

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

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 Churches' Child Protection Advisory Service (CCPAS)

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 Kim Boardman tel no: 01379 644223 or Graham Blake tel no: 01379 644223 / 07868 725971 (Designated Child Protection Officers) 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 Child Protection 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 Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- The Designated Child Protection 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 Child Protection 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 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 Child Protection Officer has not responded appropriately, or where they have a disagreement with the Designated Child Protection Officer (s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Designated Child Protection 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:

Suspensions 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 Child Protection Officer (s) will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively 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 Child Protection Officer will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact 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. 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 CCPAS.

Our organisation 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.

Useful Contacts

Children's Services 24 hours 0344 800 8020

Norfolk Police..... 101

In an emergency 999

Local Authority Designated Officers (LADO) Team 01603 223473

There is always someone available during normal working hours

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

Safer Programme 01603 228966

Churches' Child Protection Advisory Service CCPAS 0845 120 4550

Named Designated Child Protection Officer

The following designated staff are in post;

Designated officer – Kim Boardman

Phone number – 01379 644223 / 07733 320375

Designated officer – Graham Blake

Telephone number – 01379 644223 / 07868 725971

Policy Review

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

This policy will be reviewed onJune 1st 2023.....