



LifeChurch Manchester (LCM) Safeguarding Adults at Risk

Policy and Procedures

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***** (see appendix D for contact details)

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1. Introduction and Statutory Context

This document contains the Policy and Procedures for safeguarding Adults at Risk at LifeChurch Manchester (LCM).

LCM has a responsibility to ensure that it makes arrangements to safeguard and promote the welfare of Adults at Risk. In discharging this responsibility, account must be taken of:

1. The Care Act (HM Government 2014)
2. Ongoing UK legislation and advice.

It is part of being a responsible church to take seriously the work that is done with Adults at Risk.

An **Adult at Risk (AAR)** is a person, aged 18 or older, who is or may be, unable to take care of him or herself against harm, abuse or exploitation.

This document is to be read and used as a resource by those involved in work with AAR (as defined above) at LCM. This includes the LCM Senior Leadership Team (SLT), Location teams, The Pastoral Support team, Let's Gather and Get Together teams (activities that include isolated or vulnerable adults and senior citizens), LifeGroup leaders and regular helpers in all types of activities regardless of whether they are paid or voluntary. Throughout this document, the term 'Adults at Risk worker' is used for these people.

It is the responsibility of the Trustees of LCM under the leadership of the Associate Pastor to maintain this policy and monitor its usage. The Trustees have appointed a Designated Person for Safeguarding Adults at Risk and a Deputy Designated Person for Safeguarding Adults at Risk who will perform a key role in helping the church to respond appropriately to any concerns that are raised about the safety or well being of AAR in LCM.

Throughout this document when the term 'the church' is used, this refers to LifeChurch Manchester.

1.1. How to read this document

This document is intended to be read by all those people who are involved in supporting AAR at LCM. It will be read by all new people involved in such work and will be read by all existing workers when it is issued or whenever it is revised.

It is intended to be available as a continuing resource for workers to refer to and it should be used to clarify the procedures in the event of a worker having a concern regarding Safeguarding.

1.2. DBS (Disclosure and Barring Service)

DBS Disclosures will be obtained and renewed for all those working with AAR.

2. Roles & Responsibilities

2.1. Trustees, including the Safeguarding Trustee *(see appendix D)*

It is the role of the Trustees to ensure that LifeChurch Manchester's Safeguarding Adults at Risk - Policy and Procedures is implemented and resourced in the church. Their responsibilities include:

- Ensuring that the policy is followed when safeguarding incidents occur;

- Appointing a Trustee as the Safeguarding representative on the Team. The Safeguarding Trustee will ensure that responsibilities of the Trustees in terms of safeguarding are discharged, however the responsibility of Safeguarding still remains the responsibility of all the Trustees.
- The Safeguarding Trustee will be part of the Safeguarding Team, who will be proactive in ensuring the church takes its responsibilities seriously in terms of safeguarding AAR.

2.2. The Safeguarding Team *(see appendix D)*

The Safeguarding Team comprises of The Designated Person for Safeguarding of Children and Young People, The Designated Person for Safeguarding of Adults at Risk, The Deputy Designated Person for both of these positions, the Operational Lead for Safeguarding and the Safeguarding Trustee.

The team will help the church to respond appropriately to any concerns that are raised about the safety or well-being of a child, young person, or adult at risk.

2.3. The Designated Person for Safeguarding Adults at Risk

The Designated Person for Safeguarding Adults at Risk is the person for anyone in the church to come to for advice about safeguarding in regards to AAR.

This person should be someone with relevant knowledge and skills for the role. Their responsibilities include:

- Receiving and recording information from anyone who has safeguarding concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information where they need to.
- Consulting with outside bodies such as Social Services or the Police.
- Making a formal referral to Social Services or the police when appropriate or as advised. Should this occur, the Associate Pastor and Safeguarding Trustee will be informed. This may also include making referrals as appropriate to the local council Adult Safeguarding Co-ordinator via Adult services. However, in most circumstances, this may only be done with the consent of the Adult at Risk involved.
- Being the link between the church and the local Baptist Association for safeguarding matters.
- Attending Safeguarding Training at least every 3 years.
- Ensuring that any safeguarding concerns/allegations expressed in relation to the Associate Pastor are reported immediately to the Trustee for Safeguarding in addition to following the church's Safeguarding Adults at Risk – Policy and Procedures.
- Being aware of any church members who may have professional expertise in the area of safeguarding and would be willing to be consulted if necessary. However, seeking advice from others and gathering further information should not cause undue delay in taking any necessary action and should be fully recorded.

Where the Designated Person for Safeguarding Adults at Risk is also part of the working with AAR, careful consideration needs to be given that there is no conflict of interest and the Church must mitigate against this. It must also be noted that the Designated Person does not need to be part of the Church Leadership and they should not be the Associate Pastor.

The Deputy Designated Person for Safeguarding of Adults at Risk

The Deputy Designated Person for Safeguarding Adults at Risk performs the above duties in the absence of the Designated Person for Safeguarding Adults at Risk.

The Deputy Designated Person for Safeguarding supports the Designated Person for Safeguarding when situations arise, for consultation, and for further advice if relevant.

2.4. Operational Lead for Safeguarding at LCM - The Associate Pastor

The Operational Lead for Safeguarding at LCM is the Associate Pastor. Alongside the Trustees they are responsible to ensure that LCM's Safeguarding Adults at Risk - Policy and Procedures is implemented and resourced in the church. Their responsibilities include:

- Ensuring that the policy is followed when safeguarding incidents occur;
- Ensuring that the Safer Recruitment Processes is followed;
- Monitoring implementation of the Safeguarding Adults at Risk - Policy and Procedures;
- Giving support to people in the church working with AAR.
- Ensuring that safeguarding training is available to people who work with AAR, and that each worker attends that training at least once every 3 years;
- Communicating the Safeguarding Adults at Risk Policy to the church members meeting and the wider church community and ensuring that it is reviewed annually and updated where appropriate;

Additionally, the Associate Pastor will be notified of any relevant Safeguarding concerns to co-ordinate pastoral care to both the victim and the alleged perpetrator, and will ensure that this is provided by more than one person.

The pastoral care will be provided by the Pastoral Support Team or leaders of the church.

In the absence of the Associate Pastor, another Trustee (other than the Safeguarding Trustee) will take on this responsibility.

2.5. The Operations Manager

The Operations Manager is the staff member who is responsible for:

- Ensuring the practical outworking of the Safer Recruitment Processes, where necessary, for those working with adults of risk for every new applicant to the Adult at Risk teams, paid or voluntarily.
- Ensuring that all Disclosure and Barring Scheme (DBS) checks are completed for everyone in the roles listed under 1. Introduction and Statutory Context, paid or voluntarily, and routinely checked while a person remains on these teams.
- Organising relevant safeguarding training for all people who work with AAR, paid or voluntarily, and ensuring that this is attended at least every 3 years by each member of the teams.
- Ensuring that there is a system for DBS Disclosures & Training to be recorded on the church database which is held securely, and that this is kept up to date.

2.6. Adults at Risk Workers

All those who work with AAR need to take personal responsibility for ensuring that the LCM Safeguarding Adults at Risk - Policy and Procedures is implemented. This includes the SLT, location teams, pastoral support team, Let's Gather and Get Together leaders and LifeGroup leaders. The safeguarding responsibilities include:

1. Attending Safeguarding Training at least every 3 years.
2. Being aware of the ways in which AAR's are harmed and to be able to recognise the possible signs of abuse.
3. Knowing what to do if an AAR discloses abuse.
4. Knowing what to do if an allegation is made about a fellow worker.
5. Knowing who to speak to if they have any suspicions or concerns.

2.7. Leaders of Adults at Risk work

Additional responsibilities for leaders of Adults at Risk work:

1. Ensure the Adults at Risk workers have a DBS and attended safeguarding training within 6 months of starting and at least 3 yearly thereafter.
2. Knowing what to do if a worker shares with them concerns about an AAR and accessing advice from the Designated Person for Safeguarding Adults at Risk as soon as possible. Ensuring that the Safeguarding procedure is followed including the duty to record the concern.

2.8. Vision Partners and the Church Community

The Church vision partners have a responsibility to welcome all adults. They should be aware of the LCM Safeguarding Adults at Risk - Policy and Procedures and know who the Designated Person Adults at Risk and Deputy Designated Person for Safeguarding Adults at Risk are so they know who to speak to if they suspect that an adult at risk is being harmed.

3. Adult Activities at LifeChurch Manchester

All church activities that are open to adults could be attended by an Adult at Risk, and so this policy applies to all those groups, including Sunday morning services, prayer meetings, Let's Gather or Get Together meetings and LifeGroups etc. At any of these there is the potential for abuse to be disclosed, discovered or suspected.

A person who is banned from working with AAR is not allowed to be involved in the running of any of these activities. Should the Designated Safeguarding Officer Adults at Risk believe that any individual is unfit to work with AAR, they will have the authority to ensure that such person is withdrawn/barred from such activities until such occasion as that concern is lifted.

4. Recognising Abuse

Safeguarding is a complex area requiring prudent judgement and action if harm/abuse is disclosed, discovered or suspected. Professionals who work in this area daily still find it difficult to assess situations as often it is not clear cut and the abuse is hidden amongst a number of complex issues. The effect of the worker's own history/childhood should not be underestimated. Therefore it is important that clear definitions are used and advice/supervision is sought. It is essential that workers respond to their instincts and discuss these with the Designated Person Adults at Risk for Safeguarding or their Deputy. As AAR workers at LCM, it is not our responsibility to confirm whether abuse has taken place or to investigate abuse; it is to follow the Safeguarding Adults at Risk - Policy and Procedures and report any concerns to statutory organisations that will perform this function.

4.1. Abuse and neglect

Abuse and neglect are forms of maltreatment of an adult. Somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. AAR may be abused in a family or an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet.

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an AAR. Physical harm may also be caused when a person fabricates the symptoms of, or deliberately induces, illness in an AAR.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing an AAR to take part in sexual activities, not necessarily involving a high level of violence, whether or not the AAR is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving AAR in looking at, or in the production of, sexual images, watching sexual activities, encouraging AAR to behave in sexually inappropriate ways, or grooming an AAR in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse.

- Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of an AAR such as to cause severe and persistent adverse effects on the AAR. It may involve conveying to AAR that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the AAR opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve seeing or hearing the ill-treatment of another (such as domestic abuse). It may involve serious bullying (including cyber bullying), causing AAR frequently to feel frightened or in danger, or the exploitation or corruption of AAR. Some level of emotional abuse is involved in all types of maltreatment of an AAR, though it may occur alone.

- Neglect

Neglect is the persistent failure to meet an AAR's basic physical and/or psychological needs, likely to result in the serious impairment of the AAR's health. Neglect may involve a carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect an AAR from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, an AAR's basic emotional needs.

- Spiritual Abuse

Spiritual abuse occurs when someone uses their power within a framework of spiritual beliefs or practices to satisfy their own needs at the expense of others.

This can relate to situations where an AAR is labelled as "evil" or being "demon possessed", creating an environment in which AAR are discouraged from asking questions or holding an alternative view. All these scenarios can be linked/lead to one or more of the four main definitions of abuse above.

- Bullying

Bullying is another way in which AAR are abused. It can be verbal, physical, sexual or via electronic communication such as texting, emailing and social networking sites.

4.2. Signs to be aware of

It is not possible to be prescriptive or exhaustive about the signs and symptoms of abuse and neglect but some areas that might be suggestive of abuse are as follows:

- Unexplained injuries or injuries with an inconsistent explanation
- Injuries on areas of the body not usually prone to injury such as cheeks, buttocks and other soft tissue areas
- An injury that has not been treated/received medical attention

- Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper), an eating disorder or self-harming behaviour
- Signs of neglect such as undernourishment, untreated illness, inadequate care, being left home alone, inappropriate clothing for the weather, consistently unclean, etc.

If a worker notes any of these indicators, it is not confirmation that abuse is taking place but they should discuss their concerns with the Designated Person for Safeguarding Adults at Risk and report to statutory agencies what is observed if necessary. This is not an exhaustive list.

5. Responding to concerns

5.1. What to do if an Adult at Risk (AAR) discloses abuse to you

All adults should know how to contact the Designated Person for Safeguarding in the church. However, adults may only disclose any abuse that has happened to them to people they trust and when they feel safe, which means that every AAR worker needs to know what to do if a disclosure is made to them.

The most important thing is to listen.

- Don't panic or show anxiety about what you are being told. React calmly so as to not further distress them.
- Create a safe environment in which the AAR can share their concerns.
- Again listen carefully to what you are being told.
- Allow time for them to say what they want.
- Don't rush or interrupt them or ask more questions than you need to in order to establish whether there is cause for concern or to ensure a clear and accurate understanding of what has been said
- If you need to ask questions to clarify what the AAR is saying, always use open questions and not closed questions. Eg. Tell me what you mean by 'hit' or 'the other day'
- As soon as you believe there is cause for concern allow the AAR to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next. Reassure them that you need to do this to keep them safe
- Accept what the AAR says and take seriously what you are hearing.
- Reassure the AAR and tell them that you know how difficult it must be to confide in you.
- Tell the AAR that she/he is not to blame and she/he has done the right thing in speaking to you.
- Help the AAR to understand what is going to happen next – the AAR should be informed that other people will need to be told about the concerns which have been shared and who those people may be.
- Do not promise or lead an AAR to believe that their concern will be kept confidential.
- Be aware that an AAR may be frightened and that they may have been threatened if they tell of what has been happening to them.
- Remember that most AAR feel loyalty to the significant people in their lives and often find it difficult to say things to their detriment.
- Make a record as soon as possible after you have seen the AAR about what you have been told and use their language and recording any questions that you asked to prompt a response. Make sure you date, write the time and sign the record to demonstrate a contemporary record. The disclosure **must** be reported to the Designated Person for Safeguarding Adults at Risk or their Deputy in their absence as soon as possible, no later than 24 hours of the disclosure being made.

In Summary if an adult at risk discloses something to you...

<u>✓ Do's</u>	<u>X Don'ts</u>
✓ Listen & Clarify	X Minimise
✓ Give Support	X Show Shock, Alarm or Disapproval
✓ Explain What Happens Next	X Question or Push for Information
✓ Take Action	X Offer False Reassurance

5.2. What to do if you are concerned that an Adult at Risk (AAR) is being harmed

Everyone has their part to play in ensuring the safeguarding of AAR's within the church.

Source of Concerns...

- **If** the behaviour of an AAR gives any cause for concern.
- **If** an allegation is made in any context about an AAR being harmed.
- **If** the behaviour of any adult towards AAR causes you concern.

X Do not dismiss your concern, in particular do not ignore or dismiss concerns about a professional or a colleague.

X Do not confront the adult about whose behaviour you have concerns (the exception to this may be to reflect with a colleague something they have done that they may not be aware of or have forgotten – however if it is a repeat occurrence discuss with the Designated Person for Safeguarding Adults at Risk).

X Do not take responsibility for deciding whether or not an AAR is being abused.

X Do not investigate allegations – this is the role of the police or Adults at Risk' social services.

X Do not act alone.

X Do not take sole responsibility for what has been shared or any concerns you may have.

✓ Do follow the church's Safeguarding Adults at Risk - Policy and Procedures, in particular the Procedure for Responding to Concerns.

5.3 Allegations against Workers

If you see another worker acting in a way that concerns you or might be misconstrued, speak to the Designated Person for Safeguarding about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions within the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice.

The following procedure should be followed:

- When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- Once the allegation has been reported to the Designated Person for Safeguarding they can liaise with the relevant statutory authority, and with the regional The Baptist Union of Great Britain, (BUGB) Safeguarding Lead if they need further advice.
- Whilst waiting for an outcome from the statutory authorities, the worker about whom the concerns have been raised will be supervised as closely as possible, or will be asked to step down from their role temporarily.
- Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).

- A written record of all discussions with statutory authorities or other parties should be maintained by the Designated Person for Safeguarding and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Associate Pastor) can access them.
- No information about the allegation will be shared with people in the church other than those directly involved in safeguarding or those offering pastoral support to the people involved.

The suspension of a worker (paid or voluntarily) following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be relevant to seek support from external services (eg, BUGB) in the first instance.

It may be necessary, for the sake of the adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere (on a temporary or permanent basis). In such cases the Designated Person for Safeguarding at the new church will be informed of the reasons for this happening.

5.3.1 When concerns are expressed about the Senior Leader or the Associate Pastor of LCM.

Any safeguarding concerns involving a Pastor should always be reported immediately to the Designated Person for Safeguarding, following the church's usual procedures. However, the Pastor involved in the concern must not be informed that a concern has been raised about them in the first instance.

5.3.2. When concerns are expressed about the church's Designated Person for Safeguarding, Deputy Designated Person for Safeguarding, or the Safeguarding Trustee.

Any safeguarding concerns involving the Designated Person for Safeguarding or Safeguarding Trustee should be raised with the Chair of the Trustees. They in turn should consult the Regional Safeguarding Lead at the BUGB. However, the Designated Person for Safeguarding/ Safeguarding Trustee must not be inform that a concern has been raised about them in the first instance.

5.4. Procedure for responding to concerns.

A worker has a concern about the welfare of a AAR or the behaviour of an adult.

The person with the concern has a duty to **Record and Report**

A written record (Appendix B/C) **must** be made of the concerns, and the concern should be reported to the Designated Person for Safeguarding within 24 hours (if this has been done verbally, it must be followed up in writing as soon as possible).

If an adult at risk is in imminent danger of harm a referral should be made to the Police or Social Services without delay, and the Designated Person informed as soon as possible after.

The Designated Person receives the report of concern and has a duty to: **Review and Refer.**

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

Any formal referral to Social Services should normally be made within 24 hours of receiving the report. If the police or social services advise the church to make a formal referral, this advice should be followed.

If an adult at risk is in imminent danger of harm a referral should be made to the Police or Social Services without delay.

All **action taken** should be recorded and kept securely. Depending on the seriousness of the safeguarding concern, the Designated Person for Safeguarding should make the Safeguarding Trustee aware so there is another layer of scrutiny.

If the allegation includes the Safeguarding Trustee then this discussion should take place with the Chair of Trustees.

If the allegation involves the Designated Person for Safeguarding, then discuss the concern with the Safeguarding Trustee or the Chair of Trustees. They should be informed as soon as possible following the reporting of concerns.

Support should be offered to all parties affected by any safeguarding concerns including the referrer (by more than one person for the different parties). If a worker is subsequently dismissed from their work with AAR, then a referral needs to be made to the Disclosure and Barring Service. Safeguarding incidents should be reported to the Charity Commission as a serious incident in the annual return.

5.4.1. Stage 1 - Record and Report

It is the duty of the person who has the concern to **RECORD** the concern and to **REPORT** it to the Designated Person

As soon as possible after an AAR tells you about harmful behaviour or an incident takes place that give cause for concern, a written record should be made and should:

- Be legible and state the facts accurately (if hand written notes are typed up later the original handwritten notes should be retained securely).
- Include the AAR's full name, address, date of birth (or age if date of birth is not known).
- Include the nature of the concerns/allegation/disclosure.
- Include a description of any bruising or other injuries that you may have noticed and the demeanour of the AAR.
- Include an exact record of what the AAR has said using their own words.
- Include what was said by the person to whom the concerns were reported including any questions asked.
- Include any action taken as a result of the concern.
- Be signed with date and time.
- Be kept securely and confidentially and made only available to the Designated Person and professionals in other agencies if a referral is appropriate.

A verbal report may be given also to the Associate Pastor and the person(s) providing pastoral support to any of the parties, this should only be done as directed by the Designated Person for Safeguarding.

5.4.2. Stage 2 – Review and Refer

It is the duty of the Designated Person for Safeguarding Adults at Risk in LifeChurch Manchester to **REVIEW** the report and decide to whom the report should be **REFERRED**.

The Designated Person may:

- Refer back to the worker who made the initial report if there is little evidence that an AAR is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the AAR in question asking for continued observation.
- Speak directly to the adult about whom the concern has been raised – this may one of the AAR workers. **If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person for Safeguarding should never address the adult directly but should refer their concerns to the Police or Social Services.** In these circumstances, to take the concern to the alleged perpetrator may place the AAR at more risk, or could make any statutory investigation difficult to pursue because the AAR may be intimidated. However, this is a

complicated situation as if the AAR has capacity, any referral to Police or Social Services should be done with the AAR's consent.

- Make a formal referral to the local police or social services department.

The Designated Person for Safeguarding should make a written report that is stored confidentially and securely at the church office that outlines this decision making process, balancing the risks with protective factors. Any advice from persons with professional expertise should be clearly documented. A person with professional expertise is someone who works in the field of safeguarding adults at risk. The Designated Person for Safeguarding has a list of people within the church with relevant expertise.

5.4.3. Stage 3 – Report and Support

In the event of a formal referral, it is the duty of the Designated Person for Safeguarding in LifeChurch Manchester to **REPORT** the referral and it is the responsibility Associate Pastor and Pastoral Support Team to provide appropriate **SUPPORT** for those involved in, or affected by, the reporting of a concern. If a formal referral is made to Social Services or the Police...

- **Report the referral** to the Safeguarding Trustee and to the Associate Pastor. If either are involved in the report of concern it should be reported to the Chair of Trustees. If an allegation is made against an employed member of LifeChurch Manchester staff, the Disciplinary procedures as laid out in the Staff Handbook will be followed.
- **Disclosure & Barring Service** – If a worker is removed from their post of working with AAR or would have been removed from the post had they not resigned, there is a statutory duty to report the incident to the DBS.
- **Charity Commission** – If a worker has been accused of causing harm to an adult this would be classed as a serious incident that should be reported to the Charity Commission in the annual return.
- A record should be kept of all safeguarding incidents and should be considered in the annual review of LifeChurch's Safeguarding Adults at Risk - Policy and Procedures as these may highlight potential gaps in the policy.

5.5. When a known offender against Adults at Risk attends church

Life Church Manchester aims to be a church that is welcoming and open to all. It is a place for people who have failed and for people in need. However, the Gospel imperative to welcome the sinner needs to be set alongside the Gospel imperative that the protection of adults at risk must be paramount. This is a challenge when it comes to those who have abused adults at risk. The person's behaviour in church needs to be properly managed and a contract will be put in place.

Before any contract is designed (a template for a model version is available on BUBG) a proper risk assessment that outlines the risks and the protective factors must be conducted and reported to the Leadership Team. This risk assessment must be stored securely and reviewed quarterly. If an offender is on the Sex Offenders' Register, they will come under MAPPA guidelines (Multi-agency Public Protection Arrangements), which support the principle of a written contract for an offender attending a place of worship.

In producing a contract, Designated Person for Safeguarding will take advice from the wider Safeguarding Team, and the BUGB safeguarding office, as well as external agencies (such as the police, adult's social services and probation service) where necessary. Typically, this process will involve the following:

- Decisions about who should be aware of this person situation beyond the Safeguarding Team.
- Receiving input from a Specialist Probation Officer if the person is on the Sex Offenders' Register or under supervision.

- Discussing the information gathered with the Associate Pastor.
- An open conversation with the person so that boundaries are made clear such as:
 - Which meetings the person may attend e.g. no small group where AAR attend, etc.
 - Which area of the church the person should sit in e.g. away from AAR.
 - They are always accompanied by a befriender on church premises.
 - The person should decline hospitality where there are AAR.
 - The person should never be alone with an AAR whilst attending church functions.
 - The person should not be allowed in the areas where AAR meet.
- Consideration of how the contract will be monitored and enforced given that an offender's behaviour is often manipulative.
- What will happen in the event the contract is breached.

If the person joins another church, the church leadership at the new church should be informed of the circumstances so they can also put protective factors in place. The Specialist Probation Officer should also be made aware

These principles are likely to need to be applied to a person who has not been convicted but a DBS disclosure reveals that the person has faced a series of allegations about the abuse of AAR.

6. Safer Recruitment, Support & Supervision of Workers

LifeChurch Manchester will exercise proper care in the selection and appointment of those working with AAR, whether paid or voluntary.

No person for whom it is known that they have been convicted of a crime against an AAR will be able to work at LifeChurch Manchester as an Adults at Risk Worker.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone who is disqualified from working with AAR to knowingly apply, accept or offer to work with AAR. The Act specifically includes trustees of charities working with AAR. This means that a person banned from working with AAR cannot serve as a member of the SLT, location team, pastoral support team, Let's Gather or Get Together teams, or as a Life Group Leader. It is also a criminal offence to knowingly offer work with ARR to an individual who is so disqualified or to knowingly allow such an individual to continue to work with ARR. It will be made clear to all Adults at Risk workers applicants that Life Church Manchester requires an enhanced Disclosure and Barring Service (DBS) disclosure.

The process for people joining each of the key roles is as follows:

1. SLT – the SLT discuss this and make proposals to the Trustees to approve, and then the person is presented to the Vision Partners (VPs) for them to consider. The VPs have some time to do this, and to raise any concerns they may have with the Senior Leader. The VPs then formally vote on the person at a Vision Partners' meeting.
2. Location Team. The Location Team will discuss new leaders among themselves and then will be approved by the Senior Leader.
3. Pastoral Support Team. New members of the Pastoral Support Team are approved by both the Pastoral Worker and the Associate Pastor, in conjunction with the existing members of the team.
4. Let's Gather and Get Together teams. The relevant existing team will discuss any new leaders among themselves, and then they will be approved by the relevant Location Leader.
5. LifeGroup leaders. New LifeGroup leaders are discussed and proposed by the relevant Location Team and then also approved by the Associate Pastor.

The following processes will be followed for all teams:

- **Identity Checks** – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.)
- **Enhanced DBS Disclosures & Barring List** – all applicants will be required to complete an Enhanced DBS Check and the Barring List will also be checked. Applicants should be made aware of this. A criminal offence will not necessarily be a bar to a person serving with AAR. Any decision will be dependent on the nature of the position and the nature and circumstances of the offence(s) and will be taken in discussion with the Designated Person for Safeguarding Adults at Risk and the Safeguarding Trustee. The Associate Pastor will be informed of any new team members via updated team list. LifeChurch Manchester will always use a risk-based approach to decision making
For applicants who have lived overseas in the past 5 years for more than 6 months must provide an additional character reference.
- **Training**- following positive references and a DBS check, new team members can start on team as long as they are booked on level 2 safeguarding training within the next 6 months. This will then be repeated every 3 years.

A copy of each workers DBS details and training dates will be kept on file updated by the Operations Manager.

6.1. Adults at Risk Worker Database

The Operations Manager will keep a simple database/spreadsheet that will be held securely and will contain the following information:

1. Name
2. Date Enhanced DBS Disclosure Completed & Satisfactory and dates of any subsequent DBS Disclosures.
3. Dates Safeguarding Training Completed.
4. Other demographic details (address, tel. number etc) are held on Church Suite.

This is to help the church be able to monitor implementation of the LifeChurch Manchester's Adults at Risk Safeguarding - Policy and Procedures, particularly in relation to Safer Recruitment and Training.

6.2. Training

It is important that all workers understand the agreed procedures for protecting AAR. Safeguarding Adults at Risk training must be attended at least once every 3 years.

7. Safe Behaviour: Guidelines for Adults at Risk (AAR) Workers

This section contains a code of behaviour that LCM has adopted for all who are appointed to work with AAR so that they are shown the respect that is due to them whatever their age, gender, racial background, culture or disability.

7.1. General Guidelines

The aim of these general guidelines is to ensure quality support for AARs, protect AARs from possible abuse, and workers from false accusation.

Workers should treat all AARs with dignity and respect in attitude, language and actions. In particular:

1. Do not engage in any of the following:

- Invading the privacy of AAR when they are using the toilet or shower.
 - Sexually provocative comments.
 - Scapegoating, ridiculing or rejecting.
2. If workers find themselves on their own with an AAR during a planned activity they should:
 - Assess the risk of sending the AAR home.
 - Phone another team member and let them know the situation.
 - Get a second worker to join them as soon as possible
 - Write down a record of what happened.
 3. If an AAR wants to talk on a one-to-one basis, you should consider whether it is more appropriate to meet the person in a public space (e.g. in a café), where other people are present.

7.2. Visiting Adults at Risk at Home

It may be part of the church's work to visit an AAR at home. It should always be considered whether it would be more appropriate to visit the AAR with another person, rather than visiting alone.

7.3. Adults at Risk with Additional Needs

Adults who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and may behave in a non age-appropriate way. It is good practice to speak with the carers of AAR with additional needs and find out from them how best to assist the AAR.

Appendix A

DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Definition	Additional Notes
<i>Physical</i>	Actual or likely physical injury to an AAR, or failure to prevent physical injury to an AAR.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of an AAR that affects their emotional and behavioural development. It may involve conveying to the AAR that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing an AAR to take part in sexual activities, whether or not the AAR is aware of what is happening. This includes non-contact activities, such as involving AAR in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging AAR to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for AAR and protect them from danger, seriously impairing health and development.	A person's wellbeing 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.
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	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.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person 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.	
<i>Radicalisation</i>	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.	
<i>Honour / Forced Marriage</i>	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.	
<i>Female Genital Mutilation</i>	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.	
<i>Historic Abuse</i>	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.	
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of	

	abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.	
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.	
<i>Self-harm</i>	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 individual may also be neglecting themselves, which can result in harm to themselves.	
<i>Mate crime</i>	'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.	
<i>Modern Slavery</i>	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.	
<i>Human Trafficking</i>	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.	

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 AAR;
- 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.

It is also important to remember that there might be other reasons why most of the above are occurring.

Appendix B

LifeChurch Manchester Safeguarding Incident Report – Adult at Risk

This incident report is for the purpose of keeping a record of any report made to the Designated Person for Safeguarding. Please PRINT this form and then use it to make a hand written record of our observations and any conversations, before you sign and date it.

Name of the worker reporting the incident:

Activity:

Name of the adult:

Date & time of incident:

Nature of the incident:

Action taken:

Have you made a full written record of the incident/concern? (Yes/No)

Have you contacted the Designated Person for Safeguarding? (Yes/No)

What feedback have you received?

Please fill in the below boxes to indicate who else has been spoken to about your concerns.

	Yes	No	Name
Adult at Risk			
Carer (if appropriate)			
Church Leaders			
Social Services			
Other (please specify organization name)			

Signed by the worker who raised the incident report:

Name

Date & time:

Signed by the Designated Person for Safeguarding:

Name:

Date & Time:

Appendix C

LifeChurch Manchester Safeguarding Note of Concern – Adult at Risk

Please PRINT this form and then use it to make a hand written record of your observations and any conversations, before you sign and date it.

Name of the worker reporting the note of concern:

Name of adult:

Activity:

Date & time of the concern:

Please record the details of the incident/issue you are concerned about. Include precise comments where possible. Please keep the account factual.

What is your concern?

How did you become aware of the issue?

Who have you reported your concern to? When did you report the concern?

Signed:

Print Name:

Role:

Date & Time this report was completed:

The below is to be completed by Designated Safeguarding Person

Outcome (please include the outcome of discussions with parents/carers where this is appropriate):

Signed:

Print Name:

Date & time:

Appendix D

The Safeguarding Team Contact Details

Designated Person for Safeguarding Adults at Risk

Sue Fox
07776228910
suef@lifechurch.uk.net

Deputy Designated Person for Safeguarding

Jen Cooper
07843984796
jenc@lifechurch.uk.net

The Operational Lead for Safeguarding / The Associate Pastor

Alastair Cutteridge
07795676273
alastairc@lifechurch.uk.net

Designated Person for Safeguarding Children and Young People

Lisa Woodman
07798554198
lwhrsolutions@aol.com

Trustee for Safeguarding

Connie Choy

LCM Trustees

Chair of Trustees

Mark Smith

Trustees

Andrew Barclay-Watt,
Angela Chard,
Peter Morris,
Nigel Thompson
Connie Choy

Relevant Post holders

Operations Manager: Jen Cooper

Pastoral Support Worker: Sue Fox