

**St Andrew's, Chorleywood:
Vulnerable Adults Safeguarding Framework**
November 2023

For the purposes of this Framework the teams include but are not limited to the Friendship Club, Pastoral visiting, Prayer ministry and Chrysalis.

1. Statement of Responsibilities

1.1. Those leading work with vulnerable adults are responsible for:

- administering the application process for team members;
- ensuring that good working practice is adhered to at all times;
- ensuring that all team members know, understand and adhere to the Safeguarding Policy and Operational Framework, including emergency procedures;
- ensuring that the Operational Framework is implemented by all groups and that a qualified first aider, nurse or doctor is available;
- carrying out risk assessments of all activities for which they are responsible, sending copies to the Church Manager and highlighting specific concerns with the Safeguarding Committee;
- advising the Parish Safeguarding Officer of any incident as soon as possible.

1.2. All Team Members are responsible for:

- being familiar with the Parish Safeguarding Policy;
- understanding and following the Operational Framework for their Team;
- reporting any abuse discovered or suspected, preventing further abuse when it has been observed and keeping records of any incidents;
- undertaking all necessary Safeguarding Training;
- understanding their role requirements
- completing any documentation required under the Policy;
- helping create a stimulating and safe environment for the people in their care.

2. Those Authorised to Work with Vulnerable Adults

2.1. Unsupervised Contact

Those authorised to work with vulnerable adults in circumstances where opportunity for unsupervised contact may occur:

- Clergy;
- Friendship Club drivers and helpers, Pastoral Care Visiting team,
- Others cleared by the Parish Safeguarding Officer

2.2. Supervised Contact

The following may be involved in work with vulnerable adults but are not permitted to have unsupervised contact:

- Additional helpers for special events;
- Emergency and Relief helpers for regular groups

3. Appointment Procedures

- 3.1.** Application and Self Certification forms should be completed and an informal interview conducted by a member of the leadership team or designated deputy. The role should be discussed. Suitable references will be obtained. The volunteer will

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then be advised that: "Appointment to this position is subject to satisfactory enhanced disclosure via a DBS check".

- 3.2. All regular workers above 16 years of age must also complete a DBS Disclosure
- 3.3. Parental consent forms are required for those under 18.
- 3.4. Once the applicant has received a copy of the Disclosure it should be brought to the Parish Safeguarding Officer or nominated staff member for review.
- 3.5. In the event of a Disclosure "with convictions and/or other disqualifying behaviour" the Parish Safeguarding Officer will be contacted by the Diocese, which will have decided by special committee whether the appointment can be made. The Parish Safeguarding Officer would then inform the vicar. A joint decision will then be taken whether to make the appointment or not, or whether restrictions should be imposed.
- 3.6. The Parish Safeguarding Officer will receive the result of the disclosure and inform the Team Leader whether they are free to confirm the appointment or whether conditions must first be imposed.

4. Good Working Practice

- 4.1. Treat all people with dignity and respect;
- 4.2. Respect personal privacy and be sensitive to the needs of others;
- 4.3. Follow Group Policy regarding physical contact;
- 4.4. Avoid inappropriate activities and language;
- 4.5. Challenge and remedy unacceptable behaviour. Expect to be respected;
- 4.6. Where possible, work within the line of sight of another adult, preferably a Team member;
- 4.7. Report all allegations/suspensions of abuse using the Responding to Abuse – Team Member's Action Sheet in Appendix A.

5. Safety Issues

- 5.1. The Team Leaders are responsible for ensuring that someone trained in first aid and with access to a first aid kit is available during the activity. All incidents should be reported using the Accident Report Book.
- 5.2. The church premises will be reviewed annually and a risk assessment made. Each venue will be reviewed annually for safety, the date recorded and signed off by the church manager. Any specific concerns should be reported to the Safeguarding Committee.
- 5.3. All Team Members must be informed of the fire regulations, evacuation procedures and assembly points for the venue where they minister.
- 5.4. Check the room for safety e.g. sharp edges, hot radiators, suitability of floor surfaces, stacked furniture, electrical sockets and appliances.
- 5.5. Ensure the venue is clean both before and after the session.
- 5.6. Ensure that a register of all members attending the session is kept.
- 5.7. Ensure that medical conditions of people are known.
- 5.8. No adult that has not been through the volunteer recruitment process, including an enhanced DBS Disclosure, should be left alone with vulnerable adults.
- 5.9. Every Team Member has a responsibility for assessing the suitability of the room and the safety of any equipment used.

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6. Transportation of Vulnerable Adults

- 6.1. It is best practice for all drivers to have gone through the Church recruitment procedures process for Team Members.
- 6.2. All drivers should hold a full driving licence (for at least 6 months), have adequate insurance and a road-worthy vehicle. They should also disclose any driving convictions.
- 6.3. Always check that passengers are wearing seatbelts before commencing a journey.
- 6.4. It is reasonable to expect that a driver may be alone with a vulnerable adult for short periods. In these circumstances it is best practice for the vulnerable adult to be seated in the back of the car.
- 6.5. When travelling in groups with more than one car, it is best practice to insist that vulnerable adults stay in the same groups on the outgoing and return journeys.
- 6.6. It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular person e.g. where there has been a disagreement.
- 6.7. Additional procedures where a minibus is used:
 - Ensure that all minibuses used to transport vulnerable adults have a small bus permit, the necessary insurance, and a driver with a valid driving licence that entitles them to drive a minibus.

7. External Events

- 7.1. A risk assessment is required for any new activity.
- 7.2. A risk assessment is to be carried out on any new venue that is being proposed to be used.
- 7.3. The Team member leading an external activity should ensure that they have contact details for next of kin when on an external activity.

8. Minimum Team Member to Vulnerable Adult Ratios

There should be a minimum of 2 Team Members present for any activity.

Under 18's are not counted as adults.

9. Prayer Ministry and Pastoral Visiting

- 9.1. Someone trained by the St Andrew's Ministry Team should be present.
- 9.2. Those regularly involved in work with vulnerable adults should follow the St Andrew's Prayer Ministry Guidelines and be encouraged to undergo the appropriate prayer ministry training.
- 9.3. It is considered best practice for two adults to be present.
- 9.4. Permission must be asked of and given by the vulnerable adult before physical contact considered appropriate occurs.
- 9.5. If deeper individual or ongoing prayer ministry is considered necessary, it should be arranged at a separate time by the Team Leader, and under the supervision of the Vicar.
- 9.6. It is considered best practice that males should only pray with males and females with females.

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10. Procedures to follow regarding possible abuse

10.1. Responding to a disclosure

- Listen and keep on listening.
- Don't ask leading questions.
- Don't promise confidentiality.
- Accept what you hear without passing comment or judgement.
- Tell the vulnerable adult what you are going to do.

10.2. Response to Concerns or Allegations.

- Immediately, or as soon as appropriate, depending on the severity of the disclosure, contact the Parish Safeguarding Officer or Deputy to obtain guidance. In their absence contact the Team Leader unless he/she is implicated in the allegation.
- Make careful notes on the Responding to Abuse – Team Member's Action Sheet (see Appendix A) as soon as possible. The notes should contain:
 - a description of the circumstances;
 - what the vulnerable adult said; in their own words as far as it is possible;
 - what you said;
 - dates and times both of the incident and when the notes were written.
- The Responding to Abuse - Team Member's Action Sheet should be given to the Parish Safeguarding Officer or Deputy as soon as possible as it may be required as evidence.
- Don't talk to others about the incident

10.3. Response of Parish Safeguarding Officer or Deputy

- Advise the Team Member on next course of action.
- Inform the vicar or designated deputy.
- Make a joint decision as to the next course of action.
- For lesser concerns, which do not place the vulnerable adult at risk of further injury, the matter should be discussed with the person themselves, their carer or next of kin. If appropriate this can be delegated to the Team Member who reported the incident.
- For more serious concerns such as:
 - suspected sexual abuse;
 - deliberate injury;
 - suspected physical/emotional/spiritual abuse or neglect;
 - concern about a vulnerable adult's safety;
 - a vulnerable adult is afraid to return home.Contact social services, police, 'Thirtyone/eight', or the diocesan safeguarding officer, as appropriate.
- Ensure medical help is obtained if needed urgently, informing doctor of any suspicions.
- Ensure the incident is recorded in the Incident Book

11. Use of Photographic Images

- 11.1. Photos and videos of vulnerable adults will only be used where appropriate permission has been obtained.

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- 11.2. Team members should not take photos, including mobile phone photos without the permission of the person being photographed. The photos should be forwarded to the Team Leader and then deleted from the team members phone.
- 11.3. Comply with the current St Andrew's 'Safe use of Images' policy

12. Communications

- 12.1. When using email, mobile phones or other handheld devices and Social Media to communicate with vulnerable adults, Team members should:
- Use clear, unambiguous language to reduce the risk of misinterpretation.
 - Ensure that all messages, including texts, can be viewed by the Team Leader;
- 12.2. When using Chat and Messenger services, within Social Media Services:
- No conversation should be longer than 20 minutes;
 - Any conversation of a serious nature should be terminated and taken up in person;
 - Should not be used between 10.00pm and 7.00am.
 - To ensure accountability, it is best practice for Team members to save significant conversations as a text file and to keep a record of when and with whom conversations have taken place.
- 12.3. When using photographs:
- Vulnerable adults should not be identified by surname, email, postal address, telephone number or any other personal detail;
 - If a phone/handheld device/camera is used to record or take photos or videos they should be transferred as soon as possible and then deleted.
 - Written permission must be given by vulnerable adults before posting photos of them on social media.
 - Comply with the current St Andrew's 'Safe use of Images' policy
- 12.4. Reinforce this policy from time to time.

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Appendix A

Responding to Abuse: Team Member's Action Sheet

Confidential

Name, address and telephone number of vulnerable adult:

Name address and telephone number of person reporting the incident:

Date and Time of the incident:

Sequence of events / Actual words used / Observations:

(use skin maps where appropriate, but do not request inappropriate removal of clothing to confirm a claim)

Action taken (including person(s) contacted):

Notes:

Signed:

Date:

Return this form to the St Andrew's Parish Safeguarding Officer immediately

For use by Parish Safeguarding Officer or Deputy:

Form seen:

Signed:

Date:

Print name:

Action taken (including dates and times):