



Quorn Baptist Church

Code of Practice Guidelines for Safeguarding adults at Risk

1. Definitions

In this document, 'Adult at Risk' means any adult over the age of 18 who due to disability, intellectual/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. Adults at risk may or may not have the mental capacity to make decisions about their own well-being. The Church will be guided by The Baptist Union Booklet, 'Safe to Belong' regarding this issue.

2. Inclusion

The Church will ensure that its buildings and provision are as accessible as possible. Any restrictions to access, visibility, audibility, toilet facilities, lighting and heating will be addressed and where necessary and practicable, aids and adaptations will be put in place.

The Church will consider the needs of its congregation and community when planning services. Services will be inclusive, e.g. providing copies of sermon notes and hymns in large print, speakers facing the congregation to enable lip-reading, repeating relevant congregation feedback that may have been missed, explanations of what is on the screen being given for those who cannot see it clearly, and the use of a variety of methods and resources to cater for different levels of education and understanding.

3. Financial issues

The Church will ensure that clear and transparent systems are in place to prevent the possibility of financial irregularities occurring within the Church context.

- a) Those involved with adults at risk may become involved in some aspects of personal finance – collecting pensions or benefits, shopping, banking, etc. If handling money for someone else, receipts or other evidence will be explained to the person or kept in a safe place in case of a query being raised.
- b) *Church workers*¹ will not be influenced by offers of money.
- c) Church workers will decline any offer of a financial gift (over and above expenses incurred) if it is in relation to work they have undertaken on behalf of the Church.
- d) Any money received for the Church will be handled by two () unrelated people.
- e) Care will be taken not to canvass for Church donations from those adults who may be at risk, such as the recently bereaved.
- f) If a will is known to have been altered in favour of an individual known to them because of their Church or pastoral relationship, it should be reported to the Deacons.
- g) It is strongly recommended that the Minister and other Church *workers* should not act as Executors for someone they know from this role as this may lead to a conflict of interests.
- h) Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

4. Transport

When offering and organising transport for Adults at Risk to attend church activities the church will aim to make the process as safe as possible. Particularly:

- a. Drivers will be reminded of the need to be appropriately insured (i.e. covering voluntary work).
- b. The church will request drivers to be particularly mindful of safe driving practices and "Good Practice Advice" will be circulated with transport rotas.
- c. Drivers will be requested to give appropriate assistance, agreed with the individuals they are transporting, when Adults at Risk are getting from home to car and car to church (and vice

¹ Church worker in this context means anyone paid or voluntary who works with or supports someone else

versa). It will be the responsibility of drivers to assess their own ability to help appropriately, and ask the coordinator to arrange alternative drivers if necessary.

Good Practice Advice – Transporting Adults at Risk

1. Be mindful of distance from the car to the kerb when parking. Try not to park at such a distance that there is half a foot space between car and kerb.
2. Offer support to individuals if necessary, agreeing with them the best way to give the support (e.g. in getting in or out of the car, or in walking).
 - a. Check whether they have a walking aid which will make things easier.
 - b. If required walking aids do not fit in your car, please try to arrange alternative transport.
 - c. If appropriate offer use of church wheelchair.
3. Adjust seats appropriately, for example to allow more leg space for rotating into the car.
4. When assisting with a seat belt do not just lean over the individual. Offer help, explain if you will need to lean over them.
5. If the individual is making their own way from your car to their home ensure that they are in the house before driving away.

5. Recruitment

Safe recruiting applies to **all roles** within the Church – see Safeguarding Policy for details.

6. DBS checks

Those who work with or support adults at risk, including Deacons, will be subject to a Disclosure and Barring Service (DBS) check. In working with adults at risk, enhanced DBS with barred list checks are only available for workers if they are undertaking specific roles or duties. These are known as 'regulated activities' (assisting with drinking, toileting, eating, handling cash, managing finances, paying bills, getting shopping, and power of attorney). It also includes conveying someone to, from or between places where they receive health, personal or social care but does not include transporting people to and from Church. Those whose only role is providing transport to and from church will not, therefore, be required to have a DBS check.

7. Training

Those who work with or support adults at risk will be supported to undertake training in safeguarding, and encouraged to receive appropriate training to improve skills for working with adults at risk.

8. Record keeping

It is good practice and advisable to maintain personal records of pastoral visits or meetings with adults at risk, noting the date, time, location, subject and actions which are to be taken.

9. Incident recording and reporting

If any safeguarding concerns are raised, disclosures made, or an incident takes place that gives cause for concern, a written record must be made as soon as possible on a standard incident report form (Appendix 1c). Where possible, this should include an exact record of what the adult at risk has said, using their own words. The concern must be reported to the Designated Person for Safeguarding (or their nominee) within 24 hours of the Leader or Helper becoming aware of the concern, following the procedure outlined in Appendix I. If the adult at risk is considered to be in imminent danger of harm, the police should be informed immediately, by calling 999. Standard incident report forms are available in the Church Hall with the First Aid kit and Log Book. Incident reports must be kept confidential and stored securely according to our GDPR and Data Retention Policy.

10. Confidentiality

The personal business of an adult at risk will not be discussed with others unless the individual has given their express permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding, the statutory authorities or the local association (EMBA). However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry.

11. Professional standards

Church workers will not pastorally minister to anyone whilst either person is under the influence of alcohol or drugs.

The Church recognises that we may need to involve others in situations that are beyond our abilities and/or competence.

12. Working with or supporting known or alleged offenders

The Church will contact the East Midlands Baptist Association for advice and guidance and this will be dealt with on a case by case basis.

13. Electronic communication

Church workers will not:

- a) Use email or mobile phones to communicate without the permission of the adult at risk.
- b) Use electronic communication before 8.00 am or after 10.00 pm, except in the case of emergencies.
- c) Use their personal social networking site(s) or other forms of "closed messaging".
- d) Share or request any personal information other than that which is necessary or appropriate as part of their role.

Church workers should:

- a) Use electronic communication primarily for information giving purposes.
- b) Use clear and unambiguous language that is appropriate to the intellectual capabilities of the recipient
- c) Save any significant and unavoidable conversations (e.g. arising from a crisis situation), or other messages they are concerned about, as a printed text file, authenticated by another leader and retained with an incident report.

14. Photos/images/video

Permission should be sought from everyone regarding the taking of photos, videos, etc and their distribution.

15. Pastoral Relationships

- a) Church workers need to be aware that there could be a possibility of over-dependency developing by the adult at risk when seeking to support them. The Church worker is to seek advice if this appears to be the case.
- b) Adults at risk should be encouraged to make their own decisions wherever possible.
- c) There is to be no romantic or sexual relationship or activity between any adult at risk in the Church and those who work with them in a pastoral relationship.