

St Thomas Baptist Church, Dorset Avenue. Exeter. EX4 1LZ.

'Adult at risk' Safeguarding Policy.

Contact Details

Designated Person for Safeguarding

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Safeguarding trustee

Name: Liz Bailey

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Regional Minister

Name: TBC

Contact Number

Torbay & Devon Safeguarding Adults Board (Partnership)(TDSAP)

Care Direct 0345 155 1007 : 0800-2000 Mon-Fri, 0900-1300 Sat - ask for

Torbay & Devon Safeguarding Adults Partnership

Emergency outside of these times and Bank Holidays - 0345 600 0388

Email - safeguardingadultsboardsecure-mailbox@devon.gov.uk

MASH (Multi-Agency Safeguarding Hub, Exeter). Contact Number: 0345 155 1071

mashsecure@devon.gov.uk

St Thomas Baptist Church is a member of Thirtyone:eight (Churches' Child Protection Advisory Service) who may be contacted for advice in all matters relating to Adult at risk protection. Contact Number: 0303 003 1111

For further information regarding any matter contained within this policy or any matter of procedure, please refer to, “Safe to Belong”, produced by the Baptist Union of Great Britain. A copy of this booklet is available in the church office.

Adult at risk Safeguarding Policy

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Policy Statement

Safeguarding Adults at risk at St Thomas Baptist Church

The Mission Statement of St Thomas Baptist Church is: **To know Christ and to make Him known.**

In fulfilling this vision the church

- has a programme of activities with adults
- welcomes adults into the life of our community
- makes our premises available to organisations working with adults

The church recognises its responsibilities for the safeguarding of all adults at risk – over 18 years of age (regardless of gender, ethnicity or ability) as set out in the Mental Capacity Act 2005, Mental Health Act 2007, Disability Acts 1995 and 2005.

As members of this church we commit ourselves to the protection and safeguarding of all adults at risk associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse and neglect of adults at risk and the duty of all to respond to concerns about the well-being of adults at risk and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of adults at risk.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with adults at risk so that all are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with adults at risk and will adopt ways of working with adults that promote their safety and well-being.

A safe community

The church is committed to the prevention of bullying of any adult. The church will seek to ensure that the behaviour of any who may pose a risk to adults at risk in the community of the church is managed appropriately.

Responsible people

The church has appointed **Liz Bailey** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Gary Curran** as the Designated Person for Safeguarding, and **Helen Dobson** as deputy, to:

- advise the church on any matters related to the safeguarding of adults at risk, and
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be displayed permanently on the Church noticeboard in the main corridor.

Each appointed worker with adults whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any adult at risk attending activities at the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be read annually at the AGM together with a report on the outcome of the annual review.

A. Responding to concern

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of an adult. Somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. Adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by another adult or adults or a child or children.

2) How to respond when someone wants to talk about harm or abuse

- Listen - and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

3) What to do when an adult talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the adult talking) including a description of any injury, its size and a drawing of its location and shape on the adult's body.
- Write down exactly what the adult has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Adult Safeguarding Board. Any referral to the Adult Safeguarding Board will be confirmed by the Designated Person in writing within 48 hours. All documents including copies of everything sent to the Adults Safeguarding Board, will need to be signed by you, dated and kept at the St Thomas Baptist Church office.

4) Responding to concerns for an adult at risk or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that an adult at risk may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

4.i) Where an adult at risk has a physical injury or symptom of neglect:

- Contact the Adult Safeguarding Board if there are concerns that an adult at risk may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell other people involved.
- If an adult at risk needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing carers afterwards of the action that was taken.
- The hospital staff will be informed of any adult at risk protection concerns.
- If a person believes an adult at risk is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

4.ii) Where there are allegations or concerns of sexual abuse:

- Contact the Adult Safeguarding Board. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from the Adult Safeguarding Board, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not "tipped off".

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to the Adult Safeguarding Board but you (or anyone else) have serious concerns for the adult at risk's safety, then you will contact the relevant authorities directly. The safety of the adult at risk over-rides all other considerations and it is important to remember that sexual abuse of an adult at risk is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Adult Safeguarding Board or seek appropriate professional advice, eg. from the Regional Minister.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards an adult at risk, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Adult Safeguarding Board with their details. This is so that Adult Safeguarding Board can contact them if necessary.

C. Allegations against Workers

- The advice of the Adult Safeguarding Board and the police will be sought before taking any action such as suspension of employment or involvement.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

- It may be necessary, for the sake of the adult at risk (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

D. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the adult at risk or their families.
- This is one reason for limiting information in relation to allegations of abuse to a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the adult protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over an adult at risk and abuses that trust through some sexual activity, then this is abusive. Where a child introduces an adult at risk to some inappropriate sexual activity or forces themselves onto the adult at risk this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the victim can be as great.

Instances such as these are investigated by the child protection / adult protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and others could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as would be the case with any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

A. Application

It is a criminal offence for anyone disqualified from working with adults at risk to knowingly apply, accept or offer to work with adults at risk. The offence includes trustees of charities working with adults at risk. This means that a person banned from working with adults at risk cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with adults at risk.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with adults at risk may be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

1) References

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

2) Interviews

All prospective workers will have an interview.

B. Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

1) Training

It is important that all workers understand the agreed procedures for protecting adults at risk.

Adult at risk protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene, building security

2) Young People

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of adults at risk. A DBS check is required for those 16 + 17 years old even though they will never be in unsupervised. Those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

When a young helper reaches the age of 18 the full recruitment process will be applied

A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality care, protect adults at risk from possible abuse and workers from false accusation.

- Workers should treat all adults at risk with dignity and respect in attitude, language and actions.
- Use appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of adults at risk when they are using the toilet or shower.
 - Rough games including contact between a leader and an adult at risk.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting an adult at risk.
- When it is necessary to control and discipline an adult at risk, this should be done without using physical punishment. A situation may arise where an adult at risk needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with an adult at risk, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending the adult at risk home.
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- If an adult at risk wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows, or is present as appropriate, but avoiding a potentially intimidating situation.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

- The only adults allowed to participate in adult at risk activities are those appointed and trained as adult at risk workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.
- The level of personal care (eg. toileting) must be appropriate and related to the needs of the adult at risk.
- No person under 18 years of age should be left in sole charge of any adult at risk. Nor should children or young people attending a group be left alone at any time.

B. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the adult at risk's needs, not the worker's.
- Touch should be appropriate and generally initiated by the adult at risk rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the worker or the adult at risk.
- Adults at risk are entitled to privacy to ensure personal dignity.
- Adults at risk have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or physical restraint for extreme behaviour.
- When giving first aid (or applying sun cream etc), encourage the adult at risk to do what they can manage themselves, but consider the adult at risk's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

C. Mentoring

If a worker is working as part of the recognised mentoring programme for the church with an adult at risk:

- The parents/carers of all adults at risk involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, eg not phoning during the night.
- A written record should be kept of issues/decisions discussed at meetings.

D. Visiting adults at risk at Home

It is unlikely that workers will need to make a pastoral visit of adults at risk and their families at home on behalf of St Thomas Baptist Church. If a situation occurs where it is needed then it can only be done with agreement of one of the Pastors.

E. Adults at risk with Special Needs

Adults at risk who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and may not behave in an appropriate way.

It is good practice to speak with the parents/carers of those with special needs and find out from them how best to assist the adult at risk.

F. Adult at risk with no adult/ carer supervision

When an adult at risk turns up to and wants to join in with church activities without the knowledge of their parents/carers, we will:

- Welcome the adult at risk and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the adult at risk if a parent/carers is aware of where they are. Phone and make contact.
- Without interrogating the adult at risk, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

G. Peer Group Activities for adults at risk

All adult at risk activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

H. Electronic Communication

1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with adults at risk but should also include the expectations of the Church in relation to their use.

2) Workers' Communication with Adults at risk

All adults at risk need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carers, an adult at risk will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

3) Email

Email is sometimes used by workers to remind adults at risk about meetings. If email is being used workers must ensure messages are in the public domain. It is important workers use clear and unambiguous

language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with adults at risk:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid adult at risk workers have arrangements in place regarding a mobile phone that provides itemised billing.
- Workers should not take photos on their personal equipment.

6) Social Networks

If a worker allows their personal site to be accessed by adults at risk;

- It is essential that all content including photos is suitable.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

7) Taking Video and Photographs of Adults at risk

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Adults at risk should not be identified by surname or other personal details, including e-mail or postal addresses, telephone.

A. Safe practice and safe premises

1) Consent forms

It is essential that we have important information about all adults at risk involved in any activities at the church. This information is recorded on our consent forms.

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must return their completed form at their next activity attendance.

2) Guidelines for Use of St Thomas Baptist Church.

The responsible adult for an activity at St Thomas Baptist Church must attend a training session for Induction Training in the safe use of St Thomas Baptist Church – contact the church Health & Safety rep.

3) Health and Safety

All activities for adults at risk will comply with the Church's current health and safety policy and will be conducted in accordance with the Health and Safety Policy Organisation and Arrangements document of St Thomas Baptist Church, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene. This document is available in the first aid cabinet in the kitchen.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate. (This policy is presently under review)

Buildings being used for adult at risk groups will be properly maintained. A representative from the adult at risk work teams will take part in training at the time of any significant change to the Health and Safety Policy Organisation and Arrangements document in order to consider all aspects of safety for all adults at risk using the premises.

4) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire. A fire drill should take place once a term ensuring that all persons registered on entry (see 6 below) are present, and that records of attendance are retained and filed.

5) First Aid

St Thomas Baptist Church has a number of trained First Aiders. There is a list showing who they are on the First Aid cupboard in the kitchen, and on the general noticeboard in the main corridor. The kitchen cupboard contains 2 first aid kits as well as an incident reporting book which must be completed in the

event of any accidents, injuries or incidents. A third first aid kit is maintained in the disabled toilet off the entrance vestibule.

All St Thomas Baptist Church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities. A first aid kit should be taken on all off site activities.

6) Registration.

A person should be designated to register all those attending an adult at risk activity on or off the church premises. This register should include all leaders and helpers.

7) Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

8) Transporting adults at risk

These guidelines will apply to all drivers involved in the transportation of adults at risk, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental / care responsibility.

Our practice on transporting adults at risk is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport adults at risk. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Adult Protection Policy and agree to abide by it.
- Parental / carer consent will be obtained for all journeys.
- At collection or dropping off points do not leave an adult at risk on their own. Make sure that adults at risk are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver is responsible for ensuring the roadworthiness of the vehicle in use.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers must not be alone with an adult at risk in a car. Two workers must be present.
- Make sure all adults at risk are returned to pick up point.
- All hired minibuses used to transport adults at risk will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents/carers transport each other's adults at risk around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents/carers involved and not the responsibility of the Church.

9) Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

10) Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
 - Parents/carers will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will conduct a risk assessment to establish what is appropriate in relation to sleeping arrangements / accommodation. It may be acceptable for workers to share sleeping accommodation with adults at risk in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be appropriate, provide security for the adult at risk and be safe for the adult at risk and workers. The activity leader will ensure that parents / carer understand what the arrangements will be.

2) Adventurous Activities (Outings and overnight events)

No adult at risk will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to adults at risk is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will ensure that:

- Everyone is warned of the danger of fire. If the residential activity/camp is in a building then its manager is responsible to make everyone aware of the fire safety procedure.
- When using a building as a residential facility, then its manager is responsible to ensure that any fitted fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible.
 - In the case of an emergency, ensure measures are in place to alert adults at risk with disabilities (eg. hard of hearing).

4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every adult at risk participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg. no running round tents due to the risk of injury from tripping over guy lines).

5) Swimming Trips

A risk assessment for all swimming trips and prior to the trip as to the swimming ability of an adult at risk will be established. A swimming consent for each adult at risk (or a copy) will be taken by the group leader on the trip.

A. Bullying

Bullying is another way in which children (or adults) abuse adults at risk, and it can be verbal or physical. Bullying includes teasing, making unkind comments to an adult at risk, demanding money, "ganging up" on an adult at risk or physically assaulting an adult at risk. You might see evidence of torn clothes, bruising, burns, or scratches. An adult at risk might be afraid to attend activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Adults at risk bullying others in their peer group, or other adults at risk either older or younger
- Adults bullying adults at risk
- Adults at risk bullying children or young people
- Children or young people bullying adults at risk

Bullying will always cause a great deal of pain and harm for those on the receiving end. Adults at risk affected by bullying may believe they have nowhere to turn. They can be scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that an adult at risk is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The adults at risk themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Adults at risk should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents/ carer of the adult at risk whether bully or bullied will be informed as soon as is reasonable and especially where bullying persists.
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken

B. Working with Offenders

When someone attending the Church is known to have abused adults at risk, the Safeguarding Trustee, Designated Person for Safeguarding and if necessary Church Pastor, will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of adults at risk, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing adults at risk is attending St Thomas Baptist Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of adults at risk but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
 - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect adults at risk
 - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed

- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - if so, the Designated Person or the Safeguarding Trustee should make a contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
 - Will specify that they will always sit apart from adults at risk
- May ask that they are always accompanied by a befriender on church premises
 - May require the person not to attend small group meetings where adults at risk are present
 - Will require that the person declines hospitality where there are adults at risk
 - Will state that the person will never be alone with adults at risk while attending church functions
 - Will require the person to stay away from areas of the building where adults at risk meet.

The contract should be monitored and enforced. Those who offend against adults at risk can often be manipulative. If the contract is broken certain sanctions should be considered with the SPO etc.

Please follow the flow chart diagram; where child or young person is mentioned please replace with Adult at risk, as the procedure is the same.

Standard Incident report form

Available on the noticeboard in the main corridor at the church

21 st March 2017	Policy introduced, voted on and adopted by the church at the AGM
21 st March 2018	Annual policy review by Gary Curran, Designated Safeguarding person. An amendment was made to the Appointment and supervision, Young people section, in relation to 16 + 17 year olds requiring a DBS check.
26 th March 2019	Annual review. Change to Trustee from Chris Colegate to Anne-Marie Cohead.
17 th March 2020	Annual review. Change to church postcode to correct one. Anne-Maries landline phone number removed. Update SAB email address. Removal of Mr Ian Reynolds from page 12 – replaced with Health & Safety rep.
20 th April 2021	Annual Review. Change of name of the SAB to include Torbay. The SAB email address also changed to include the word 'secure'. Added emergency out of hours number for Care Direct.
22 nd March 2022	Annual review. Added “ and Bank Holidays” to safeguarding board emergency contact. Change of Safeguarding Trustee from Anne-Marie Cohead to Liz Bailey
10 th October 2022	Remove Hazel Vile as Deputy Safeguarding Officer and replace with Helen Dobson
21 st March 2023	Annual review at AGM. All contact numbers listed checked and correct. Remove contact number for TDSAP, as no longer listed - 01392 383000