

Safeguarding Adults

Policy and Procedures

The Parish of St Leonard, Wollaton

Principles of the House of Bishops' Policy for Safeguarding Adults

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- Respectful pastoral ministry to all adults within our church community.
- Within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to any complaint made which suggests that an adult for whom we were responsible has been harmed, co-operating with the police and local authority in any investigation.

We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.

We will seek to challenge any abuse of power by anyone in a position of trust.

We will care for and supervise any member of our church community known to have offended against a vulnerable person.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by the **Parish Safeguarding Coordinator who is: Rachel Higginson**

She may be contacted at: **slsafeguarding@gmail.com**

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The Parish of St. Leonard, Wollaton

A copy of these procedures will be given to all volunteers and employees who have the responsibility for safeguarding adults. They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our Safeguarding Co-ordinator is: **Rachel Higginson**

email: slsafeguarding@gmail.com

Or contact the **Parish Office – 0115 837 2420**

1. Introduction

This document outlines the diocesan procedures for safeguarding adults at risk and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding adults is set out in "Promoting a safe Church" (PSC). All parishes should have a copy of this for detailed reference.

Please see link: www.churchofengland.org/safeguarding

2. Our commitment:

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation.

In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. (PSC p.10)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice.

Documents providing more detailed guidance are listed out in section 9 below.

3. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may be intentional, or the result of neglect, and causes harm to the vulnerable person, either temporarily or over a period of time.

Examples of Abuse:

National guidance identifies seven examples of abuse in relation to adults at risk:

- (i) **Physical abuse** would include hitting, slapping, pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.
- (ii) **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- (iii) **Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting to.
- (iv) **Financial or Material** including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- (v) **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.
- (vi) **Discriminatory Abuse** Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.
- (vii) **Institutional Abuse** occurs when service users are required to 'fit in' with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not

trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.

4. Recognising Adults at Risk:

The Church of England policy, "Promoting a Safe Church" (PSC) gives a working definition for those who may be vulnerable as "any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation". (PSC p.2)

For the purposes of referring an adult at risk to the appropriate authorities the following definition is used:

'A person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness;

AND

Who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

Definition as defined by 'No Secrets'. (<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>)

The outline guidance below describes a broad framework and a set of considerations that should guide our response to people subject to alleged abuse.

5. How can we promote good practice?

Promoting a safe church is less about procedures and rules than about working together as both helpers and those with differing vulnerabilities to provide the right environment for everyone to grow in the Christian faith. It is important that those working together agree on standards of conduct and how activities are to be carried out. This is particularly necessary if those adults involved in the activity cannot speak for themselves. Respect and consideration should be developed in all work with adults, ensuring that everyone is able to make the most of life choices and independence. Privacy and confidentiality are important to everyone, and especially people who are dependent on others for aspects of their everyday living.

The Church should be committed to:

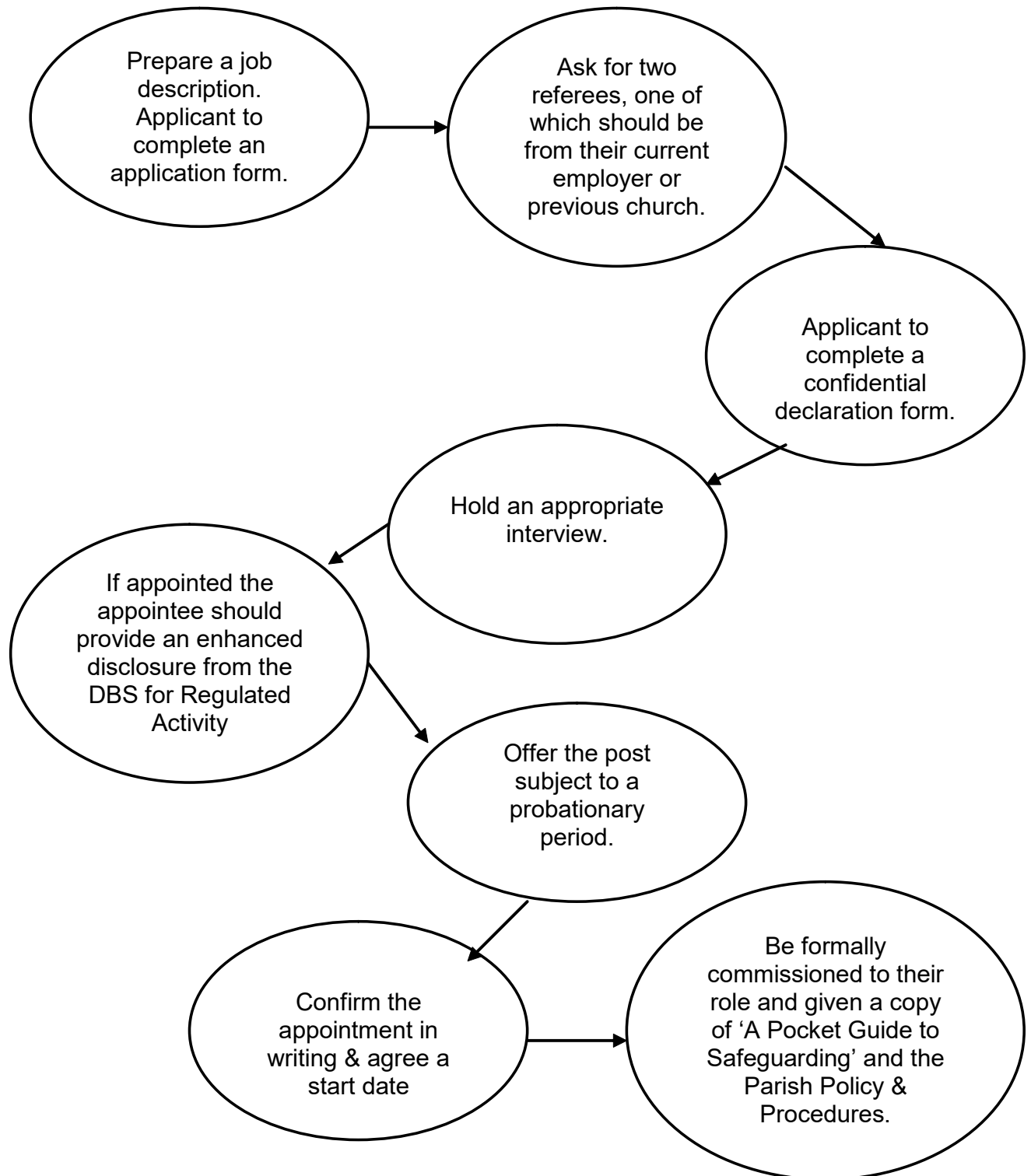
- Helping in such a way as to maximise a person's independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
- Respecting the person and all their abilities.
- Recognising the choices people make, even if they may appear to be taking risks.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that can include everyone.

Further description and discussion of good practice is developed in "Promoting a Safe Church". (PSC p.10)

6. *Safe Recruitment*

“PSC” sets out guidance for those in positions of trust or exercising pastoral ministry with vulnerable people (PSC p.13) and clarifies procedures concerning the safe recruitment of paid employees and volunteers in parishes (PSC p.23). The flowchart on the following page outlines the recruitment process.

PROCEDURE TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES



7. Our duty to alert others when we have concerns or suspicions that abuse has occurred:

Everyone should be aware of situations where those who might be vulnerable are exposed to unacceptable risks.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups, as pastoral visitors and so on are in a unique position to get to know them.

We have a duty to alert others when we or others, including the alleged victim, have concerns or suspicions that abuse has occurred, or is suspected.

Under no circumstances should anything be done that might be interpreted as an investigation of an allegation, as action of this nature may damage or confuse evidence should a formal investigation by either the police or local authority be made.

8. Our key responsibilities when we become aware of or concerned about possible abuse or neglect.

- To take allegations seriously, however insignificant they may seem
- Where the concern comes directly from the adult at risk allegedly abused, to accept it and avoid making comments other than to comfort or be sympathetic.
- To ensure the immediate safety/welfare of the alleged abused person.
- To clearly report concerns urgently to the incumbent, and/or parish safeguarding representative who, in turn, should alert the Diocesan Safeguarding Adviser (Contact details below).
- To make a careful factual record of complaints or concerns, clearly separating fact from opinion.

Following discussion with the Diocesan Safeguarding Adviser (Contact details in section 13 below), a decision will be taken on the next steps which might include referral to the Adult Social Care Department in the Local Authority.

The “referrer”, who may be the Diocesan Safeguarding Adviser, incumbent, or other nominated senior colleague in the parish, will work within the good practice guidance of the Local Authorities, and give consideration to the following activities:

- Gathering all relevant information.
- Making arrangements to meet the immediate health and welfare needs of the alleged victim
- Contacting the emergency services (police, ambulance) if urgent.
- Clarifying the facts. (But do not discuss with alleged perpetrator)
- Checking records and data for additional information.
- Giving attention to any support needs of the alerter.
- Where appropriate, notifying the relevant local authority Adult Social Care Department via the telephone or using the website link
<http://nottinghamcity.gov.uk/CHttpHandler.ashx?id=8683&p=0>
<http://www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/mash/>

9. Investigation:

The government guidance “No secrets” places the responsibility on local authorities to provide a structure for the investigation of harm to vulnerable people. It is therefore important that serious concerns are referred to the designated safeguarding manager in Adult Social Care Departments of the City and County Councils.

The Diocesan Safeguarding Adviser is the referrer for the Diocese of Southwell and Nottingham. See flowchart on the next page should you have a concern about an adult.

Please let the Diocesan Safeguarding Adviser know when you have made a referral if you have not taken advice first.

10. Confidentiality:

In dealing with allegations of abuse we work within a framework of confidentiality.

Key principles relating to the sharing of information are:

- (i) Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.
- (ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

11. Related Policies

(a) *Church of England: “Promoting a safe church” (2006).*

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

(b) *Nottinghamshire City & County Council:*

<http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/procedure-and-guidance/>

(c) *Department of Health: “No Secrets”, Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.*

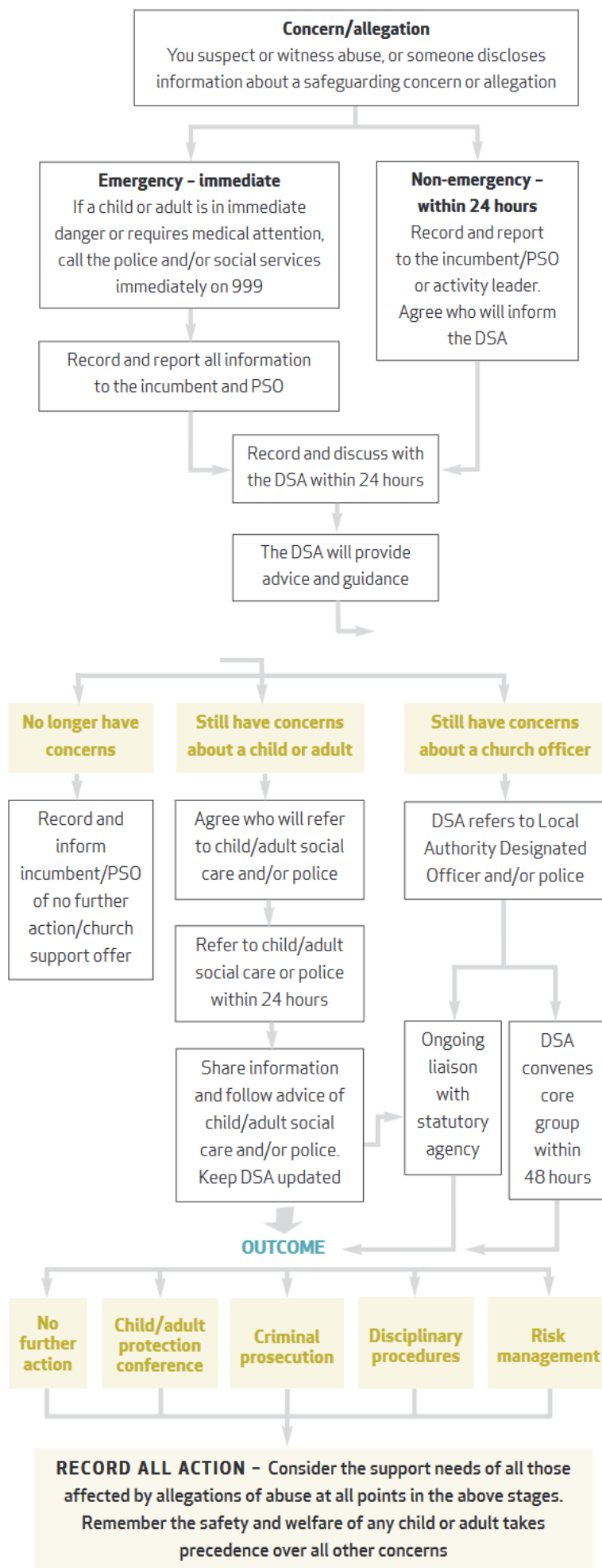
<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care> (2000)

(d) *“Disclosure and Barring Service: “Safer recruitment protecting the vulnerable”,*

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

The following flowchart provides an overview of the process for raising a concern and should be used in conjunction with the written procedures.

You should raise a concern about significant harm, abuse or neglect immediately if an emergency or within the same working day.



12. What needs to be done within our parish:

Each parish should appoint a representative for Safeguarding of Adults, who may or may not be the same person as the overseer of safeguarding arrangements. Together with the incumbent and other significant people in the parish, this person will consider the building and the context in which work with vulnerable adults take place.

Each parish should produce their own local policy statement based on the 'Promoting a Safe Church' Policy for Safeguarding Adults in the Church of England. (See page 9 of "Promoting a Safe Church"). This parish policy needs to be reviewed annually.

13. Useful contacts

- (a) Diocesan Safeguarding Team
Diocese of Southwell and Nottingham **Tel: 01636 817200**
- Diocesan Safeguarding Adviser
Julian Hodgson **Mob: 01636 817200**
E-mail safeguarding@southwell.anglican.org
- (b) Nottingham City Council Child and Families Direct
Contact number: 0115 876 4800
Contact details on City Council web-site: www.nottinghamcity.gov.uk
Out of hours Duty Team: 0300 456 4546
- (c) Nottinghamshire County Council Multi-Agency Safeguarding Hub (MASH)
Contact number: 0300 500 8080
Local offices listed on County Council web site: www.nottinghamshire.gov.uk
- Nottinghamshire now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Adviser.
- (d) Nottinghamshire Police,
In Emergency, 999
If less of an emergency Central Switchboard, 101

14. Updating of Policy:

The PCC will ensure an annual review of the policy is conducted.

15. Training

Required training must be completed by all relevant staff both volunteers and employees. This is provided by the Diocese.

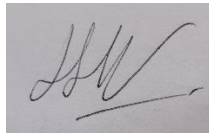
Contact Details:
Diocesan Safeguarding Training Manager
Dawn Todd
Tel: **01636 817200**
E-mail dawn.todd@southwell.anglican.org

SAFEGUARDING ADULTS

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 11 August 2025

Signed by the incumbent:

Signed by the Lay Chair of the Church Council or a Churchwarden:



Date for policy review

The safeguarding lead/incumbent and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by **August 2026**

Diocesan Safeguarding Adviser: Julian Hodgson
email: safeguarding@southwell.anglican.org
Diocese of Southwell and Nottingham, Jubilee House,
8 Westgate, Southwell Nottinghamshire NG25 OJH

**Nottinghamshire Safeguarding Adults -
Appendix One -Details Required when Notifying Adult Social Care**

Appendix One: Referral pro- forma to Adult Social Care department of the Local Authority.



This pro forma is to assist you in gathering all of the relevant details prior to making a referral to Adult Social Care. You do not need to send it anywhere; however you may find it useful to complete a copy for your records and for ease when referring.

Details of Vulnerable Adult

Name Date of Birth

Service User ID/ Gender ☐ M ☐ F
Episode ID

Date of Referral

Has a referral been made about this vulnerable adult before? ☐ Y ☐ N

Has a referral been made about this service/provider before? ☐ Y ☐ N

Has a referral been made about the alleged perpetrator before? ☐ Y ☐ N

Clients Ethnic Origin

- | | | |
|--|---|--|
| <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Mixed White and Asian |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed White and Black African |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Mixed White and Black Caribbean |
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> Mixed White and Chinese |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Black | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Other Ethnic group | |

Vulnerable Adults Client Group

- | | | |
|---|--|--|
| <input type="checkbox"/> Over 65s | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Mental ill Health Issues | <input type="checkbox"/> Substance Misuse | <input type="checkbox"/> Deaf |
| <input type="checkbox"/> Blind | <input type="checkbox"/> HIV/Aids | <input type="checkbox"/> Carer |

Is the Vulnerable Adult known to other agencies:

☐ Yes If yes please provide details:

☐ No

Is the Vulnerable Adult from another District / Authority:
☐ Yes If yes please provide details:

☐ No

Details about the Allegation of Abuse*Source of Alert*

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Partner | <input type="checkbox"/> Main Family Carer | <input type="checkbox"/> Other Family Member |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Formal Advocate | <input type="checkbox"/> Acute Hospital (including A&E) |
| <input type="checkbox"/> GP | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Independent Healthcare Provider |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> General Hospital | <input type="checkbox"/> Healthcare Commission |
| <input type="checkbox"/> Police | <input type="checkbox"/> Social Services | <input type="checkbox"/> Specialist/Community Hospital |
| <input type="checkbox"/> Other PCT | <input type="checkbox"/> Neighbour | <input type="checkbox"/> Alleged Perpetrator |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation | <input type="checkbox"/> Domestic Violence Unit |
| <input type="checkbox"/> CSCI | <input type="checkbox"/> Voluntary Agency | <input type="checkbox"/> Counsellor/Therapist |
| <input type="checkbox"/> Anonymous | <input type="checkbox"/> Member of Public | <input type="checkbox"/> Other (please specify): |

Location of Abuse

<input type="checkbox"/>	Residential Home	<input type="checkbox"/>	Independent Healthcare
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	General Hospital	<input type="checkbox"/>	Sheltered Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Nursing Care Home	<input type="checkbox"/>	Supported Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Acute Hospital	<input type="checkbox"/>	Day Centre/Service
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Public Place	<input type="checkbox"/>	College/Adult Education/Work
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Own Home	<input type="checkbox"/>	Vulnerable Adults' Parents Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Relatives Home	<input type="checkbox"/>	Alleged Perpetrators' Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Specialist/Community Hospital	<input type="checkbox"/>	Adult Placement Scheme
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify):

Type of Abuse

- ☐ Discriminatory
 ☐ Psychological
 ☐ Sexual
☐ Financial
 ☐ Physical
 ☐ Neglect and Acts of Omission
☐ —
 ☐ Discriminatory

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name Telephone

Address

Age

<input type="checkbox"/>	-18	<input type="checkbox"/>	18-30	<input type="checkbox"/>	31-40	<input type="checkbox"/>	41-50	<input type="checkbox"/>	51-60	<input type="checkbox"/>	61-70	<input type="checkbox"/>	71-80	<input type="checkbox"/>	80+
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Gender ☐ M ☐ F

Alleged Perpetrator

- ☐ Partner
 ☐ Main Family Carer
 ☐ Other Family Member
☐ Friend
 ☐ Stranger
 ☐ Other Service User
☐ Neighbour
 ☐ Unknown
 ☐ Volunteer/Befriender
☐ Institution staff (residential home, domiciliary, nursing home, prison, secure units etc)
 ☐ Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):

Details of the Referrer

Name Telephone

email

