

We Are Hope Church

Safeguarding Adults at Risk Policy



Vinces Road

Diss

Norfolk

IP22 4HQ

Tel: 01379 644224 email: office@wearehopechurch.net

Registered charity number: 1132992

Company number: 07027443

Updated: 01/6/24

We are committed to an awareness of Safeguarding Adults.

Aim

The purpose of Hope Church's safeguarding policy is to ensure every adult at risk in our organisation is safe and protected from harm.

This policy will give clear direction to staff and volunteers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all adults at risk in Hope Church.

Introduction

Hope Church fully recognises the contribution it can make to protecting and promoting the welfare of adults at risk. The elements of our policy are prevention, protection and support.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for all adults. We acknowledge that adults can be the victims of physical, sexual and emotional abuse, and neglect. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and practice guidelines are based on the **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Norfolk Safeguarding Children Board (NSCB) **Safer**

Programme

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the designated officer (s) in their work and in any action they may need to take in order to protect adults with care and support needs.

General Procedures

When new staff or volunteers join our team they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy and told who our designated officer is.

All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary.

Training

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Every member of staff will undertake appropriate safeguarding training every three years.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via www.norfolkscb.org

Safer Staff and Volunteers

All volunteers who come into contact with adults at risk have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that staff and volunteers are competent, confident and safe to do so. We ensure that we gain DBS checks where current Government guidance requires us to.

We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Responding to allegations of abuse

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse others.

We will take all possible steps in safeguarding to ensure that the volunteers in Hope Church are safe to work with any adult at risk. We will always ensure that up to date procedures are followed and advice taken from the thirtyone:eight.

All staff and volunteers who come into contact with adults at risk will be made aware of the steps that will be taken if an allegation is made. There are sensible steps that every adult should take in their daily professional conduct; these can be found in the NSCB **Safer Programme Safer Working Practice**.

The designated officer (s) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in Hope Church. The same procedures will be followed as stated in the Hope Church Safeguarding & Child Protection Policy (as outlined below).

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Procedures should be followed as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Graham Blake tel no: 01379 644223 / 07868 725971 (Designated Lead Safeguarding Officer) or Samuel Wilkes tel no: 01379 644223 / 07990988205 (Designated Deputy Safeguarding Officer) who are nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- Should an allegation be made against the Designated SAfeguarding Officer (s), this will be reported by the staff member or volunteer raising the concern directly to Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to make a referral' at www.norfolkscb.org or a message left on **01603 223473**.
- A report should also be made to the thirtyone:eight. Alternatively contact Social Services or the police.
- The Designated Safeguarding Officer **may** need to inform others depending on the circumstances and/or nature of the concern.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- The Leadership will support the Designated Safeguarding Officer/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight (CCPAS), although the Leadership hope that members of Hope church will use this procedure. If, however, the individual with the concern feels that the Designated Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Officer (s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Designated Safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Designated Safeguarding Officer (s) will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight (CCPAS) can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Designated Safeguarding Officer will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight (CCPAS) and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the church.

Records and Confidentiality

If we are concerned about the welfare or safety of any adult in Hope Church we will record our concerns immediately and give this to the Designated Officer.

Any information recorded will be kept in a secure cabinet or in a locked electronic file if submitted electronically. These files will be the responsibility of the Designated Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.

All information is confidential, however if there is a safeguarding concern about an adult, then information can be shared with other agencies, namely the Police or Social Services.

Reports of a concern to the Designated Officer must be made in writing and signed and dated by the person with the concern.

Roles and Responsibilities

Our Designated Officer will liaise with Social Services and other agencies where necessary, and make referrals to Social Services using the procedure below.

The Designated Officer will ensure that all staff and volunteers have received appropriate safeguarding information and have been trained following guidelines from the Safer Programme.

The Designated Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme and advice from Thirtyone:eight (CCPAS).

Hope Church undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

More detailed definitions of abuse and neglect are outlined in the Hope Church Safeguarding & Child Protection Policy.

Concerns about leadership

If you have any safeguarding concerns about leadership please contact the safeguarding trustee (Stephen Card) who will follow correct procedures to ensure that concerns are dealt with seriously and appropriately.

Useful Contacts

Children's Services 24 hours **0344 800 8020**

Norfolk Police **101**

In an emergency **999**

Local Authority Designated Officers (LADO) **01603 223473**

There is always someone available during normal working hours

Norfolk Safeguarding Children Board (NSCB) www.norfolkscb.org

Safer Programme **01603 228966**

Thirtyone:eight **0845 120 4550**

Named Safeguarding Lead

The following designated people are in post;

Designated Lead Officer: Graham Blake

Telephone number: 01379 644223 / 07868 725971

Email: graham@wearehopechurch.net

Designated Deputy Officer: Samuel Wilkes

Telephone number: 01379 644223 / 07990988205

Email: Sam@wearehopechurch.net

Safeguarding Trustee: Stephen Card

Telephone number: 01379 644223

Additional email: safeguarding@wearehopechurch.net

Policy Review

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Board's guidance on www.norfolkscb.org

This policy will be reviewed on June 1st 2025

APPENDIX - 1

Leadership Safeguarding Statement (for Children & Adults at Risk)

The Leadership of Hope Church recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the leadership/organisation on: 1st June 2020

Hope Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

We are committed to:

Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.

Respecting the rights of children as described in the UN Convention on the Rights of the Child.

Implementing the requirements of legislation in regard to people with disabilities.

Ensuring that workers adhere to the agreed procedures of our safeguarding policy.

Keeping up to date with national and local developments relating to safeguarding.

Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

Supporting the designated child protection officer in their work and in any action they may need to take in order to protect children/adults with care and support needs.

Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Hope Church.

Supporting parents and families

Nurturing, protecting and safeguarding of children and young people

Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

Supporting all in Hope Church affected by abuse.

Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

Children's Social Services (or equivalent) has the responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has the responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

When working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding coordinators for this place of worship/organisation.

Designated Child Protection Officer

Designated Child Protection Officer

A copy of the full policy and procedures is available from the Hope Church Office

Signed by leadership

Signed _____

Date _____

Document History & Version Control Table			
Version	Action	Approval Authority	Action Date
1	Policy written with guidance from NSCB Safer Programme & CCPAS	KB	June 2018
1.01	Annual check	KB	June 2019
1.02	Annual check	KB	June 2020
1.03	Annual review	KB	June 2021
1.04	Annual review	KB	June 2022
2.00	Annual review and edit	SW	Jan 2024
2.01	Annual review	SW	June 2024

Notes to maintain the above table

For minor amendments, details of those amendments are required perhaps with links, references and sources.

For reviews it is sufficient to record 'Major review of document'. Or better something like: "major review of documents in line with changes to XYZ legislation".

Major Reviews might be expected to take place no more than 3 years apart and perhaps much less in light of major legislation changes.

Minor amendments will increase 1.01, 1.02 etc.

Major Reviews will therefore be 2.00, 3.00 etc