**ST ANDREW’S CHURCH**

**SAFEGUARDING VULNERABLE ADULTS POLICY**

**At St Andrew’s Church, we believe everyone has a value and dignity which comes directly from human creation in God’s own image and likeness. Every person is equally precious to God. The gospel accounts remind us of Jesus’s humanity and vulnerability throughout his life and we seek to mirror this approach by developing compassionate and collaborative ministry which values careful listening to all.**

**1. Settings**

We work with adults in a variety of settings. These include:

1.1 St Andy’s

1.2 Baptisms

1.3 Lunch n Chat

1.4 Home Communion

1.5 Forget me Not Group

1.6 Drama

1.7 Prayer Ministry

This is not an exhaustive list.

**2. Policy Statement**

St Andrew’s PCC

2.1 Accepts this policy should be actively used in the life of St Andrew’s

2.2 Accepts the responsibility to provide a duty of care for vulnerable adults

2.3 All adults, whatever their age, culture, disability, gender, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

2.4 Respects and will promote the rights and wishes of all people, providing it is safe to do so

2.5 Will ensure volunteers adopt best practice to safeguarding and protect vulnerable adults from abuse, and themselves against false allegations

2.6 Will quickly respond to any allegations appropriately

We will adhere to the following principles:

2.7 **All** people have the right to protection from abuse

2.8 It is the responsibility of the police and/or Social Services to determine whether or not abuse has taken place but it is everyone’s responsibility to report any concerns

2.9 All incidents of suspicious and/or poor practice and any allegations should be taken seriously and responded to swiftly and appropriately

3.0 Confidentiality should be upheld in line with the GDPR (General Data Protection Regulation 2018) and the Human Rights Act 2004

3.1 We will adhere to the Diocesan protocol for written agreements with those who have offended and are considered a risk

**3 Safe Environment**

St Andrew’s Church and St Andy’s are committed to providing a safe environment in order to practice our faith

**3.1 Volunteers working with Vulnerable Adults**

Anyone who regularly works with vulnerable adults will require DBS clearance. When leaders are appointed, there should be consultation with the Parish Safeguarding Officer (PSO), who will maintain a list of those who have been checked. All documentation relating to DBS checks is strictly confidential.

There should generally be a minimum of two adult volunteers/workers in any setting involving a vulnerable adult. It is the responsibility of the group leader to ensure this, excepting that in certain circumstances this may not always be possible e.g. working alone.

**3.2 Emergency Situations**

Anyone receiving information about or observing a serious safeguarding situation where a vulnerable adult is in immediate danger or requires immediate medical attention must call the emergency services on 999 – Do not delay!

**4. Training**

**4.1 New groups**

All volunteers working within St Andrew’s/St Andy’s will be safely recruited as per the Diocesan guidelines (2013) prior to commencement and will be DBS checked as appropriate.

It will be the responsibility of the PSO to brief the leader of any newly established groups to ensure they are familiar with our safeguarding vulnerable adults policy; and to discuss training requirements.

**4.2 Existing groups**

The leader of each existing group should undergo a full briefing at the earliest opportunity. The Safeguarding officer will take responsibility for arranging this.

**4.3 PCC members**

All new members of the PCC should familiarise themselves with both St Andrew’s Safeguarding Policies.

**5. Responding to Disclosure and allegations**

**5.1 Allegations**

It is not the responsibility of anyone (paid or unpaid) at St Andrew’s Church or St Andy’s to decide whether or not a vulnerable adult is being abused or that abuse has taken place. However, there is a responsibility to act on concerns.

It is imperative any allegation or disclosure made is written down as soon as possible, dated and signed. There is a specific proforma pinned at the back of the Church for this. A copy of this record should be given to the PSO and S/he will use her/his discretion in light of the seriousness of the allegations to decide whether to pass on the information to the Diocesan Safeguarding Officer. The DSO will advise whether to report the allegations to the Social Services/Police. If a Diocesan Safeguarding Officer is unavailable the Social Services/Police will be contacted.

**5.2 Concerns**

Any concerns that a worker/volunteer may have about a fellow worker’s conduct should be recorded in writing and passed to the PSO or if appropriate, the incumbent, who will exercise his/her judgement about a referral to the Diocesan Safeguarding Officer.

**5.3 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

All information to be kept in line with the Data Protection Laws.

**5.4 Contact Numbers**

Linda Chylinski Parish Safeguarding Officer 024 76468535

Carol Clarke Diocesan Safeguarding Officer 024 76521345

Mob: 07906627052

Social Services Office hours 024 76833478

Emergency Team 024 76832222

**6 Protection of workers/volunteers**

St Andrew’s is committed to Safe Recruitment practice and encourages Safeguarding Training, but it is each person’s own responsibility to ensure they undertake appropriate training and renew every three years.

Ensure Health and Safety requirements are adhered to:

i.e. First Aid, insurance and fire protection.

All accidents must be recorded in the accident book.

Always aim to work within the sight of another adult.

**7 Disciplinary Procedures**

In the event of poor practice by a worker (paid/unpaid), this should be addressed informally by the group leader and training should be offered. If the poor practice persists, the matter should be raised with the PSO and addressed by the Officer and the Vicar working in conjunction.

Initially, a verbal warning may be issued, followed if necessary by a written warning, and where failure to comply with policy persists, the worker may ultimately be removed from role.

**8 Review of Policy**

**8.1 Copy of the Policy**

A copy of this policy will be available in church; and the Diocesan Policy will be held at the Vicarage.

**8.2 Review meeting**

The Vicar and Parish Safeguarding Officer will meet annually to review the policy and to discuss any safeguarding concerns.

**8.4 Policy Review**

This policy will be reviewed annually in May by the PCC

August 2018