

# Safeguarding Adults Policy and Procedures

## Introduction

Plymouth Vineyard Church is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014.

Plymouth Vineyard Church Safeguarding Adults Policy and Procedures apply to all individuals involved in the organisation including lead pastors, compassion ministry leaders, staff, volunteers and trustees.

## 1. Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Plymouth Vineyard Church will seek to ensure that our events and groups are inclusive and make reasonable adjustments for any ability, disability or impairment.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns within organisational activities.
- All allegations will be taken seriously and responded to quickly in line with the Plymouth Vineyard Church Safeguarding Adults Policy and Procedures.
- Plymouth Vineyard Church recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

## The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults:

**Empowerment** - People being supported and encouraged to make their own decisions and informed consent. “I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

**Prevention** – It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

**Proportionality** – The least intrusive response appropriate to the risk presented. “I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

**Protection** – Support and representation for those in greatest need. “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

**Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

**Accountability** – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

## Making Safeguarding personal

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

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### 2. Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offence Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

### 3. Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

**Adult** is anyone aged 18 or over.

**Adult at Risk** is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- and;

- Is experiencing, or is at risk of, abuse or neglect;

and;

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

**Adult in need of care and support** is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

**Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 4 for further explanations.

**Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

**Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005). (see further guidance doc).

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### 4. Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

**Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Domestic Abuse and coercive control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

**Discriminatory Abuse** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

**Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Physical Abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

**Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

**Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

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**Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

### 5. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Withdrawal from groups or regular services.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

### 6. What to do if you have a concern or someone raises concerns with you.

- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Plymouth Vineyard Church Safeguarding Officer or the Lead Pastor.
- When raising your concern with the Designated Safeguarding Officer, remember make Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.
- It is important when considering your concern that you also ensure that the person is well informed about any decisions and action taken about them and always consider their needs and wishes.

### 7. How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an ‘reporting concerns about an adult’ form and submit to the Designated Safeguarding Officer within 24 hours.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your Designated Safeguarding Lead.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be careful not to allow personal values to influence the way in which you record.
- Be mindful of the need to be confidential at all times, this information must only be shared with the Designated Safeguarding Officer or Lead Pastor.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

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### 8. Do's and don'ts when responding to a safeguarding concern

#### DO:

- Stay calm
- Listen very carefully with empathy
- Tell the person - they did the right thing in telling you - it was not their fault - you are treating the information seriously - what will happen next and how they will be kept involved at every stage - that they will be told the outcome and who will do this
- Reassure the person that Plymouth Vineyard Church will take steps to support and as far as possible ensure they are protected
- Be aware of the possibility that forensic evidence might be needed
- Explain that you must tell the Designated Safeguarding Officer and that they will contact Adult Services or the Police with their consent or in certain circumstances without their consent but that their wishes will be made clear throughout.
- If a referral is made and they are reluctant to have the incidents investigated this fact will be recorded and brought to the attention of the statutory authorities
- Contact the Designated Safeguarding Officer as soon as possible and tell them what has happened. Discuss with them whether the allegation/disclosure is to be reported to the Safeguarding lead in school/ Police/Adult Services.
- Make a written record of what the person has told you (keeping any hand written notes) in the order in which it happened as soon as practicable and keep it safe.

#### DO NOT:

- Press the person for more details or ask investigative questions
- Promise to keep secrets
- Make promises that you cannot keep
- Be judgmental
- Interrupt the person when they are telling you what has happened to them - allow them to share whatever is important to them as they may never tell again
- Do not confront the person alleged responsible or alert them to any investigation: this may place the adult at risk at a potentially greater risk.
- Do not break the confidentiality agreed between the person disclosing the information, yourself and the Designated Safeguarding Officer. Do not talk to other staff members or volunteers about the information shared with you.

### Contact details

#### Designated Safeguarding Officer (DSO)

Name: Brenda Brooks  
 Email: bren dabrook5@yahoo.co.uk  
 Phone: 07526 654119

#### Lead Pastor:

Name: Arthur Goode  
 Email: Arthur.goode@plymouthvineyard.org.uk  
 Phone: 07974789401

#### Monitoring and review

This policy will be reviewed on a bi-annual basis. All trustees and leaders will read this document and all children's pastors will also be expected to read this policy.

Date of policy: June 2020

Date of review: June 2021

**SDO Signed:** Brenda Brooks

**Lead pastor Signed:** Arthur Goode

**Date:** 09/07/2020

**Date:** 09/07/2020

**Trustees**

**Signed:** Trevor Horne  
**Date:** 09/07/2020

**Signed:**  
**Date:**