Saints Church will treat all allegations of abuse seriously and will treat allegations in accordance with the procedures agreed by the PCC.
- 2.4 All Saints Church will advise all parents/ guardians/ carers of vulnerable adults of the existence of All Saints Church's Vulnerable Adult Protection Policy and Procedures, and the fact that this may require cases to be referred to the investigative agencies in the interests of the vulnerable adult.
- 2.5 All Saints Church will review annually its policy and procedures on vulnerable adult protection and will take account of any new Government legislation, regulations or best practice documents to ensure that staff/volunteers are kept fully up to date with their responsibilities and duties with regard to the safety and well-being of vulnerable adults.

3. Procedures

The purpose of these procedures is to ensure that the health, safety and welfare of vulnerable adults are protected through staff/volunteers' awareness of the issues and the following of the statutory and local guidelines in the reporting of concerns.

- 3.1 The Vicar is responsible for coordinating action within the church community and liaising with other agencies.
- 3.2 There will be consultation between the Vicar and the Child Protection Officer where concerns overlap.

3.3 The Vicar is responsible for trying to identify vulnerable adults who participate in Church activities and for maintaining a record of such persons. Volunteers should inform the vicar of any person they consider might be a vulnerable adult.

4. Advice to Staff/Volunteers on When to Take Action & How

4.1 Once you suspect or know of any abuse of any vulnerable adult, you should immediately inform the Vicar in person or by telephone. Even if you only have a suspicion but do not have firm evidence, you should still contact the Vicar to discuss your concerns, and you must not try to investigate the matter on your own.

4.2 If, following your initial contact with the Vicar, it is decided that the matter should be taken further, a written report from you is essential to prevent any misrepresentation of your findings, and should be sent to the Vicar, ideally within 24 hours of the suspicion arising. The report should be signed, dated and a copy stored in a secure place.

4.3 The Vicar will be responsible for recording essential information about each case and for collecting reports and notes as appropriate. Any detailed information about a case will be confined to the Vicar (if not involved in the allegations) but where a referral to an external agency is to be made the Vicar will advise the PCC of All Saints Church and staff reporting the allegations will be kept informed of the progress of the case on a 'need to know' basis.

4.4 If a vulnerable adult comes to you with a report apparent abuse, you should listen carefully to him/her, using the following guidelines. When listening to the vulnerable adult staff must:

- allow the vulnerable adult to speak without interruption
- reassure the vulnerable adult, let them know you are glad they have spoken up and that they are right to do so
- be honest. Let the vulnerable adult know that you cannot keep this a secret, you will need to tell someone else.
- remain calm. Remember this is not an easy thing for them to do.
- do not show your emotions. If you show anger, disgust or disbelief, they may stop talking.
- let the vulnerable adult know that you are taking the matter very seriously
- make the vulnerable adult feel secure and safe without causing them any further anxiety.

5. What Happens Next

Considering all the information available, the Vicar will decide on the next steps, which may include taking no further action. Where the Vicar decides that further action is necessary, this may be to make a referral to the Diocesan Safeguarding Officer. The Vicar will keep the member(s) of staff/volunteers who raised the concerns informed as to the progress/outcome of the case.

6. Confidentiality

Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the vulnerable adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the vulnerable adult. The vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on. All conversation regarding a vulnerable adult should always be held in private. You must not discuss the case with anyone other than those involved in the case. If you have any concerns about the progress of the case or have any other concerns these must be discussed with the Vicar.

7. Allegations Against Staff/Volunteers

- 7.1 The primary concern of All Saints Church is to ensure the safety of the vulnerable adult. It is essential in all cases of suspected abuse by a member of staff/volunteer that action is taken quickly and professionally.
- 7.2 In the event that any member of staff/volunteer suspects any other member of staff/volunteer of abusing an All Saints Church user, it is their duty to bring these concerns to the Vicar except where the suspect is the Vicar. In which case the report should be to the Church Safeguarding Officer.

8. Code of behaviour for All Saints Church staff/volunteers

Below are the standards of behaviour required of staff/volunteers in order to fulfill their roles within All Saints Church. This code should assist in the protection of both vulnerable adults and members of staff/volunteers.
Staff/volunteers must always follow the Vulnerable Adult Protection Policy and Procedures.

8.1 Staff/Volunteers must never:

- allow or engage in inappropriate touching of any kind
- do things of a personal nature for vulnerable adults that they can do for themselves
- physically restrain a vulnerable adult unless the restraint is to prevent physical injury of the vulnerable adult/other vulnerable adults/visitors or staff/yourself
- take a vulnerable adult to the toilet unless another adult is present or has been made aware.

8.2 Implications

Volunteers who breach any of the above will be asked to withdraw their services whilst the complaint is being investigated.

Signed on behalf of the PCC

Rev. John Parker



Date..... 12th March 2019.....

Policy to be reviewed at the PCC Meeting in March 2020