

LifeChurch Manchester

Safeguarding Adults at Risk

Policy and Procedures

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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 the Care Act (HM Government 2014) and 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 Adults at Risk (as defined above) at LCM. This includes the LCM Senior Leadership Team (SLT), Location teams, pastoral team, New Horizons team (group for senior citizens) and 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 (AAR) and a Deputy Designated Person for Safeguarding (AAR) 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 Adults at Risk in the church.

1.1. How to read this document

This document is intended to be read by all those people who are involved in supporting Adults at Risk 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 Adults at Risk.

2. Roles & Responsibilities

2.1. The Associate Pastor, Senior Leadership Team, Trustees & the Nominated Safeguarding Trustee

It is the role of the Trustees alongside the Associate Pastor to ensure that LCM's 'Safeguarding Adults at Risk - Policy and Procedures' is implemented and resourced in the church. The responsibilities include:

1. Ensuring that the policy is followed when safeguarding incidents occur
2. Implementing Safer Recruitment Processes
3. Monitoring implementation of the Safeguarding Adults at Risk - Policy and Procedures
4. Giving support to people in the church working with Adults at Risk
5. Ensuring that safeguarding training is available to people who work with Adults at Risk and that each worker attends that training at least once every 3 years.
6. Communicating the Safeguarding Adults at Risk Policy to the Vision Partner's meeting and the wider church community and ensuring that it is reviewed bi-annually and updated where appropriate
7. 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.

2.2. The Designated Person for Safeguarding (AAR)

The Designated Person for Safeguarding (AAR) is the key link person for people in the church to come to for advice about safeguarding and this person will help the church to respond appropriately to any concerns that are raised about the safety or well-being of an Adult at Risk. The person should be someone with relevant knowledge and skills for the role. The responsibilities include:

1. Receiving and recording information from anyone who has safeguarding concerns.
2. Assessing the information promptly and carefully, clarifying or obtaining more information where they need to. A person without professional experience will need to take more advice from others with the expertise. There will be an identified list of people in the church who have professional experience in safeguarding Adults at Risk who the Designated Person for Safeguarding can contact to discuss particular cases. Seeking advice from others and gathering further information should not cause undue delay in taking any necessary action and should be fully recorded.
3. Consulting with outside bodies such as Social Services or the Police.
4. 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.
5. Being the link between the Church and the local Baptist Association for safeguarding matters.
6. Attending Safeguarding Training at least every 3 years.

7. Ensuring that there is a system for DBS Disclosures & Training to be recorded on the Church Database which is held securely by the Designated Person for Safeguarding/Deputy.
8. 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.
9. 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.
10. Where the Designated Person is also part of the working with Adults at Risk, 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.

There will also be a Deputy Designated Person for Safeguarding (AAR) who performs the above duties in the absence of the Designated Person.

2.3. The Associate Pastor and Trustees

The Safeguarding Trustee holds the primary responsibility within the trustees for safeguarding, however it is expected that all the trustees share this responsibility. The Safeguarding Trustee will work alongside the Associate Pastor who will provide leadership to the team and be proactive in ensuring the Church takes seriously its responsibilities in terms of safeguarding Adults at Risk.

As well as this, the Associate Pastor will be aware of safeguarding issues within the Church and offer pastoral care, particularly in the context of a safeguarding investigation. It is not appropriate for one person to offer pastoral care to both the victim and the alleged perpetrator and that this should be done by more than one person.

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

2.4. Adults at Risk Workers

All those who work with Adults at Risk 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 team, New Horizons 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 Adults at Risk are harmed and to be able to recognise the possible signs of abuse.
3. Knowing what to do if an Adult at Risk 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.

2.5. 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 (AAR) as soon as possible. Ensuring that the Safeguarding procedure is followed including the duty to record the concern.

2.6. Vision Partners and the Church Community

The Church vision partners have a responsibility to welcome Adults at Risk. They should be aware of the LCM Safeguarding Adults at Risk - Policy and Procedures and know who the Designated Person (AAR) and Deputy Designated Person for Safeguarding (AAR) 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, New Horizons 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 Adults at Risk is not allowed to be involved in the running of any of these activities. Should the Designated Safeguarding Officer (AAR) believe that any individual is unfit to work with Adults at Risk, 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 (AAR) 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. Adults at Risk 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 parent or carer 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 Adults at Risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging Adults at Risk 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 Adults at Risk 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 Adults at Risk frequently to feel frightened or in danger, or the exploitation or corruption of Adults at Risk. 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:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
2. protect an AAR from physical and emotional harm or danger;
3. ensure adequate supervision (including the use of inadequate care-givers); or
4. 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 Adults at Risk 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 Adults at Risk 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:

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

4. Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper), an eating disorder or self-harming behaviour
5. 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 (AAR) 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 AAR discloses abuse to you

All Adults at Risk should know how to contact the Designated Person for Safeguarding in the church. However, Adults at Risk 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.

1. Don't panic or show anxiety about what you are being told. React calmly so as to not further distress them.
2. Create a safe environment in which the AAR can share their concerns.
3. Again listen carefully to what you are being told.
4. Allow time for them to say what they want.
5. 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
6. 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'
7. 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
8. Accept what the AAR says and take seriously what you are hearing.
9. Reassure the AAR and tell them that you know how difficult it must be to confide in you.
10. Tell the AAR that she/he is not to blame and she/he has done the right thing in speaking to you.
11. 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.
12. Do not promise or lead an AAR to believe that their concern will be kept confidential.
13. 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.
14. Remember that most Adults at Risk feel loyalty to the significant people in their lives and often find it difficult to say things to their detriment.

15. 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 (AAR) or their Deputy in their absence as soon as possible, no later than 24 hours of the disclosure being made.

In Summary If Someone Discloses Something to You...

✓ Do's	X Don'ts
✓ 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 AAR is being harmed

Everyone has their part to play in ensuring the safeguarding of Adults at Risk within the church.

Source of Concerns...

1. If the behaviour of an AAR gives any cause for concern.
2. If an allegation is made in any context about an AAR being harmed.
3. If the behaviour of any adult towards Adults at Risk causes you concern.
4. Do not dismiss your concern, in particular do not ignore or dismiss concerns about a professional or a colleague.
5. 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 (AAR)).
6. Do not take responsibility for deciding whether or not an AAR is being abused.
7. Do not investigate allegations – this is the role of the police or Adults at Risk' social services.
8. Do not act alone.
9. Do not take sole responsibility for what has been shared or any concerns you may have.
10. Do follow the church's Safeguarding Adults at Risk - Policy and Procedures, in particular the Procedure for Responding to Concerns.

5.3. Procedure for responding to concerns

Stage 1 – A worker has a concern about the welfare of an 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 (AAR) within 24 hours (if verbally, followed up in writing ASAP).

If an AAR 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.

Stage 2- Designated Person

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 (AAR) 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 AAR is in imminent danger of harm a referral should be made to the Police or Social Services without delay.

Stage 3 – Action Taken

All action taken should be recorded and kept securely. Depending on the seriousness of the safeguarding concern, the Designated Person should make the Safeguarding Trustee and the Associate Pastor aware so there is another layer of scrutiny. If the allegation includes the Associate Pastor then this discussion should be with the Senior Leader and if it involves the Designated Person, then discuss with the Safeguarding Trustee or the Associate Pastor. The Associate Pastor and Safeguarding Trustee should be informed as soon as possible following the reporting of concerns.

Support and Report

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 Adults at Risk, 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.

5.3.1. 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:

1. Be legible and state the facts accurately (if hand written notes are typed up later the original handwritten notes should be retained securely).
2. Include the AAR's full name, address, date of birth (or age if date of birth is not known).
3. Include the nature of the concerns/allegation/disclosure.
4. Include a description of any bruising or other injuries that you may have noticed and the demeanour of the AAR.
5. Include an exact record of what the AAR has said using the AAR's words.

6. Include what was said by the person to whom the concerns were reported including any questions asked.
7. Include any action taken as a result of the concern.
8. Be signed with date and time.
9. 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 Designated Person..

5.3.2. Stage 2 – Review and Refer

It is the duty of the Designated Person (AAR) in Life Church Manchester to **REVIEW** the report and decide to whom the report should be **REFERRED**.

The Designated Person may:

1. Refer back to the worker who made the initial report if there is little evidence that a AAR is being harmed, asking for appropriate continued observation.
2. Refer the concern to others who work with the AAR in question asking for continued observation.
3. Speak directly to the adult about whom the concern has been raised – this may be the one of the Adults at Risk' workers. **If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person 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.
4. Make a formal referral to the local police or social services department.

The Designated Person 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 has a list of members of the church with relevant expertise.

5.3.3. Stage 3 – Report and Support

In the event of a formal referral, it is the duty of the Designated Person in Life Church to **REPORT** the referral and it is the duty of the Safeguarding Trustee and the Associate Pastor 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:

1. Report the referral to the Safeguarding Trustee and to the Associate Pastor if neither are involved in the report of concern and to the Senior Leader.

2. **Disclosure & Barring Service** – If a worker is removed from their post of working with Adults at Risk would have been removed from the post had they not resigned because of the risk they pose to Adults at Risk, there is a statutory duty to report the incident to the DBS.
3. **Charity Commission** – If a worker has been accused of causing harm to Adults at Risk this would be classed as a serious incident that should be reported to the Charity Commission as soon as is reasonably possible, and included in the annual report.
4. A record should be kept of all safeguarding incidents and should be considered in the annual review of LCM's Safeguarding Adults at Risk - Policy and Procedures as these may highlight potential gaps in the policy.

5.4. 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 the Baptist Union's Safe to Grow website) 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 the Associate Pastor and Trustees will take advice from the Baptist Union's safeguarding office and external agencies (such as the police, Adults at Risk social services and probation service). Typically this process will involve the following:

1. Decisions about who should be aware of this person situation beyond the Associate Pastor, Trustees and the Designated Person for Safeguarding (AAR).
2. Receiving input from a Specialist Probation Officer if the person is on the Sex Offenders' Register or under supervision.
3. Discussing the information gathered with the Senior Leader.
4. An open conversation with the person so that boundaries made clear such as:
 - Which meetings the person may attend
 - Which area of the church the person should sit in e.g. never in the family area.
 - They are always accompanied by a befriender on church premises.
5. Consideration of how the contract will be monitored and enforced given that an offender's behaviour is often manipulative.
6. 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 Adults at Risk

6. Safer Recruitment, Support & Supervision of Workers

Life Church Manchester will exercise proper care in the selection and appointment of those working with Adults at Risk, 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 Life Church Manchester as a 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 Adults at Risk to knowingly apply accept or offer to work with Adults at Risk. The Act specifically includes trustees of charities working with Adults at Risk. This means that a person banned from working with Adults at Risk cannot serve as a member of the SLT, location team, pastoral team, New Horizons team or as a Life Group Leader. It is also a criminal offence to knowingly offer work with Adults at Risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with Adults at Risk. 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 and make proposals that the Trustees approve, and then the person is presented to the Vision Partners for them to consider. The VPs have some time to do that, and to raise any concerns with the Senior Leader. Then the VPs 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 team. New members of the pastoral team are approved by both the pastoral worker and the associate pastor, in conjunction with the existing members of the team.
- 4) LifeGroup leaders. New LifeGroup leaders are discussed and proposed in the relevant Location team and also approved by the Associate Pastor.
- 5) New Horizons team. The existing team will discuss new leaders among themselves, and then they will be approved by the Associate Pastor.

The following processes will be followed for all teams:

1. **Identity Checks** – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.)
2. **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 Adults at Risk. 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 (AAR) and the Safeguarding Trustee. The Associate Pastor will be informed of any new team members via updated team list. Life Church Manchester will always use a risk-based approach to decision making
Those applicants who have lived overseas in the past 5 years for more than 6 months must provide an additional character reference.

3. **Training-** following positive references, DBS check and interview, 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.
4. A copy of each workers DBS details and training dates will be kept on file updated by the Designated Person for Safeguarding (AAR)

6.1. Adults at Risk' Worker Database

The Designated Safeguarding Officer (AAR) /Deputy Safeguarding Officer (AAR) 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 Life Church 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 Adults at Risk. Safeguarding Adults at Risk training must be attended at least once every 3 years.

7. Safe Behaviour: Guidelines for Adults at Risk' Workers

This section contains a code of behaviour that the church has adopted for all who are appointed to work with Adults at Risk so that Adults at Risk 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 Adults at Risk when they are using the toilet or shower.
 - Sexually provocative comments.
 - Scapegoating, ridiculing or rejecting.
2. If workers do find themselves on their own they should:
 - Assess the risk of sending the AAR person home.
 - Phone another team member and let them know the situation.
- Get a second worker 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 make sure that you hold the conversation in a public space (e.g. church foyer, café) where other adults are present.

7.2. Visiting Adults at Risk at Home

It may be part of the church's work to visit Adults at Risk at home for example. These visits should ideally be done in twos and if an initial visit to the home, the details of the address shared with another person prior to visiting.

7.3. Adults at Risk with Additional Needs

Adults at Risk 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 Adults at Risk 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 an adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Adults at Risk and 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 an Adult at Risk. 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 na 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 health. It may involve conveying to the AAR that they are worthless and unloved, inadequate.	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 Adults at Risk in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Adults at Risk 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 Adults at Risk 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 as is arranging for a child to travel abroad for FGM to be carried out.	
<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
- An 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)
- 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 (AAR)

Incident Report

This incident report is for the purpose of keeping a record of reports made to the Designated Person for Safeguarding (AAR). As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of worker:

Name of group:

Name of Adult:

Date & time of incident:

Nature of the concern:

Action taken so far:

--

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

Who have you spoken to about your concerns?

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

What feedback have you received?

Signature of Adults at Risk worker:

Date & time:

Signature of Designated Person for Safeguarding:

Date & Time:

Appendix C
LifeChurch Manchester Safeguarding (AAR)
Note of Concern

Name of Adult:

Activity:

Date & time:

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

Issue:

How did you become aware of the issue?

Signed:

Print Name:

Role:

Reported to:

Date & Time report completed:

(The following is to be completed by Designated Safeguarding Person (AAR))

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

Signed:

Print Name:

Date & time:

Key Contact Details for Safeguarding (AAR)

Designated Person for Safeguarding (AAR)

Sue Fox

07776 228910

suef@lifechurch.uk.net

Deputy Designated Person for Safeguarding (AAR)

Jen Cooper

07843 984796

Trustee for Safeguarding

Ann Flatman

Associate Pastor

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