



The Parish of Keighley Safeguarding Adults Guidelines and Procedures

Agreed by the PCC April 2021

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Diocesan Safeguarding Policy Statement (March 2018)

This Policy Statement on Safeguarding in the Church was adopted by The Parish of Keighley meeting April 2020.

Each person who works within this church will agree to abide by these recommendations and the guidelines established by this church. This church appoints Hazel Mosby as the Parish Safeguarding Officer.

The application of this policy will be reviewed each year and a report provided by the Parish Safeguarding Officer to the PCC.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The Diocese of West Yorkshire and the Dales and all parishes within it adopt Church of England policies and practice guidance relating to safeguarding.

We will endeavour to safeguard children, young people and adults by:

- Ensuring the care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
- Carefully selecting and training all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Supporting, resourcing, training and regularly reviewing those who undertake work with children, young people and adults.
- Establishing safe, caring communities which provide an environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed, co-operating with the police and local authority in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Committing ourselves to promoting safe practice by those in positions of trust.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Offering pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult.

The Parish of Keighley recognises the unique status of children and its responsibility to protect them at all times. The Church is required by God to foster relationships of the highest integrity, truthfulness and trustworthiness. Those in the in the Parish of Keighley who have positions of authority over children must use their power with sensitivity and integrity.

Definitions of abuse (from The Church of England National Safeguarding Team).

Physical Abuse

Is the non-accidental infliction of physical force, which results in pain, injury or impairment

Emotional Abuse

Emotional or psychological abuse is behaviour that has a harmful effect on an adult's emotional health and development. All abuse of vulnerable people has an emotional impact

Neglect

Neglect is the repeated withholding of adequate care which results in the adult's basic needs not being met. It can be intentional or unintentional and includes acts of omission.

Sexual Abuse

Sexual abuse is the involvement of any adult in sexual activities or relationships, without informed or valid consent.

Financial or Material Abuse

Financial or material abuse is the denial of access of the individual to money, property, possessions, valuables or inheritance, or improper or unauthorised use of funds via omission, exploitation or extortion through threats.

Discriminatory Abuse

Discriminatory abuse, including racist and sexist abuse, exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups.

Organisational Abuse

Organisational abuse occurs when an organisation's priorities, policies and practices are more important than individuals' needs and wishes. It includes a failure to ensure that the necessary standards are in place to protect and maintain good standards of care according to individual choice.

Spiritual Abuse

Spiritual abuse is not a category of abuse recognised in statutory guidance but it is of concern both within and outside faith communities including the Church. (*Protecting all God's Children 2010, Church 4th Edition*)

Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. (Oakley and Kinmond, 2013)

Domestic Abuse

Home office March 2013:

Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyber bullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

NSPCC website: Online abuse definition accessed August 2015

Modern Slavery

Modern slavery is an intentional crime, affecting an estimated **29.8 million slaves** around the world. It is a global problem that transcends age, gender and ethnicities, including here in the UK and it is important that we bring this hidden crime into the open.

It can include victims that have been brought from overseas, and vulnerable people in the UK, being forced to illegally work against their will in many different sectors, including brothels, cannabis farms, nail bars and agriculture.

Poverty, limited opportunities at home, lack of education, unstable social and political conditions, economic imbalances and war are some of the key drivers that contribute to trafficking of victims. What's more victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation.

Abuse is not always clear cut. Sharing of concerns and information with the appropriate agencies is extremely important. Your information may be a vital piece of the jigsaw.

Confidentiality

In all matters relating to Safeguarding children or adults the highest degree of confidentiality must be maintained. However, this has to be balanced against the need to protect others from significant harm. Adults who disclose significant harm need to know that the information will be passed on to the appropriate statutory agency, either the Social Services or the Police so that it can be properly investigated and the necessary help obtained. Information must only be passed on to any other individual or organisation on a need to know basis – please check with clergy or the Safeguarding officers before sharing unless in the case of an emergency.

If there is a conflict of interest between the needs of a child, who is suspected of suffering significant harm, and the needs of an adult, the welfare of the child is paramount.

Appointing Staff and Volunteers

This should be undertaken with reference to 'The Church of England Practice Guidance Safer Recruitment 24 June 2015. Key Team members will complete the Church of England safe recruitment training by December 2021.

A volunteer can be allowed to work under close supervision whilst waiting the result of the DBS check so as long as a written reference has been obtained and the Diocesan Declaration Form has been completed.

All appointments should be made for an initial probationary period of 3 months and a review should be undertaken by a senior leader, paid youth worker, incumbent or curate at the end of this period.

It is recommended that all those involved in appointing adult's workers should read the Church of England Safer recruitment document.

Adults Safe working practices

- Those visiting nursing homes or similar should be recruited in line with reference to The Church of England Practice Guidance Safer Recruitment April 2019. (review January 2022)
- If possible those visiting nursing homes should keep in pairs.
- It is recommended that husbands and wives should not place themselves in a situation where they are alone with a vulnerable adult in their own home or any setting where, should an allegation be made, they could be accused of collusion.
- Ideally volunteers should not deal with a vulnerable adult's money – if this is not possible always ensure 2 people are present (not husbands and wives) and keep a written statement of all money taken & receipts for any further transactions – a copy of written statements should be held by the vulnerable adult and the volunteer.
- Everybody working with vulnerable adults and all those in positions of authority in the church e.g. Church wardens should undertake safeguarding training every 3 years. Failure to do so will result in that person being unable to work in these areas. All workers will be given copies of guidelines and procedures.
- All Church Sitting should be undertaken by 2 adults who should ensure that they are never 1:1 with a visitor in an area that is not visible to other sitters.
- Those visiting a client's home e.g. CAP volunteers should visit in pairs when possible and if visiting alone should always conduct themselves in a manner which would make someone feel comfortable or not at risk in anyway.
- All workers to have DBS checks if appropriate to their role.
- Risk assessment should be undertaken and updated annually as necessary.

Making a referral: how to respond to suspicions and allegations of abuse.

All workers to follow the flowchart displayed in their Church which will give details of their safeguarding officer. An example chart from Keighley Shared Church follows.

KEIGHLEY SHARED CHURCH SAFEGUARDING VULNERABLE ADULTS FLOWCHART

Suspicion of abuse:

Concerns may be raised by yourself or another person (this may be physical abuse, emotional abuse, sexual abuse, spiritual abuse or neglect). It is important to document the information and its source. Discuss with the Safeguarding Officer or a member of Clergy or go directly to Social Care for advice.

Disclosure of abuse:

Listen carefully to the person and encourage him/her to say how he/she feels but do not ask leading questions. Remember that the person needs to be aware that if they or anyone else is at risk, the information will have to be shared.

If the person is in immediate danger contact Social Care or the Police

Make a written record as soon as possible after the event, keeping to the facts and including as much information about the person as possible and include the date, time and names of any other persons present or in the vicinity.

A joint decision on appropriate action will be made. Please note any individual can contact Social Care (anonymously if preferred) to discuss or obtain advice.

Discuss with the Safeguarding Officer or Clergy as soon as possible but always on the same day. If none of these are available contact Social Care for advice. Information is shared on a need to know basis and must not be discussed with anyone who is not listed on the bottom of this sheet.

SAFEGUARDING OFFICER: Hazel Mosby 01535 215261 or 07757834256. If unavailable contact Paul Fleming 01535 607003 or 07852 20705058

TEAM RECTOR: Rev Mike Cansdale 07545 566898

MULTI AGENCY SAFEGUARDING www.bradford.gov.uk/makeanalert or 01274 431077

EMERGENCY DUTY TEAM: 01274 431010

POLICE: 999 (emergency) 101 (non emergency)

DIOCESAN SAFEGUARDING TEAM: 01133 530257 or safeguarding@leeds.anglican.org

Social Services and the Police Investigations

Social Services and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. **It is not the job of the church organisation or of any individual within the church to make this decision.**

Clergy and volunteers must remember this for the following reasons:

- Inappropriate amateur investigation may well have very adverse effects on any subsequent investigation by the statutory agencies.
- It may put other's lives at risk.
- Passing concerns over to the Social Services transfers responsibility and reduces one's own anxiety levels.
- It is essential to remember that after a report is received the agencies will consider how to respond. There will not be any thoughtless or precipitate action.