



Safeguarding Adults at Risk Policy

April 2018

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Contents

1.1 Purpose of this Document.....	4
1.2 What is Safeguarding?.....	4
1.3 The Theology of Safeguarding.....	4
1.4 Who are adults at risk?	5
Section 2 – Recognising Abuse	6
2.1 What is Abuse?.....	6
2.2 Who could abuse?.....	6
2.3 Where could abuse happen?	6
2.4 Types of Abuse	7
2.5 Other forms of abuse	9
Section 3 – Policies and Procedures for Preventing Abuse.....	11
3.1 Roles and responsibilities.....	11
3.2 Code of Behaviour	12
3.3 Inclusivity.....	12
3.4 Financial integrity (cash handling etc.).....	12
3.5 Transport.....	13
3.6 Photographs	13
3.7 Training.....	13
3.8 Recruitment procedures	13
3.9 Regulated Activities.....	14
3.10 Record keeping.....	14
3.11 Confidentiality.....	14
3.12 Pastoral relationships.....	14
3.13 Working with alleged or known offenders.....	15
Section 4 – Responding to Abuse or Concerns	16
4.1 How abuse might be discovered	16
4.2 Procedure for responding to concerns	16
4.3 What to do if abuse is disclosed.....	16
4.4 Response Flowchart	17
4.5 Communication Difficulties	18
4.6 Safeguarding Incident Form	18
4.7 What if the adult doesn’t want help?	18
4.8 What happens next?	18
4.4 Ministering to those who have experienced abuse	19
Section 5 – Procedures for Reviewing the Policy	21
5.1 Persons responsible	21
5.2 Review process.....	21
5.3 Review checklist	21
Appendices.....	21

Section 1 – Introduction

1.1 Purpose of this Document

The aim of this document is to outline the safeguarding measures that have been adopted by Barrow Baptist Church (referred to as ‘the church’ from here on in) in order to safeguard adults at risk. It is based on the guidelines provided by the Baptist Union of Great Britain, entitled Safe to Belong.

As a church, we recognise that safeguarding is a shared responsibility and therefore this document is for everyone, but especially for church workers who have some responsibility for working with or supporting adults at risk. This includes ministers, trustees, ministry leaders and volunteers as well as the designated person for Safeguarding. We will use the term ‘workers’ from here on in to refer to anybody who is in contact with adults at risk who would be considered to be representing the church.

There are five main sections to this document.

- Section 1 includes introductory notes on the basis for this policy.
- Section 2 contains guidance notes on what we would define as abuse.
- Section 3 are the measures we have adopted and guidelines we require workers to follow in order to promote inclusivity and minimise risk of harm to adults at risk.
- Section 4 contains advice and instruction on how to respond in the event that abuse is suspected or disclosed.
- Section 5 outlines the procedure we have adopted for reviewing this policy.

1.2 What is Safeguarding?

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual’s fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

1.3 The Theology of Safeguarding

We believe that each and every person is fearfully and wonderfully made, knitted together in their mother’s womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore, the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (Matthew 22: 39). Therefore, the church should always aim to be a place of care, compassion and love – no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and

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alone. At the sight of people in distress he is filled with compassion (Mark 1:41). Therefore, the church should strive to be a place of healing, comfort and hope – no matter what the cause of suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (Matthew 23). Therefore, the church should strive to be a place of righteousness, advocacy and justice, speaking up for people who are oppressed and abused – no matter how costly that may be.

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

“By this everyone will know that you are my disciples, if you love one another.”

John 13: 35 – NIV

1.4 Who are adults at risk?

The term ‘adult at risk’ has replaced the previously used ‘vulnerable adult’, focusing on the situation rather than the characteristics of the adult themselves. The label ‘vulnerable adult’ may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches’ Child Protection Advisory Service):

Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

Section 2 – Recognising Abuse

2.1 What is Abuse?

Abuse is the violation of an individual's human and civil rights by another person or persons.

It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, not just physical or violent acts, but it may also be verbal, sexual, psychological, spiritual or financial. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

2.2 Who could abuse?

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion



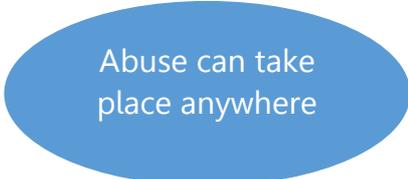
Anyone could abuse

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

2.3 Where could abuse happen?

Abuse can take place in all kinds of different settings. For example:

- At home.
- In supported housing.
- At someone else's home.
- Within a nursing home, hospital, residential care or day care.
- At work or in educational establishments.
- In a church.
- In a car or another vehicle.
- Online or via mobile communications.



Abuse can take place anywhere

2.4 Types of Abuse

There is no single definition for each different type of abuse, with different terminology used by different organisations. The following definitions have been adopted from the Baptist Union's Safe to Belong document.

A fuller definition along with some of the key indicators of each of these forms of abuse has been included in the Table of Abuse Types in Appendix 2.

Abuse	Definition	Includes.... <i>(please note that this is not an exhaustive list)</i>
Physical	To inflict pain, physical injury or suffering.	<ul style="list-style-type: none"> • Hitting, slapping and beating; • Shaking, pinching and pushing; • Kicking, burning and hair pulling; • Squeezing, suffocating, poisoning and using inappropriate restraint. • Giving inappropriate medication
Emotional	<p>The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.</p> <p>Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.</p>	<ul style="list-style-type: none"> • Mocking, coercing, threatening or controlling behaviour; • Bullying, intimidation, harassment or humiliation; • The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation; • Making someone feel worthless, a lack of love or affection, or ignoring the person.
Sexual	<p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>	<ul style="list-style-type: none"> • Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting; • Indecent assault, incest, being forced to touch another person in a sexual manner without consent; • Making sexual remarks, suggestions and teasing; • Indecent exposure, being forced to watch pornographic material or sexual acts; • Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways; • Being spied on while a person is undertaking personal care activities.
Neglect	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.	<ul style="list-style-type: none"> • Failing to provide access to appropriate health, social care or education services; • Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking; • Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others); • Failing to provide a warm, safe and comfortable environment.

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		<ul style="list-style-type: none"> • Deliberately withholding aids, such as walking sticks or hearing aids. • Denying social, religious or cultural contacts, or denying contact with the family; • Leaving alone or unsupervised.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	<ul style="list-style-type: none"> • Theft, fraud or embezzlement of monies, benefits or goods; • Exploitation or profiteering; • Applying pressure in connection with wills, property or inheritance, or financial transactions; • The abuse of influence, power or friendship to persuade a person to make gifts or change their will; • Being charged excessive amounts for services (such as minor building works on a property).
Spiritual	<p>The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<ul style="list-style-type: none"> • Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices; • Extreme pastoral interference in personal matters – reducing individual choice and responsibility; • The misuse of scripture or power to control behaviour and pressure to conform; • The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position; • Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm; • The denial of the right of faith or opportunity to grow in the knowledge and love of God; • Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive).
Discriminatory	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	<ul style="list-style-type: none"> • Ageist, racist, sexist, or abusive behaviour based on a person’s disability; • Abuse linked to a person’s sexuality; • Harassment, slurs or similar treatment; • Withholding services without proper justification, or lack of disabled access to services and activities.
Institutional	The mistreatment or abuse of an adult by a regime or individuals within an institution. It can occur through repeated	<ul style="list-style-type: none"> • The inability of an institution to safeguard people from emotional or even physical harm and neglect;

	<p>acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.</p> <p>The church as an institution is not exempt from perpetrating institutional abuse.</p>	<ul style="list-style-type: none"> • Having fixed rules and routines by which people are controlled; • People being prevented from doing things that are their legal and human rights; • Not having access to personal possessions or personal allowance.
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2.5 Other forms of abuse

Domestic Abuse

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.

Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

For more information on domestic abuse, see the 'BUGB Guide to Domestic Abuse' (publication date: 1 March 2016) or speak to the BUGB Safeguarding Team.

Cyber Abuse (also known as cyber bullying or cyber stalking)

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

For more information on cyber abuse, see the 'BUGB Guide to Cyber Safety' (publication date: 1 December 2015) or speak to the BUGB Safeguarding Team.

Self-Harm / Self-Neglect

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

For more information on dealing with issues of self-harm, see the 'BUGB Guide to Self-Harm' (publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.

Mate Crime

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

Modern Slavery

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

Human Trafficking

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed (see glossary) into terrorism than others.

Honour marriage / forced marriage

An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

Historic Abuse

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

If you are concerned about an adult at risk experiencing one of these forms of abuse, please contact your church Designated Person for Safeguarding, who will follow the necessary safeguarding procedures. They may also contact the Association Safeguarding Contact for advice (See section 4 – Responding to Abuse or Concerns).

Appendix 1 'Useful Resources and Contacts' also lists organisations which specialise in these areas of abuse and can provide expert help and advice.

Section 3 – Policies and Procedures for Preventing Abuse

These good practice guidelines are not about rules and regulations in order to prevent you from doing things. They are about working together to enable all people to get more out of their church and community life in safe and enjoyable ways.

It is not possible to guard against every eventuality or protect those adults at risk from every potential harm or abuse by cruel and abusive people. However, churches can do their best to provide a safe place for everyone, including adults at risk, by making sure that they follow good practice guidelines in every area of church life.

3.1 Roles and responsibilities

The church recognises that it has a collective responsibility for doing everything possible to protect and include adults at risk in the life of our community. Specific people are however appointed to undertake particular responsibilities in this area, as set out in the table below.

Role	Responsibilities	Specific tasks
Charity Trustees	<ul style="list-style-type: none"> Carry overall responsibility for safeguarding best practice within the church. 	<ul style="list-style-type: none"> Ensure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.). Review safeguarding measures and implementation annually, in advance of the church's AGM.
Designated trustee for Safeguarding	<ul style="list-style-type: none"> Takes a lead on safeguarding matters on behalf of the trustees. 	<ul style="list-style-type: none"> Liaise regularly with the designated person for safeguarding, ministers, elders and trustees regarding implementation of policy. Review safeguarding measures and implementation annually, in advance of the church's AGM and report back to the charity trustees. Ensure safeguarding is on the agenda at trustee's meetings.
Designated person for Safeguarding	<ul style="list-style-type: none"> The recognised person for receiving disclosures or reports of disclosures of abuse. Provides advice and support to all workers in relation to safeguarding matters. 	<ul style="list-style-type: none"> Review safeguarding measures annually, in advance of the church's AGM. Hold a list of contact numbers for association safeguarding contact and external agencies. Follow up disclosure or reports of disclosures as appropriate. Record any such reports, along with actions taken and ensure records are stored securely.
Minister and Elders	<ul style="list-style-type: none"> Support and assist the designated person for safeguarding. 	<ul style="list-style-type: none"> Regularly communicate with the designated person for safeguarding, particularly if a serious incident arises. Promote and encourage safeguarding and best practice within the life of the church.
Policy Administrator	<ul style="list-style-type: none"> Completes administrative tasks related to the implementation of the policy. 	<ul style="list-style-type: none"> Ensure name and contact information of designated person for Safeguarding is displayed prominently in church and kept up to date. Coordinate the completion and renewal of volunteer agreements and DBS checks. Ensure electronic list of workers and status of paperwork is kept up to date and securely stored. Ensure physical copies of paperwork are filed securely.

		<ul style="list-style-type: none"> • Liaise with designated person for safeguarding regarding outcome of DBS checks as required.
Leaders of ministries with adults at risk	<ul style="list-style-type: none"> • Ensure safeguarding procedures and best practice are followed within their ministry. 	<ul style="list-style-type: none"> • Know and follow the churches safeguarding policy. • Be aware of procedures for appointing new workers.
Helpers in ministries with adults at risk	<ul style="list-style-type: none"> • Help to ensure safeguarding procedures and best practice are followed within their ministry. 	<ul style="list-style-type: none"> • Know and follow the churches safeguarding policy in any involvement with adults at risk.

3.2 Code of Behaviour

- All workers should treat vulnerable adults with respect and dignity, with regard to their independence, personal choice, views, inclusion and privacy.
- All workers should be familiar with and adhere to the church's procedures for safe working practices.

3.3 Inclusivity

The church is committed to promoting inclusivity and ensuring that its buildings and activities are accessible to as many as possible. In particular, it is agreed that:

- The church premises will be managed to promote access and with consideration to the needs of those with limited mobility, vision and hearing.
- Worship leaders, speakers and service leaders are encouraged to be mindful of those with particular needs in the formatting and delivery of services and events, particularly with regard to verbal presentation, use of projected media, PA etc.

3.4 Financial integrity (cash handling etc.)

The church recognises the need for clear and transparent systems to be put into place to prevent the possibility of financial irregularities occurring within the church context. In particular, the following points are agreed:

- If handling money on behalf of someone else (e.g., collecting a pension or cashing a cheque), workers should obtain receipts or other evidence of what has been done.
- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances or expenses.
- Church workers should not be influenced by offers of money.
- Any gifts should be reported to the Trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church as a donation should be handled by two unrelated people.
- Church workers should keep a record of any monies received e.g. petrol money.
- Care should be taken not to place pressure for church donations on adults who may be at risk.

- Church workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Trustees. Church workers (including ministers) should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.

3.5 Transport

- Wherever reasonably possible, adults at risk should be transported by 2 workers where at least one of whom is the same gender.
- If transport is being arranged on behalf of the church, it is best practice to record who has driven who.
- The transport risk assessments at appendix 5 are generic risk assessment for a) car use and b) bus trips. The risk assessments are to be used as a template and amended, as appropriate, to take into account specific concerns relating to the individuals or groups concerned.

3.6 Photographs

- Reasonable care should be taken by those taking pictures on behalf of the church to ensure that those being photographed are happy with this.
- Clear notice should be given of photographs being taken, which can be done verbally or in writing.
- When giving notice of photographs being taken, always explain if the image may be used in church publicity (including website etc.).

3.7 Training

At least once a year, opportunity should be given for new workers to receive training in the church's safeguarding policy and procedures. Explanation and instruction should be given on:

1. Understanding abuse.
2. Preventing abuse (including code of behaviour).
3. Responding when abuse is suspected or disclosed.

3.8 Recruitment procedures

The church has adopted 2 levels of appointment procedure to be applied depending on the type of activities a worker is involved in.

1. For volunteers involved in assisting with the running of groups, a summary worker agreement should be signed. This should include a summary of best practice guidelines, what to do in the event that abuse is suspected or disclosed and where to find further information.
2. For paid members of staff and for those who will be involved in 'regulated activities' (defined in 3.9) the following procedure represents the minimum steps that should be carried out.
 1. Prospective employees / volunteers complete a summary worker agreement.
 2. DBS Check carried out by the church.
 3. Ongoing training and supervision offered by church.

The church should keep a full record of those appointed to either of these levels and ministry leaders should be aware of who has clearance to carry out regulated activities.

3.9 Regulated Activities

The following are classed as regulated activities and therefore require a DBS check (with barred list) to be carried out by the church.

1. **Providing personal care**

Anyone who assists with activities such as drinking, eating, going to the toilet, etc.

Anyone who prompts and supervises with activities such as drinking, eating, going to the toilet, etc, as the adult cannot make the decision to do so themselves.

Anyone who trains, instructs or offers advice on the above because of an adult's age, illness or disability.

2. **Assistance with cash, bills and/or shopping**

Anyone who assists in managing an adult's cash, paying their bills or shopping on their behalf.

3. **Assistance in the conduct of a person's own affairs**

Anyone who provides assistance in the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney.

4. **Conveying**

Anyone who transports an adult to, from or between places where they receive health, personal or social care (this does not include transporting people to and from church).

5. **Providing healthcare**

Any healthcare professional providing healthcare to an adult.

6. **Providing social work**

Anyone who provides social care.

3.10 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be stored in a safe and secure manner for at least 75 years. Please speak to the Designated Person for Safeguarding if you have records that need to be stored for this purpose.

3.11 Confidentiality

With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding, the statutory authorities or the local association. However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

3.12 Pastoral relationships

Those involved on behalf of the church in the pastoral care of adults at risk should work within the framework established by the church and with accountability to their ministry team leaders and eldership. Anyone involved in pastoral activities should be aware that they are likely to be perceived as representing the church and should therefore conduct themselves appropriately.

Care should also be taken to maintain appropriate boundaries in pastoral relationships.

In particular:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers should recognise the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role.

3.13 Working with alleged or known offenders

In the event that it becomes known there is an offender within the congregation, or someone against whom a serious allegation has been made, the church will contact the local association without delay. There are several processes which will need to be followed, but each one is dealt with on a case by case basis, and the Association Safeguarding Contact will have the expertise needed to help the church at each stage.

Section 4 – Responding to Abuse or Concerns

This section will help you know what to do if you know or suspect an adult is being abused or may be at risk of abuse, or you have concerns about their wellbeing. It is often not easy to recognise abuse or harm. Therefore, it is important to act if you suspect abuse – don't wait until you are absolutely sure. This doesn't mean that you are jumping to conclusions or making judgements about the situation, it simply means that there is a safeguarding concern.

4.1 How abuse might be discovered

You may suspect abuse because:

- You have a general concern about someone's wellbeing.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

4.2 Procedure for responding to concerns

If you suspect abuse or have received a disclosure, the most important thing is to not delay in passing on your concerns. Report them to your church Designated Person for Safeguarding within 24 hours. If they are not available or are implicated in the concern, contact the minister or get in touch with your Local Association Safeguarding Contact. If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

4.3 What to do if abuse is disclosed

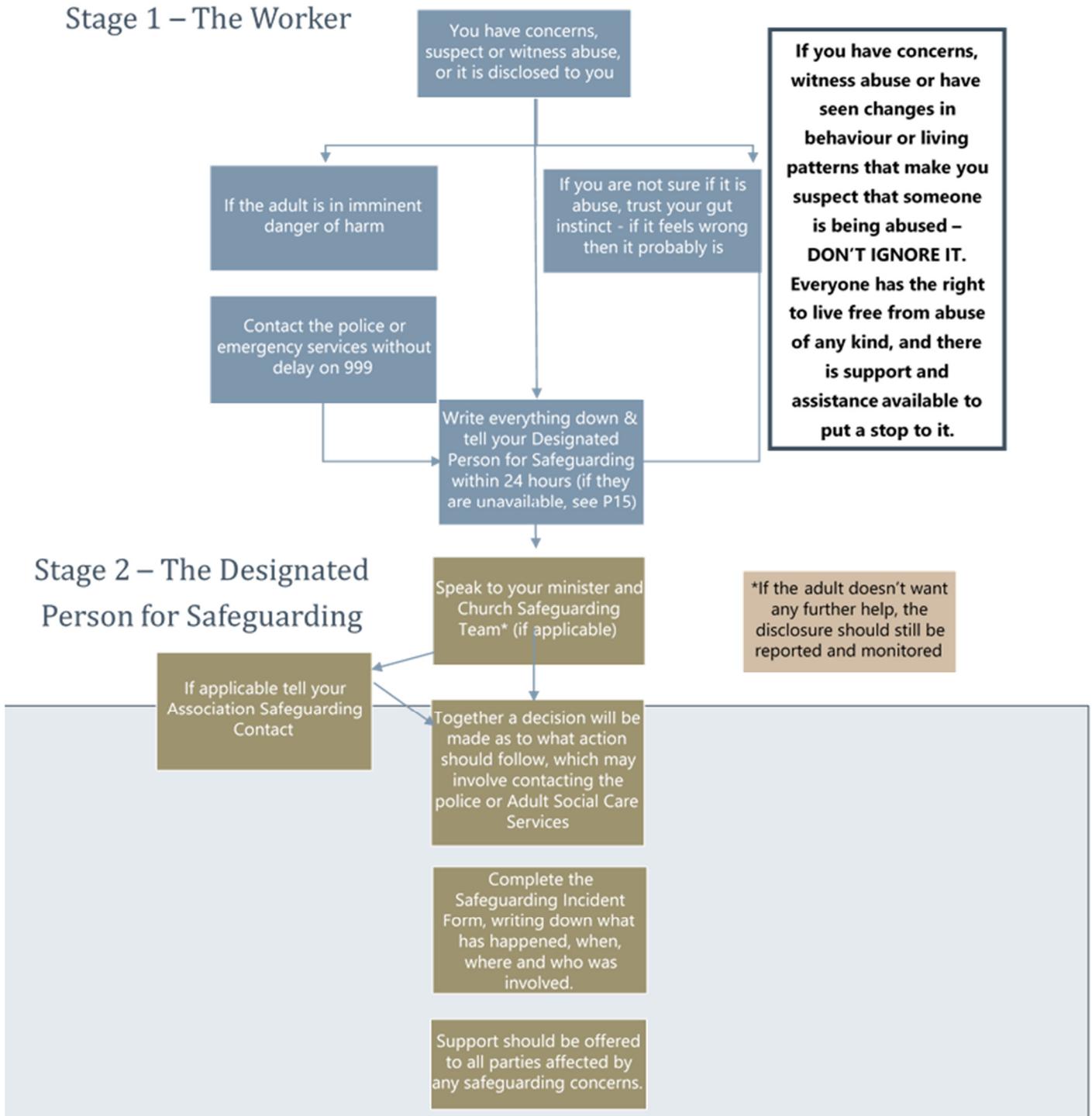
In the event that an adult at risk discloses abuses to you directly, the following guidelines should be followed.

Listen	Take what is said seriously;
Reassure	Tell them that they have done the right thing by telling you, and that you believe them;
Remain Calm	No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you;
Be honest	Do not promise full confidentiality or offer false reassurance;
Be open	Do not ask leading or closed questions, such as "Did she hit you?" It is not your role to investigate. As soon as you have enough information to concern you, stop probing.
Ask	Request their consent to share information and seek help;
Explain	Tell them that you are going to tell 'x' the Designated Person for Safeguarding (or an appropriate alternative if necessary – see above) and give them a timescale;
Write	Document everything the adult at risk has told you, in their own words. You will need to record the questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date;
Report	Contact the Designated Person for Safeguarding within 24 hours (or appropriate alternative if necessary– see above) and report the disclosure;
Keep quiet	The concerns you have should be kept confidential between you, the adult concerned, the Designated Person for Safeguarding (and the church safeguarding team, if applicable). The Designated Person for Safeguarding may need to inform the Association Safeguarding Contact and the statutory authorities.

Never go and talk to the alleged abuser or try to investigate the allegations yourself.

4.4 Response Flowchart

This flowchart gives an overview of the whole process that should be followed in the event abuse is suspected or disclosed.



4.5 Communication Difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

4.6 Safeguarding Incident Form

A Safeguarding Incident Form (see Appendix 3) should be completed as accurately as possible, and within 24 hours after the disclosure or suspicions of abuse. This will normally be done by the designated person for safeguarding, in consultation with the person who reported the incident.

4.7 What if the adult doesn't want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- **When the person lacks the mental capacity to make such a choice**
- **When there is a risk of harm to others**
- **In order to prevent a crime**

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding will contact the Association Safeguarding Contact for advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind (see Appendix 5 for a list of useful resources and contacts).

4.8 What happens next?

If a referral is made to Adult Social Care Services about a disclosure of abuse it is known as an adult safeguarding alert. Firstly they will check to see if the adult at risk or alleged abuser is known to them. If the individual(s) are known, then details of the disclosure will be passed on to the social worker involved, who, with their manager, will decide what action should be taken next. If the individuals are not known to Adult Social Care Services then it is likely that a duty worker and manager will make the decision of what to do next, possibly liaising with the police.

If there is an urgent need for the adult at risk to be protected, to be found alternative accommodation or for any other safety measures to be put in place, they will be given priority. If the adult at risk is in immediate danger of physical harm or their life is threatened, then it is appropriate for you to bypass Adult Social Care Services and contact the police for help.

Following the initial referral to Adult Social Care Services and the creation of an adult safeguarding alert, a referral will be made to the local adult protection officer, who will start to investigate the alleged abuse. They will liaise with the adult at risk and discuss options and procedures and find out what the individual wants to happen. The adult protection officer will involve other agencies as necessary, to ensure a co-ordinated response to the alleged abuse.

The outcome will be communicated to the local Safeguarding Adults Board (SAB). Safeguarding Adults Boards are multi-agency groups (which may include Adult Social Care Services, the police, and Crown Prosecution Service, health services, Quality Care Commission and voluntary organisations) who work in partnership to promote and develop effective protection systems for adults at risk in their locality.

Generally, families will be informed when there is an allegation of abuse and what action is being taken. However, there are a few circumstances which may prevent this communication from happening. These include:

- If the adult at risk does not wish their family to be informed
- If the alleged abuser is a member of the family
- If a police investigation is likely to take place

This process can be daunting and if at any stage the adult at risk wants someone to support them and help them through the process, then independent advocates are available through Adult Social Care Services.

4.4 Ministering to those who have experienced abuse

There are many adults within the church who are suffering from the effects of abuse. The church has a responsibility to support these people, no matter what form of abuse they have suffered; whether they suffered abuse as children or as adults; whether it was prolonged abuse or a one-off attack; or even whether the abuse seems trivial to the onlooker.

The effects of abuse

The impact of abuse on a person will be specific to them. It will depend upon their personal circumstances, now and at the time of the abuse, as well as the nature of the abuse suffered and the identity of the abuser. The abuse may have a lasting effect for the rest of their life and they may show a range of symptoms including:

- Depression
- Anger and hostility
- Being unable to connect at all with their feelings
- Low self-esteem, putting themselves down and constantly apologising
- Being unable to form close relationships, or at the other extreme, wanting to be inappropriately close to others
- Disturbed sleep and nightmares
- Fears, phobias and anxiety
- Flashbacks of the abuse

- Self-harming
- Feelings of guilt and shame
- Using alcohol, drugs or medication
- Finding themselves in an abusive cycle, moving from one abuser to another
- Seeking permission before being able to do anything
- Fear of becoming an abuser themselves
- Loss of trust in others

However, it is worth remembering that not all survivors of abuse will show symptoms of their abuse, and some may cope well with life and are able to live apparently 'normal' lives.

Pastoral care

It is common for those who have been abused to lose their trust in those around them. This is likely to affect their faith as well as their relationships with others. There is no quick-fix to heal the damage caused by abuse, and it is crucial that those who have been abused are given space and time to go through their own healing process.

One of the most important things to remember is that survivors need someone to listen to them; to believe them. They may need to repeat their story time and again, needing it to be heard in different contexts at different times over the years, in order for them to process their experience.

It is important that survivors:

- Are accepted for who they are, without them being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse, are with them on their journey – no matter how long or difficult that journey may be.

It is often necessary for the survivor of abuse to seek professional counselling as they work through their experiences. Contact details for national organisations can be found in Appendix 5.

For more information on supporting survivors of abuse, please see the '**BUGB Guide to Supporting Those Who Have Experienced Abuse**' (publication date: 1 February 2016) or speak to the BUGB Safeguarding Team.

Section 5 – Procedures for Reviewing the Policy

A review of the policy and procedures contained within this document should be carried out annually, in advance of the church's AGM so that any changes or amendments can be reported.

5.1 Persons responsible

- Minister
- Designated trustee for safeguarding
- Designated person for safeguarding
- Policy administrator
- Ministry leader for Seniors

5.2 Review process

- The policy administrator should arrange a meeting with the people listed in 5.1.
- In advance of the meeting, all person's responsible should review this policy and make a note of any recommended amendments.
- The policy administrator should also compile a list of workers appointed by the church, agreements and DBS checks completed, in advance of the meeting.
- At the meeting, the persons responsible should work through the review checklist, making notes of any actions required and a timescale for completion.
- Once amendments to policy have been made, an updated copy should be circulated to those who need it.
- The church AGM should then include an update on any decisions taken.

5.3 Review checklist

The following areas of implementation should be checked and reported on at the annual review.

1. Is the list of workers held by the church up to date?
2. Have all workers completed a summary worker agreement?
3. Have DBS checks been completed for all paid workers and those appointed to carry out regulated activities?
4. Has safeguarding training been offered/carried out in the last 12 months?
5. Does further training need to be arranged?
6. Is the policy up to date and working or are any amendments needed?

Appendices

The following documents which relate to this policy are available as appendices.

- Appendix 1 - Useful Resources and Contacts
- Appendix 2 - Policy Statement
- Appendix 3 - Incident Report Form
- Appendix 4 - Summary Worker Agreement
- Appendix 5 - Transport Risk Assessment

Barrow Baptist Church

Safeguarding Policy for Adults at Risk

Appendix 1 - Useful Resources and Contacts

Baptist Union Safeguarding team:

All local Baptist associations have a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

For information on the national safeguarding team see:

www.baptist.org.uk/Groups/220183/Safeguarding.aspx

For EMBA Safeguarding Contacts see:

<http://embaptists.co.uk/information/safeguarding/>

Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: www.elderabuse.org.uk

Address: PO Box 60001, Streatham, SW16 9BY

Action on Hearing Loss - *(previously known as the Royal National Institute for the Deaf)*

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: www.actiononhearingloss.org.uk

Address: 19-23 Featherstone Street, London, EC1Y 8SL

Age UK

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 169 6565

Website: www.ageuk.org.uk

Address: Tavis House, 1-6 Tavistock Square, London, WC1H 9NA

Alzheimer's Society

Provides information, support and guidance on Alzheimer's and other forms of dementia.

Helpline: 0300 222 1122

Website: www.alzheimers.org.uk

Address: Gordon House, 10 Greencoat Place, London, SW1P 1PH

Build - Baptist Union Initiative with People with Learning Disabilities

A national, denominational body providing conferences, publications, advice and teaching materials for people with learning disabilities and their family and churches.

Website: www.build-together.org.uk

Bullying UK

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: www.bullying.co.uk/cyberbullying

CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: www.caada.org.uk

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

Churches' Child Protection Advisory Service (CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Helpline: 0845 120 4550

Telephone: 01322 517817

Website: www.ccpas.co.uk

Address: PO Box 133, Swanley, Kent, BR8 7UQ

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: www.cybersmile.org

DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: customerservices@dbs.gsi.gov.uk

Website: www.gov.uk/government/organisations/disclosure-and-barring-service

Independent Age

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: www.independentage.org

Address: 18 Avonmore Road, London, W14 8RR

Livability

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Barrow Baptist Church: Safeguarding Adults at Risk policy (April 2018)

Telephone: 020 7452 2000
Website: www.livability.org.uk
Address: 50 Scrutton Street, London, EC2A 4XQ

MENCAP

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111
Website: www.mencap.org.uk
Address: 123 Golden Lane, London, EC1Y 0RT

Methodist Homes for the Aged

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200
Website: www.mha.org.uk
Address: Epworth House, Stuart Street, Derby DE1 3EQ

Mind

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393
Email: contact@mind.org.uk
Website: www.mind.org.uk
Address: 15-19 Broadway, London, E15 4BQ

Police

If there is a serious danger that an adult at risk may be in imminent risk of harm then call the police. In an emergency, it is appropriate to dial 999. The police non-emergency number is 101.

Royal National Institute for the Blind (RNIB)

A national voluntary organisation focusing on the needs of blind and partially sighted people. RNIB offers help with advice, aids and equipment.

Helpline: 0303 123 9999
Website: www.rnib.org.uk
Address: 105 Judd Street, London, WC1H 9NE

The Relatives and Residents Association

Gives advice and support to older people in care homes and their relatives and friends.

Advice line: 020 7359 8136
Website: www.relres.org
Address: 1 The Ivories, 6-18 Northampton Street, London, N1 2HY

Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700
Website: www.respond.org.uk

Samaritans

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

:

Barrow Baptist Church: Safeguarding Adults at Risk policy (April 2018)

Helpline: 08457 90 90 90 (available 24 hours a day)
Website: www.samaritans.org

Scope

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333
Email: helpline@scope.org.uk
Website: www.scope.org.uk

selfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: www.selfharm.co.uk

Survivors UK

Support for survivors of male rape or sexual abuse.

Email: info@survivorsuk.org
Website: www.survivorsuk.org
Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

Think U Know

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: www.thinkuknow.co.uk

Through The Roof

A Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities.

Website: www.throughtheroof.org
Address: PO Box 353, Epsom, Surrey, KT18 5WS

Torch Trust

Christian resources and activities for blind and partially sighted people.

Telephone: 01858 438260
Website: www.torchtrust.org
Address: Torch House, Torch Way, Northampton Road, Market Harborough, LE16 9HL

Trading Standards

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided, or pressurised into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Phone: 08454 040 506
Website: www.tradingstandards.gov.uk

Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111
Website: www.victimsupport.org.uk

Women's Aid

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: www.womensaid.org.uk

Address: PO Box Bristol 391, BS99 7WS

Barrow Baptist Church

Policy Statement on the Protection of Adults at Risk

This statement was adopted at the church meeting held on 2nd March 2017.

It will be presented each year to the church meeting held in the month of March, where progress in carrying it out will be monitored.

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated in the pastoral care and support of those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church has developed a policy based on those published in *Safe To Belong 2015* by the Baptist Union of Great Britain. A full copy of this is available on request.
7. Each person who works with adults at risk will agree to abide by this policy.

Sharon Bradwell is the Designated Person for Safeguarding and is responsible for representing the concerns and views of adults at risk at our meetings and to outside bodies. They also are the person to contact for any concerns or questions regarding protecting adults at risk.

Their contact details are:

42 Cotes Rd, Barrow upon Soar, LE12 8JS
01509 416445

Signed: _____

Position: _____ Date: _____

Safeguarding Incident Form

To be completed by the Designated Person for Safeguarding

Barrow Baptist Church: Safeguarding Adults at Risk policy (April 2018)

NAME OF CHURCH / ORGANISATION	
CONTACT DETAILS OF CHURCH / ORGANISATION	

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

:

Barrow Baptist Church: Safeguarding Adults at Risk policy (April 2018)

- What happened? (Nature of concern / disclosure made - use the person's own words if known)

- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

- Have the carers or parents / guardians been informed? (Please tick)
- If so, when and by whom?

YES		NO	
-----	--	----	--

- Have the statutory authorities been informed?
- If so, please complete the table:

YES		NO	
-----	--	----	--

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

- Has the Local Association been informed?
- If so, when and by whom?

YES		NO	
-----	--	----	--

:

Barrow Baptist Church: Safeguarding Adults at Risk policy (April 2018)

- Any other action taken:

FUTURE ACTION TO BE TAKEN

- What action needs to be taken?

- Who is responsible for this?

SIGNATURES

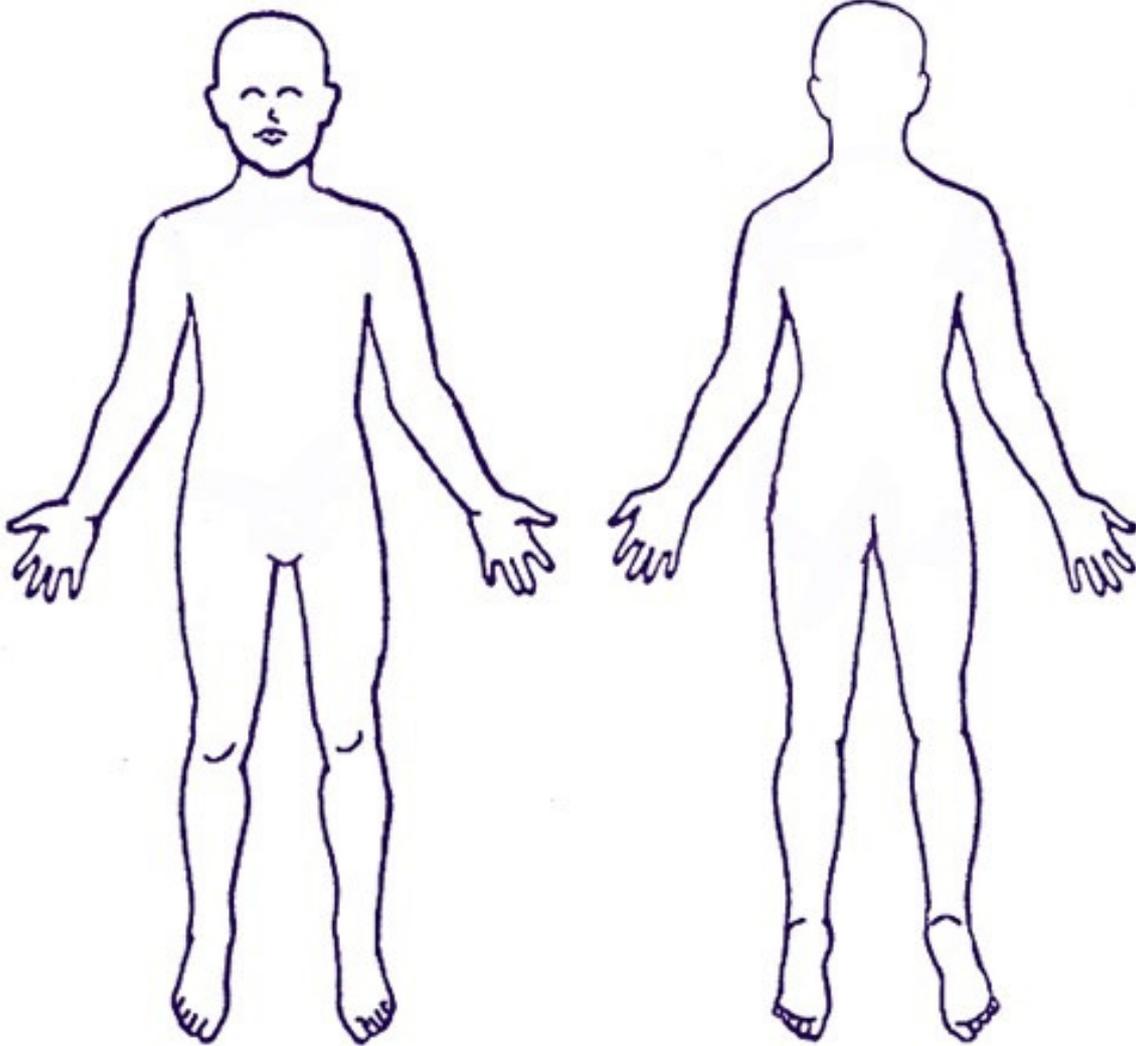
SIGNATURE OF DESIGNATED SAFEGUARDING PERSON		SIGNATURE OF MINISTER, OR CHURCH SAFEGUARDING TEAM MEMBER	
DATE & TIME		DATE & TIME	

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front

Back

Signature _____

Date and time _____

Adults at Risk Summary Worker Agreement

This sheet should be completed by all those involved in working with adults at risk on behalf of the church.

Name of Worker

You are joining a team which, together with the whole church, values its adults at risk and commits itself to their care. Because of this we also value those who give their time to work with adults at risk and undertake to support you through prayer, training and resources.

The person who will give you primary support is

You will be responsible to

Please read the following and complete the declaration below to confirm that you agree:

- The church has produced a policy for safeguarding adults at risk based on the Baptist Union's Safe to Belong document. All workers are required to conform to these.
- This policy includes a code of behaviour for workers which is summarised overleaf.
- Only those who have a current DBS check with the church should engage in regulated activities (i.e activities which require giving physical assistance with personal care such as toileting or feeding or handling money). Your leader will tell you if you require a DBS check but speak to them if you are uncertain.
- In the event that abuse is suspected or disclosed, the churches designated person for safeguarding should be contacted without delay.
- The designated person is Sharon Bradwell and her contact details are:
01509 416445
42 Cotes Rd, Barrow upon Soar, LE12 8JS
- If they are not available or are implicated in the concern, contact the minister in the first instance, or get in touch with the EMBA Safeguarding Contact (details available at www.embaptists.co.uk/information/safeguarding/).
- If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

Declaration

I understand the nature of the work I am to do. I have read the church's policy for safeguarding adults at risk and agree to abide by the policies and procedures agreed by the church for the protection of adults at risk.

Signed Date

Office Use:

This person is approved by the church to work on its behalf with adults at risk.

Signed Minister

Date

Guidelines for Those Working with Vulnerable Adults at Barrow Baptist Church

Code of Behaviour

All workers agree:

- To treat vulnerable adults with respect and dignity, with regard to their independence, personal choice, views, inclusion and privacy.
- To be familiar with and adhere to Barrow Baptist church's procedures for safe working practice.
- To adhere to the established processes to follow should anything go wrong, namely:
 - To know who the Designated Person for Safeguarding is.
 - To know when and how to report a concern regarding safeguarding.
- To attend training as required by Barrow Baptist church.
- To maintain confidentiality, not discussing someone's personal business with others except with their permission.
- To be mindful of creating and maintaining safe environments for everyone involved in church activities.
- Not to undertake activities which require a DBS check unless you have undergone a DBS check. (i.e activities which require giving physical assistance with personal care such as toileting or feeding or handling money)

Barrow Baptist Church: Safeguarding Adults at Risk Policy (March 2017)

Barrow Baptist Church - Risk Assessment - Transport (Car)			
Hazard	People Harmed	Risk Control	Further Action
Road Accident - driver	All	The driver holds the relevant licence. Current best practice is followed in respect of driving and rest hours. Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.	Use current ROSPA guidelines.
Road Accident - vehicle	All	Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use.	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road Accident - injuries to passengers	All	People sitting in rear seats with seat belts fastened at all times when the vehicle is in motion. People must not distract the driver when the vehicle is in motion. Appropriate insurance is arranged for people during the journey.	Supervision to ensure that this is complied with throughout the journey.
Road Accident	All	If the accident is not serious. On normal road keep people safe by remaining on the transport if it is safe to do so. If not move the young people to a safe location protected from oncoming traffic. When moving follow the highway code and use helpers to supervise the people to avoid danger. If the accident is serious Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. Deal with casualties as best as you can until emergency help arrives.	Control communications Contact church as soon as possible.
Mechanical breakdown - motorway	All	Get the party behind the side crash barrier as soon as possible.	Co-operate with the emergency services and at least one member of team accompanies an injured person to hospital. They remain there until relatives arrive.
Mechanical breakdown - normal	All	On normal road keep pupils safe by remaining on the transport if it is safe to do so.	Keep the people in a safe position until either the problem is fixed or replacement transport arrives. Check systems are in place to cover such circumstances i.e. RAC, AA or similar. Keep the people in a safe position until either the problem is fixed or

Barrow Baptist Church: Safeguarding Adults at Risk Policy (March 2017)

roads		<p>If not move the people to a safe location protected from oncoming traffic. When moving follow the highway code and use helpers to supervise the people to avoid danger.</p> <p>People informed what to do in the case of emergency.</p> <p>If appropriate drive to the nearest hospital with the casualty if not call emergency services.</p> <p>Member of team identified to accompany the injured or ill person to hospital if necessary.</p> <p>Designated team member will remain there until relatives arrive or the patient is released.</p>	<p>replacement transport arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Person becomes ill or is injured	People	<p>Supervision reorganised to take into account the member of team now off-site if able to continue journey.</p> <p>Arrangements to return the member of team and person if necessary either to church, home or the intended venue if minibus is able to continue its journey.</p>	
Member of team becomes ill or is injured	Team members	<p>Supervision reorganised to take into account the member of team now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	
Person gets lost	People	Head count taken on a regular basis especially when people leave and re-board transport.	
Protection	People	Supervision at public toilets if used during the visit. The vulnerability of the people will have to be taken into account.	<p>If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.</p>

This Risk assessment has been read and agreed by:

Name	Signature	Date

If you break down on a motorway call the Highways Agency on 0300 123 5000 and ask for police support.

Risk Assessment - Transport (Contract Bus)		Risk Control	Further Action
Hazard	People Harmed		
Road Accident	All	If the condition of either the bus or the driver are considered to be dangerous the venture is not allowed to proceed.	Ensure that buses used have appropriate documentation and drivers hold relevant qualifications prior to booking.
Road Accident - injuries to passengers	All	People sitting in seats with seat belts fastened at all times when the bus is in motion. People must not be allowed to move around the vehicle when it is in motion. Where there is a toilet on board it is used only in an emergency. Toilet stops arranged for the journey at appropriate intervals. People must not distract the driver when the vehicle is in motion. Appropriate insurance is arranged for people during the journey.	Supervision to ensure that this is complied with throughout the journey.
Road Accident	All	<i>If the accident is not serious.</i> On normal road keep passengers safe by remaining on the transport if it is safe to do so. <i>If not the move the people to a safe location protected from oncoming traffic.</i> When moving follow the highway code and use team to supervise the people to avoid danger. <i>If the accident is serious</i> Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. Deal with casualties as best as you can until emergency help arrives.	Control communications Contact church as soon as possible. Co-operate with the emergency services and at least one member of team accompanies an injured person to hospital. They remain there until relatives.
Mechanical breakdown - motorway	All	Get the party behind the side crash barrier as soon as possible. Ensure important possessions are removed.	Keep the people in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have

Barrow Baptist Church: Safeguarding Adults at Risk Policy (March 2017)

			procedures in place to cover such circumstances.
Breakdown of transport - normal roads	All	<p>On normal road keep people safe by remaining on the transport if it is safe to do so. If not the move the people to a safe location protected from oncoming traffic. When moving follow the highway code and use team to supervise the people to avoid danger.</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have procedures in place to cover such circumstances.</p>
Person becomes ill or is injured	People	<p>People informed what to do in the case of emergency. Member of team identified to accompany the injured or ill person to hospital if necessary. Team member will remain there until relatives arrive or the patient is released.</p>	<p>Supervision reorganised to take into account the member of team now off-site. Arrangements to return the member of team and person if necessary either to church, home or the intended venue.</p>
Member of team becomes ill or is injured	Team	<p>Supervision reorganised to take into account the member of team now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	
Person gets lost	People	<p>Head count taken on a regular basis especially when people leave and re-board transport.</p>	
Protection	People	<p>Team supervision to ensure that there is no time where the driver is alone with either individual or small groups, of young people. Supervision of people at public toilets if used during the visit. The vulnerability of the people will have to be taken onto account.</p>	<p>If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.</p>

Barrow Baptist Church: Safeguarding Adults at Risk Policy (March 2017)

This Risk assessment has been read and agreed by:

Name	Signature	Date