

MARKET HARBOROUGH BAPTIST CHURCH

VULNERABLE ADULT POLICY

CONTENTS

- A General Policy Statement
- B The Vulnerable Adult Coordinators
- C Dealing with Disclosure of Abuse and Procedure for Reporting Concerns
- D Reporting and Dealing with Allegations of Abuse against Staff or Volunteers
- E Recruitment and Selection Procedures

A General Policy Statement

Market Harborough Baptist Church has a moral as well as legal duty to ensure that it functions with a view to safeguarding and promoting the welfare of vulnerable adults.

Throughout this document, reference is made to "vulnerable adults". The term is used to mean all those over the age of 18. The trustees recognise that children and young people are also vulnerable to abuse, for which a separate policy is adopted yearly.

The trustees are committed to ensuring that, as far as is possible, the organisation:

- Provides a safe environment for vulnerable adults.
- Identifies vulnerable adults.
- Takes appropriate action to see that such vulnerable adults are kept safe from harm.

In pursuit of these aims, the trustees will approve, and **ANNUALLY** review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of vulnerable adults and the promotion of a safe environment for those vulnerable adults.
- Providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against all those involved in dealing with vulnerable adults.
- The safe recruitment of all those involved in activities involving vulnerable adults.

Market Harborough Baptist Church is committed to ensuring that all adults working with vulnerable adults:

- Have undergone a Disclosure and Barring Check at enhanced level.
- Are adequately trained and supervised.
- Understand and follow Market Harborough Baptist Church's Vulnerable Adults Policy.

The Church has appointed **Mrs Mandy Gays** as the Vulnerable Adults Advocate. She is the lead person with special responsibility for vulnerable adults issues for the year 2014/15. She will undertake appropriate training. In her absence, **Mr. Steve Cole** will act as her deputy.

Staff and volunteers working with vulnerable adults will receive training adequate to familiarise themselves with vulnerable adults issues and responsibilities and the church's procedures and policies. They shall receive refresher training at least every 3 years. If appropriate there will also be a member of the trustees or volunteers present who may, through their employment background have particular expertise in vulnerable adults issues. He/She may be delegated by the trustees to organise such training.

The trustees will receive from the Vulnerable Adults coordinator an annual report which details how the duties have been discharged.

Market Harborough Baptist Church recognises the following as definitions of abuse:

Physical Abuse

Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions.

Neglect

Neglect is the persistent or severe failure to meet a vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the vulnerable adult's health or development.

Sexual Abuse

Sexual abuse is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. Or it may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault.

Emotional Abuse

Emotional abuse is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development- or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

Discriminatory Abuse

Includes: racist or sexist remarks or comments based on a person's impairment, disability, age, illness, religion and other forms of harassment, slurs or similar treatment.

Financial Abuse

Includes: theft, fraud or exploitation and the misuse of position or authority for financial gain. It may involve putting pressure on a vulnerable adult to use their money in a way that they don't wish to or isn't in their best interests.

Institutional Abuse

Involves the collective failure of the church to provide an appropriate environment to people who may be at risk of harm as a result of abuse or neglect.

It can be seen in processes, attitudes and behaviour that amount to discrimination through prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care such as proper assessment, care planning, training of staff, supervision and management, record keeping and liaising with other providers of care needs and rights.

Market Harborough Baptist Church

- Recognises that protection of vulnerable adults is everyone's responsibility.
- Is committed to supporting vulnerable adult.
- Recognises the unique and individual worth of each adult.
- Is committed to nurturing, protecting and safeguarding vulnerable adults.
- Exercises care in the appointment of all those working with vulnerable adults within the church, working from "Safe to Belong" principles.
- Is committed to following statutory and specialist guidelines in working with vulnerable adults.
- Seeks to support all those connected to its work who have been affected by abuse.
- Is committed to supporting, training and resourcing those who work with vulnerable adults at Church, and to provide regular supervision.
- Will review its Vulnerable Adults Policy annually.

If you have any concerns for an adult or in relation to any vulnerable adult protection matter then please speak to the vulnerable adult protection advocate, or in their absence the child protection advocate. Should either they, or the church trustees have any vulnerable adult concerns they will seek the advice of EMBA and will be **bound** to follow that advice.

B The Vulnerable Person's Advocate.

The appointed person with lead responsibility.

The designated advocate for vulnerable adult issues is:

Mandy Gays

She has a key duty to take lead responsibility for raising awareness within the church of issues relating to the welfare of vulnerable adults, and the promotion of a safe environment for Vulnerable Adults.

She is responsible for ensuring that exempted questions are asked on relevant forms filled in by those seeking to work with Vulnerable Adults.

She has received appropriate training and will keep up to date with developments in Vulnerable Adult issues. She will have responsibility for making all staff and volunteers aware of existing vulnerable adult policies.

She will be the main contact for vulnerable adult issues and will have contact details for relevant organisations available for employees and volunteers. This list includes the contact details of relevant organisations available for those working with vulnerable adults.

In her absence, volunteers should refer to the child protection advocate

Steve Cole

C Dealing with Disclosure of Abuse and Procedure for reporting concerns

If a vulnerable adult tells a member of staff about possible abuse:

Listen carefully and stay calm

Do not interview the vulnerable adult, but repeat back to them what they have said to you, in order to be sure that you understand what the is being told to you

Do not put words into the vulnerable adult's mouth.

Reassure the vulnerable adult that by telling you, they have done the right thing.

Inform the Vulnerable Adult that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.

Note the main points carefully as soon as possible after receiving the information.

Make a detailed, written note of the date, time place, what the Vulnerable adult said, did and of your questions to them.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the vulnerable adult advocate.

D Reporting and Dealing with Allegations of Abuse made against Members of Staff.

The procedure apply to all staff, be they trustees, administrative, management, support or volunteers. The term "staff" is used for ease of description.

1. In rare instances, staff of Christian organisations have been found to be responsible for abuse of vulnerable adults. Because of their frequent contact with vulnerable adults, staff may have allegations of abuse made against them. Should such an allegation be made this must immediately be referred to the EMBA Safe to Belong unit for their advice. Such advice received **MUST** then be followed.

E Recruitment and Selection Procedures.

Market Harborough Baptist Church operates recruitment and selection procedures. These will be reviewed in order to ensure that they take account of the following:

They should apply to staff and volunteers who may work with vulnerable adults.

The post or role should be clearly defined.

The key selection procedures for the post or role should be identified.

The person selected will in the normal course of events have been a regular church attender for at least 12 months.

Disclosure & Barring clearances will be made as soon as practicable.

To ensure ongoing protection, the named co-ordinator, or any person acting on their instruction, shall have the **ABSOLUTE** right to attend, unannounced, any activity involving potentially vulnerable adults.