



New Generation Church NTA (NGC)

Safeguarding for Adults At Risk Policy & Procedures



1. Summary

This policy states NGC's approach to minimising the risk of abuse to adults at risk with whom NGC works.

The majority of adults that NGC works with do not meet the definition of an adult at risk, for the purposes of Social Services referrals but are instead adults who have vulnerabilities.

This policy states our approach to preventing and responding to safeguarding issues with both groups.

2. What is the policy about?

The policy provides a consistent and effective approach to addressing concerns and allegations of abuse and neglect.

The purpose of this policy is to:

- Acknowledge that all staff/volunteers and volunteer members of NGC (including third party providers) have a responsibility to act where there is cause for concern about an adult at risk's safety and wellbeing.
- Promote best practice and a positive organisational culture which encourages the promotion of welfare of adults at risk and ensures their safety.

3. Who is the policy for?

The policy is for all staff/volunteers and volunteers, and forms part of the induction training for all staff/volunteers and volunteers, as does the mandatory online safeguarding training.

All staff/volunteers and volunteers who may come into contact with adults at risk will need to have a clear working knowledge of this policy and the reporting procedure

4. Policy statement

NGC is committed to safeguarding adults at risk from all sources of harm and risk. Nominated Safeguarding Representatives of NGC has accountability for safeguarding arrangements with the Committee having responsibility for this policy.

Every member of staff/volunteers and volunteer has a responsibility for ensuring that adults at risk are safeguarded.

5. Definitions

An 'adult at risk' is defined by the Department of Health as a person aged 18 years or older:

"...who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation." ('No secrets' guidance document, Department of Health, 2000)

This definition may change in the near future as it is considered to be problematic and was disliked by many during the 'No secrets' review in 2009. A likely alternative for the term

'vulnerable adult' is the Law Commission's recommendation of 'adult at risk'.
'Abuse'

This guidance refers to harm in terms of 'abuse'. This might be physical, sexual, psychological, financial or material, neglect and acts of omission, discriminatory or institutional.

Local authority as the lead coordinating agency

Local social services authorities are the lead coordinating agency for safeguarding adults.

These are Councils with Social Services Responsibilities (CSSRs), often known as Adult Services. Other organisations with responsibilities include the National Health Service (NHS), independent (private and voluntary) social and health care providers, housing providers, the police, the Crown Prosecution Service (CPS), the Probation Trust and the Benefits Agency. Joint working between them all is seen as essential in safeguarding activity, including the appropriate (legal and proportionate) sharing of information.

6. How does Safeguarding Adults at Risk work?

All staff/volunteers and volunteers have a responsibility to take appropriate steps to protect adults at risk and to understand their responsibility to operate within this policy. Good safeguarding includes arrangements for prevention as well as responding to allegations of harm and abuse. Harm and abuse may include physical, sexual, psychological, financial and institutional abuse, acts of neglect and omission and discrimination.

All allegations, concerns or suspicions of abuse or neglect are taken seriously by NGC and responded to in line with our procedures and within the reporting structures of the local authority in which we work. Allegations made against members of staff/volunteers will be dealt with in accordance within, Appendix B

NGC will handle all disclosures in accordance with the requirements of No Secrets: Safeguarding Adults: A national framework of standards and good practice and outcomes in Adult protection (ADASS 2006).

Please see the procedure for reporting in appendix A. Initial safeguarding reporting should be immediately through the line management structure with written disclosure made through the use of the 'Safeguarding Incident Form' available on Connected.

7. Guidance

Appendix A - Reporting Mechanisms for safeguarding incidents

Safeguarding Incidents against children, young people and adults at risk

Incidents include:

- physical or mental violence;
- injury or abuse;
- neglect, or negligent treatment;
- maltreatment or exploitation;
- sexual abuse.

Who needs to be Advised?

Safeguarding Representatives or a member of pastoral team if Safeguarding Representatives are unavailable

They will determine if a referral* to Children's/Adult Service/Emergency Social Volunteer (or Police Adult Protection Team) is appropriate and will progress **or** will notify Pastoral Team if allegation is against a NGC member who will notify LADO or Adult Services Department where appropriate.

If no manager can be notified: contact Children's Services.

*Referrals to be notified to relevant Director and the adult concerned unless special circumstances apply.

How do I make a report?

Initially by Telephone/in person and then via the safeguarding incident reporting form. This should be emailed to your safeguarding lead as soon as this can reasonably be done.

NGC Safeguarding Incident Recording Form For Vulnerable Adults (Part 1 of 3)

Date of concern /incident being raised:

Name of service User:

Date of Birth:

Name of project volunteer/ volunteer involved:

Name and contact details of any other agency involved:
(if applicable)

Service/project name:

Please give a brief summary of the safeguarding concern:

NGC Safeguarding Incident Recording Form For Vulnerable Adults (Part 2 of 3)

Please give detailed information of safeguarding concern:

Action taken:

Note: if referred to Children's services please include name and contact details

Date information sent to Safeguarding Representative:

Signed by:

Print Name Signature & date

Safeguarding Representatives:

Print Name Signature & date

NGC Safeguarding Incident Recording Form For Vulnerable Adults (Part 3 of 3)

Name of service user

Progress

Conclusion

If relevant, lessons learnt

Signed by:

Print Name Signature & date

Safeguarding Representatives:

Print Name Signature & date

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APPENDIX B - Children, Young People and Adults at Risk

ALLEGATIONS OF ABUSE MADE AGAINST NGC STAFF/VOLUNTEERS/VOLUNTEERS

The processes outlined below are in addition to those outlined in Appendix A

Any allegation of abuse against a NGC member of staff/volunteers must be taken seriously, both for the sake of the person involved and the member of staff/volunteers themselves.

In the event of an allegation, the member of staff/volunteers receiving the allegation should inform the person that:

- It is a serious matter and will need to be discussed with the appropriate manager
- in order to decide how the matter will be investigated
- The person will be kept informed about the progress of the investigation

The member of staff/volunteers receiving the allegation should immediately contact the manager of the volunteer against whom the allegation has been made. The volunteer who is the subject of the investigation must NOT be informed of the allegation at this point.

The manager of the volunteer against whom the allegation has been made should refer the matter immediately to the Safeguarding Representatives, or in his/her absence the person acting for him/her.

The Safeguarding Representatives will need to decide:

- whether the incident is serious enough to be considered as potential safeguarding issue or
- whether the allegation is less serious, in which case it should be dealt with under NGC's Complaints procedures.

If there is insufficient information to make this decision the Safeguarding Representatives will need to decide, as a matter of urgency, what information is needed and how this should be obtained, so that a decision can then be taken as to whether or not this situation should be considered as a matter of potential abuse.

If the Safeguarding Representatives decides that the situation should be considered as potential abuse, she/he should refer the matter to the relevant Local Authority Social Services department and request that an emergency strategy meeting be convened to plan the process of the investigation including the interviewing of the member of staff/volunteers who is the subject of the allegations.

The Safeguarding Representatives will also need to decide whether for the duration of the investigation the member of staff/volunteers should continue in their work, be moved to other duties, or be suspended in accordance with the terms of the Disciplinary Policy and Procedure.

In making this decision the Safeguarding Representatives will need to take into account:

- the need to avoid further contact between the person and the named member of staff/volunteers
- the feasibility of the named member of staff/volunteers continuing to work in their post whilst an investigation is under way
- the potential risk to other children
- the potential for the member of staff/volunteers being able to interfere with the investigation

The suspension or moving of the member of staff/volunteers does not indicate an assumption of guilt.

The purpose is to facilitate an effective investigation. If the volunteer is subsequently cleared, there can then be no allegation of a 'cover up'. If a staff/volunteers member requests to be suspended during the investigation, this should be considered.

At this point the Safeguarding Representatives will need to inform the named member of staff/volunteer that an allegation has been made against him/her and that this matter has been referred to Social Services to be formally investigated, and that Social Services (and possibly the police) will be interviewing the member of staff/volunteers in the near future.

To avoid prejudicing the investigation the details of the allegation should not be discussed prior to the Social Services interview, and the member of staff/volunteers should be instructed not to discuss this with other colleagues.

There should be no contact with between the alleged perpetrator and the person making the allegation and, if appropriate, no contact with any other people linked to the Service.

The member of staff/volunteers should be advised to contact a solicitor regarding this situation.

A named member in the Pastoral Team from NGC, who is not involved in the management of the member of staff/volunteers and who will not be involved in the investigation, should be appointed to offer general support over the period of the investigation.

Any details of the allegation should only be provided on a strict 'need to know' basis. Once the Social Services investigation has been completed, the Safeguarding Representatives should decide whether any further action is needed in relation to the information arising from the investigation. Depending on the outcome of the investigation, it may or may not be appropriate at this point to institute the NGC's formal disciplinary procedures. This decision should be conveyed to the member of staff/volunteers within seven days of the completion of the investigation.

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