The Cotteridge Church

Safeguarding Adults

Adult Safeguarding

SECTION 1

Details of the place of worship

The Cotteridge Church
24 Pershore Road South
Birmingham B30 3EJ

Telephone: 0121 433 5518
Email:administrator@thecotteridgechurch.or.uk
Web:www.thecotteridgechurch.org.uk
Charity Number: 1143091
Insurance Company: Ecclesiastical Insurance Policy reference number: 04/XPG/0127040. Policy includes Public Liability and Employers Liability Insurance

Brief description of church and activities involving vulnerable adults

The Cotteridge Church is an ecumenical church, uniting Church of England, Methodist and United Reformed Church congregations. It is a large church (approximately 200 members) open 7 days a week, with varied activities for both young and old. There is a cafe open 6 days a week and a Day Centre on weekdays for older adults. There are specific older adult ministries, and ministries which may include those who may be deemed `vulnerable` at a point in time in their lives.

Our commitment

As a Church we recognise the need to provide a safe and caring environment for all. We acknowledge that any person can be a victim of abuse. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". Everyone has a responsibility for the safety, well-being and protection of others. In every congregation, adults may experience greater or lesser degrees of vulnerability at different times. Our Church community should be a place where all people feel welcomed, respected and safe from abuse.

We recognise that vulnerable adults have a right to privacy, to the protection of the law, to be able to choose how they live their lives, to be treated with dignity and respect, and all regardless of their ethnic origin, gender, sexuality, impairment or disability, age and religious or cultural background.

This policy is informed by the Diocese of Birmingham Policy: **Parish Pack for Safeguarding Adults,** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS), **Church of England Promoting a Safe Church** and established good practice statutory guidelines and information from the Department of Health.

Protection Policy Statement of the Church of England

The Church of England is committed to the safeguarding, care and nurture of everyone within the church community. Within these policies, legislation, guidance and recognized good practice will be followed.
The Care Act 2014 places legal obligations to safeguard adults, promote their welfare and a responsibility to communicate any concerns to relevant local agencies.

Relationship with Child Protection

There are similarities between Adult Safeguarding and Child Protection, but also key differences.

a. This policy focuses on **Adults –** who have a different position in law from children. Anyone under the age of 18 years is a child under law, and child protection legislation protects all children
b. For Adults, vulnerability is not an absolute. All adults will experience greater or lesser degrees of vulnerability at different times in their lives
c. Different factors such as illness, disability, addiction, mental health impairment, diminishment of faculties through ageing*, can lead to an increase in vulnerability
   * older age alone may not necessarily mean that an adult is vulnerable

The major difference between Adult Safeguarding and Child Protection is that an **Adult may choose not to report instances of abuse towards themselves** and in certain circumstances they will have the right to refuse to allow others to do so.

The Cotteridge Church undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- Carefully select, support and train all those with responsibility with vulnerable adults using Safe Recruitment principles, including the use of relevant criminal records disclosures (self-declaration and disclosure from the DBS)
- Provide on-going safeguarding training for all staff and workers
- Regularly review the operational guidelines within this policy
- Ensure that the premises are welcoming and inclusive and meet the requirements of relevant legislation including the Disability Discrimination Act 1995 (wherever possible and reasonable)
- Support the Clergy and Parish Safeguarding Officers in any action they may need to take in order to protect vulnerable adults
- Respond without delay to every report made that an adult may have been harmed or is at risk, cooperating with the police and local authority in any investigation
- Offer respectful and informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises and understands the needs of those who have been abused
- Seek to protect survivors of sexual abuse from the possibility of further harm and abuse
- Challenge any abuse of power, especially by anyone in a position of trust
- Offer pastoral care, support and supervision to any member of the Church community known to have offended against a child, young person or vulnerable adult. This will include referral to appropriate authorities

SECTION 2

Vulnerability and Abuse

Who is a vulnerable adult?

A vulnerable adult is a person aged over 18, who may be in need of care and/or unable to protect themselves because of:

- a learning disability
- a physical disability
- mental illness
- physical illness
- age related issues e.g. frailty, dementia, mobility problems
- any other reason e.g. addictions, economic position etc.

The vulnerability may be temporary or permanent.

"Any adult aged 18 or over who, by reason of mental or 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". (House of Bishops' report: Promoting a Safe Church)

"The phrase `other situation` in the case of the Diocese of Birmingham are those who are vulnerable for medical and social reasons and also those who are vulnerable by virtue of their economic position or their status under `immigration` law (e.g. those who are asylum seekers or refugees). Taking into account the breadth of the definition, it is probably the case that in a good proportion of the congregations in the Diocese there are many people who can be considered vulnerable in some respects". (Birmingham Diocese: Parish Pack for Safeguarding Adults 2010 p.16)

Where does abuse happen?

Abuse can happen anywhere, including church, hospital, care home, and the domestic home.

Who could be abusing?

The person could be a friend, relative, carer or stranger. They could be a volunteer or a paid worker.

What do we mean by abuse?

The Department of Health guidance recognises the following categories of abuse:

1. Physical Abuse
   Physical abuse causes harm to a vulnerable adult's person. It may involve hitting, shaking, throwing, restraining, pushing (this is not an exhaustive list). It may be done deliberately or recklessly, it may also be a deliberate failure to prevent injury occurring. It also includes misuse or withholding of medication. Signs may include bruising, finger marks or injuries not consistent with the offered explanation.

2. Sexual Abuse
   Sexual abuse involves vulnerable adults being forced or coerced into participating in, or watching sexual activity. It is not necessary for the vulnerable adult to be aware that the activity is sexual and the apparent consent of the vulnerable adult is irrelevant. It can also include unwanted harassment, teasing or touching of a sexual nature. Signs may be unexplained mood changes or physical discomfort.

3. Neglect and acts of omission
   Neglect is the persistent failure to meet a person`s basic physical needs – food, clothing, warmth and personal hygiene. This may not always be deliberate e.g. carers have insufficient time or inadequate training. Signs include deteriorating health, inappropriate dress and could include denial of a person's religious needs.

4. Psychological and emotional abuse
   Psychological and emotional abuse occurs when there is a persistent pattern of ill treatment, inappropriate behaviour or rejection. It could include threats of harm, bullying, enforced isolation, controlling behaviour or verbal abuse. Signs may include changes in behaviour, deterioration of self-worth and emotional wellbeing of the vulnerable adult. The abuser or vulnerable adult may change their behaviour when other people are present.

5. Financial abuse
   Financial abuse occurs when money or possessions are being stolen. It also occurs when money or possessions are used in a way that the person does not like or in a way that is not within their best interests. It may also include pressure to alter wills, to make financial gifts or to make payments out of proportion to services provided. Signs may include unexplained financial transactions, or shortages of money when an individual previously had an adequate income.

6. Institutional abuse
   This occurs in places such as Residential Care Homes or hospitals where poor professional practice deliberately or unintentionally restricts, harms or denies others their rights. Signs may be lack of choice, privacy, flexibility or awareness of the individual needs of a person.

7. Discriminatory abuse
   This is any abuse that is motivated by a person's race, gender, physical or mental disability, sexual orientation or any other defining characteristic. It may take the form of bullying, harassment, humiliation or favouritism towards others.

   Additionally, we recognise the possibility of:

8. Spiritual Abuse
   Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or psychological harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of vulnerable adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

Domestic Abuse

Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. If an incident of Domestic Abuse is disclosed, the person to whom it is disclosed cannot make the victim take any action. However, where children are abused or present during a domestic abuse incident, Child Protection regulations take precedence. Confidential records of any conversations in such situations should be kept.

Section 3

Responding to and reporting of abuse

The following guidelines are given:

How to respond to an adult wishing to disclose abuse

The key skill is to listen effectively. Ensure the physical environment is welcoming, giving opportunity for them to talk in private, sharing what they wish.

Effective Listening

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you cannot keep regarding confidentiality (see below)
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is appropriate and, for those with disabilities, ensure that there is someone available who understands sign language, Braille etc.
- Show respect by asking the person how they wish to proceed
- Give positive reassurance and agree what is going to happen next

After The Meeting

- Make detailed notes that are factual, noting body language and emotional behaviour
- Make a note of your actions and the actions agreed upon
- All notes (originals) must be passed to Safeguarding Officers for safe keeping. Copies are not to be made
- Do not speak to anyone implicated in the allegation
- Only talk to those people who have responsibility for these matters

Confidentiality

- Maintain appropriate confidentiality, stating where appropriate that certain information cannot be kept secret
- Don't pass on any information you receive unless you have their permission to do so or it is an agreed part of the ministry involvement you have
- Exception to this is where it is right to disclose relevant information where a vulnerable person is judged to be at risk of significant harm or is likely to harm themselves or others. The decision to break confidentiality will not be taken without consulting the Minister, or the Parish Safeguarding Officers.
- The keeping of personal details and information regarding clients and volunteers will comply with the Data Protection Act 1998

No volunteer should carry the ongoing effect of difficult encounters or an accumulation of stress or strain from their involvement. Support can be obtained from the Minister. Volunteering is under the umbrella of The Cotteridge Church which means that there is not only accountability but also support.

Complaints against Church Workers

Inappropriate behaviour by church workers (staff or volunteer) must be responded to without undue delay (within 24 hours).

Incidents and inappropriate behaviour should be reported to the Minister, Pastor for Older People or Parish Safeguarding Officers. Situations when a report should be made may include the following:

- A church worker causes harm or a risk to a vulnerable adult
- A church worker's behaviour gives rise to significant concern
- A church worker commits repeated breaches of good practice or code of conduct, whether or not these are deliberate

The complaint will be listened to and the wishes of the complainant taken in to consideration when deciding how to proceed. If a potential criminal offence has been committed the complainant should make a statement to the police, and the alleged offender not spoken to without police agreement.

If the complaint or allegation is serious the following actions should be taken whilst an investigation takes place:

- If an employee of the JCC they should be suspended and the Disciplinary Procedure in the Staff Handbook will be followed.
- If they are a volunteer, they should be withdrawn from serving in that ministry area

Complaint against a volunteer will be resolved informally if possible. This will involve the Ministry Lead and/or the Minister or Parish Safeguarding Coordinators. This may take the form of additional or specialist training, regular monitoring and feedback or working under supervision only.

Where an allegation has been made about a person serving in a regulated activity, there is a statutory duty to refer the information to DBS if there is cause for concern regarding conduct or harm to a vulnerable adult. Advice will be sought and provided by Bishop`s Safeguarding Officer before any such action is taken.

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Revd Mike Claridge
Minister of The Cotteridge Church
The Cotteridge Church
Pershore Road South
Birmingham B30 3EJ
0121 433 5518

Mike.Claridge@thecotteridgechurch.org.uk

Or

Laurie Brown, Sue Clayton or Jane Jones
Parish Safeguarding Officers
The Cotteridge Church
Pershore Road South
Birmingham B30 3EJ
Tel: 0121 433 5518
Sue.clayton@thecotteridgechurch.org.uk
Jane.jones@thecotteridgechurch.org.uk

If the situation is an emergency and it is not possible to contact the Minister or the Parish Safeguarding Officers the worker should contact directly Social Services or the Police. It is essential that the worker inform the Minister or Parish Safeguarding Officers as soon as possible after this action has been taken. The role of the Minister and the Parish Safeguarding Officers is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place
- The church will support the Minister and the Parish Safeguarding Officers in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although The Cotteridge Church hopes that its members will use this procedure. If, however, the individual with the concern feels that the Minister or the Parish Safeguarding Officers has not responded appropriately, or where they have a disagreement with the Minister or the Parish Safeguarding Officers as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that The Cotteridge Church demonstrates its commitment to effective safeguarding and the protection of vulnerable adults.

Concerns about the Minister or Parish Safeguarding Officers

- If a concern has been raised or an allegation has been made against a member of the clergy or anyone holding a Bishops Licence (lay reader) the matter must be referred to the Bishops Safeguarding Advisor who can be reached through the Diocesan Bishop's Office Tel. 0121 427 1163
- If there is a concern, or an allegation has been made against the Parish Safeguarding Officers, then the matter must be referred directly to the Minister

Section 4

Prevention

Safeguarding Awareness

The Cotteridge Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness to help protect everyone. All workers will receive induction training and undertake recognised safeguarding training on a regular basis. We will also ensure that information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern is available.

Safe recruitment

The Cotteridge Church will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written role profile for the post giving details of the post, skills required and type of person sought for the role
- Those applying have completed an application form
- Those applying have completed a Confidential Self Declaration Form
- All potential workers are interviewed
- Safeguarding issues have been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records bureau disclosure (DBS) has been completed where required
- Qualifications where relevant have been verified
- A suitable training programme is provided and agreed with the new worker
- The worker has completed a probationary period
- The worker has been given a copy of the Safeguarding Policies, undertakes to work within the policies and knows how to report concerns
- A 'Volunteer Agreement' is signed after the satisfactory completion of the probation period
- Copies of interview notes and all associated forms are passed to Parish Safeguarding Officers

Positions of Trust and Authority

Many people hold positions of trust and/or authority within the church. The Cotteridge Church will ensure that all those who hold positions of trust and authority have completed a Confidential Self Declaration form and that a Disclosure & Barring Service certificate has been received where appropriate.

The Minister and Parish Safeguarding Officers will make the final decision as to who may hold a position of trust and authority.

Management of Workers – Codes of Conduct

As a church we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with appropriate information and copies of the policy will be issued to all ministry leads and available in the Church Office.

The Cotteridge Church undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow or encourage an inappropriate or sexual relationship to develop for as long as the relationship of trust continues.

SECTION 5

Pastoral Care and Support

Supporting those affected by abuse or where an allegation of abuse has been made

The Cotteridge Church is committed to offering pastoral care and support to all those within the church who have been affected by abuse in any way.
Where there is an allegation of abuse within the church the pastoral support of both the vulnerable adult and the alleged perpetrator will be arranged in consultation with the Bishop's Safeguarding Advisor.

Working with offenders

When someone attending The Cotteridge Church is known to have abused children or vulnerable adults, the Minister or his appointed nominee will supervise the individual concerned and offer pastoral care. The Bishops Safeguarding Advisor will also be informed of the situation. A risk management policy will be drawn up in consultation with the Bishop's Safeguarding Advisor which will determine the level of integration the individual will be allowed to have in the church community. The Cotteridge Church's safeguarding commitment for the protection of all will be paramount and clear boundaries will be set for that person which they will be expected to keep.

SECTION 6

Good Practice Guidelines

As a place of worship involved with vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

It is important that all those who work on behalf of the Church have shared values. The aim of these values is to ensure quality care, protect others from possible abuse and workers from false accusations. To facilitate this The Cotteridge Church has set guidelines for those working with vulnerable adults. They are as follows:

- Workers should treat all with dignity and respect in attitude, language and actions
- Due consideration will be given to how many workers should be involved with a group and proportion of male and female workers
- It is paramount that everyone is free from any threat, or anything that could be perceived as a threat, whilst they engage in activities at The Cotteridge

- A person's privacy should be respected at all times
- Appropriate feedback and support will be given to those involved in any disclosure regardless of outcome
- Potential volunteers will be permitted to take part in two taster sessions. They will be fully supervised and not left alone. They will not be able to continue after the two sessions until the Ministry Lead and Parish Safeguarding Officers have been informed that DBS clearance has been received

Visiting

Visiting amongst friends is an informal arrangement.

When a worker is asked or instructed to visit on behalf of the church the following guidance is given:

In general, think *"vulnerability"* – adults can be vulnerable for a variety of reasons e.g. reduced physical health, sensory impairment, reduced mental capacity, prey to criminals (such as bogus callers), emotional distress, financial difficulties etc.
Being aware of the many different reasons an adult may be vulnerable should inform the way sensitive practical care and love is offered.

- Encourage the person to understand that you are visiting on behalf of The Cotteridge Church
- Don't move or tidy personal possessions without permission
- Don't overstay your welcome. Be sensitive and leave when it seems fit
- Be open to pray / read scripture, but don't force it on anyone
- Don't try to give advice on issues you are not clear about. If possible signpost to other agencies, but you cannot pass on information about individuals without their permission
- Don't accept money / gifts from those you help
- Don't give money to someone who asks for it
- If using someone's money (e.g. for shopping) write down with the person how much you take and bring back receipts. Bear in mind difficulties can arise when helping those with memory loss or confusion
- You should not be involved with the initiation or administration of medication
- Carry a mobile phone if you have one

One to one situations

Wherever possible best practice is to avoid one to one situations, this provides safety and accountability for both parties. However, when it is necessary to meet someone on a one to one basis (e.g. prayer appointment, debt/benefits advice, general support/advice) then the following guidelines should be followed:

- All ministry and support arranged via the church must remain on a formal basis throughout its duration
- It will always be under the supervision/knowledge of the Minster
- When meeting in church premises always ensure that there is at least one other person on site
- If possible leave the door ajar, or arrange seating so that you are clearly visible through viewing panel in door
- If appropriate use a public place e.g. coffee shop or meet in a quiet corner of a room that others are using
- Always keep notes of the conversation or nature of meeting
- If you are concerned about the meeting, please inform the Minister or Parish Safeguarding Coordinators
- Occasionally appointments may run on when others have left the premises e.g. prayer appointment, debt advice etc. Ensure that they inform you that they are leaving and if you have any concerns about continuing the meeting alone then re-arrange to meet again
- Consider gender of workers ministering to individuals

When arranging meetings, consider the risks and whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity and that you would have the means of access to help.

Food and drink safety and hygiene

Any food that is made and/or consumed on the premises should meet food safety regulations. It follows therefore that there should be someone within the activity who has responsibility for this. They should possess a Basic Food Hygiene Certificate or equivalent. If catering for an activity, the following should be adhered to:

- Workers should follow good personal hygiene practices
- Basic health and hygiene regulations should be adhered to
- All food and drink is stored appropriately
- Hot drinks should not be carried through an activity area
- Fresh drinking water is available at all times

(see The Cotteridge Church's Health & Safety policy / Food Hygiene Code of Practice)

Health and Safety

All workers have a responsibility to do everything they can to prevent injury to themselves and others. It is therefore necessary to be aware of potential health and safety issues and precautions. The following guidelines are given:

- When visiting, if you feel uncomfortable in a particular situation, don't remain – make an excuse and leave. If a person becomes angry or violent, leave as soon as possible and call emergency services if appropriate. Report the incident to the Minister, or Safeguarding Officers
- In the event of a medical emergency take action appropriate to your level of competence. If in doubt, phone 999
- Consider your own health and safety when assisting someone with mobility problems e.g don't try lifting someone from a chair. Training will be given on 'moving and handling people' if relevant to your role. Training in lifting and using a wheelchair is also available
- If you have any Health and Safety concerns please contact the Minister or the Administrator

Transport

Offering lifts between friends is a private affair.

If a worker is asked to provide transport on behalf of The Cotteridge Church, the following guidance is given:

- Ensure your car is in good working order, taxed and MOT, informing your insurance company that you act on occasions as an unpaid volunteer driver
- Make sure seat-belts are worn
- Be aware of the need to lift and fit walking aids or wheelchair in the car if appropriate
- If a "blue badge" is used, use it as per regulations
- Have both hands free to assist passenger to and from vehicle if they ask for it. Allow additional time
- Appropriate training on assisting people with limited mobility will be provided if necessary
- Consideration to be given as to whether an escort will be needed
- It is not appropriate to use the back seat of a two door car for someone with mobility problems

Photographs and Images

The following guidelines should be observed:

- Images will be securely stored and used only by those authorised to do so
- If an adult does not want their photograph taken, then this must be respected
- It should be made clear why a person's image is being taken, what it will be used for, and who might have access to the pictures
- If images are being taken at an event attended by a large crowd, such as a worship event, this is regarded as a public arena and permission from a crowd is not necessary

Gifts

Leaders of church activities and other workers are in a 'position of trust' and should not accept money or gifts from vulnerable adults. If a vulnerable adult insists on making a financial gift it should be paid via the office in to the church general account.

There are occasions when refusing a small non-financial gift would cause offence. Accepting small gifts and tokens of appreciation occasionally is acceptable.

Safety of buildings, equipment and accident recording

Buildings being used for groups or activities will be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment will meet the required safety standards. An annual review will also be carried out and, where necessary, action taken. All relevant electrical equipment will have undergone an electrical safety test. In the UK these are known as PAT (Portable Appliance Inspection) tests.

Ministry workers have a responsibility to inform their ministry heads should they discover something that has the potential to cause harm and then the relevant response can be implemented.

All accidents should be reported using an Accident Report Form – these are available from the Minister, church office and the First Aid Box. Completed forms should be returned to the church office.

SECTION 7

Records and Confidentiality

Records

- All recruitment, interview and review records will be kept secure in line with The Cotteridge Data Protection Policy
- Records pertaining to the DBS and Self Declaration processes will be kept secure and will only be accessed by the Minister and Parish Safeguarding Officers

Confidentiality

- It is essential that matters concerning safeguarding issues, disclosure, allegations or suspicions are kept totally confidential
- Communication about such matters should only be between authorised persons (Minister, Parish Safeguarding Officers, Social Services or Police)
- Matters should not be discussed 'for prayer' even if names and details are removed
- When cases are closed or move into the public domain or are dismissed, confidentiality must be maintained

SECTION 8

Glossary of roles and responsibilities

Bishop's Safeguarding Advisor (BSA)

In the Diocese of Birmingham the BSA is responsible for promoting good practice in all aspects of safeguarding. He or she should be contacted via the Bishop's Office. 0121 427 1163

Parish Safeguarding Officers

The PSOs have an essential role in the parish in relation to protection and safeguarding. The persons will have some understanding of protection issues. They will adopt the role of parish representative on all matters relating to the protection of children, young people and vulnerable adults and will help the parish develop a culture of 'informed vigilance'. The PSOs will maintain direct and regular links with those responsible for work with children and vulnerable adults. They will provide support in all aspects of the protection of children and vulnerable adults.

The PIV will be responsible for processing and recording all details pertaining to DBS forms, Confidential Declaration Forms, and all other associated forms and papers.

Parish Lead for the Older Person (adults 55+)

The Parish Lead will be the Chair of the Older Adults Forum and is a person who can represent the needs of the Older Adult on JCC and in the church. They will represent their views and needs with regard to ministry, mission, worship and teaching. They will be someone an older person would feel able to go to with pastoral concerns or even someone to go to in order to disclose abuse.

This policy has been adopted by The Cotteridge Church JCC:

Signed by: **Chair of The Cotteridge Church JCC**

Date: 23-2-17

APPENDIX 1

The Cotteridge Church Safeguarding Adults Statement

The Joint Church Council of The Cotteridge Church recognises the importance of its ministry/work among all those in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the JCC on 19 January 2017

The Cotteridge Church is committed to the safeguarding of vulnerable adults and ensuring their well-being.

Specifically:

- Every person has value and dignity
- All have the right to be treated with respect, to be listened to and to be protected from all forms of abuse
- We believe all adults should enjoy and have access to every aspect of the life of The Cotteridge Church unless they pose a risk to the safety of those we serve
- We undertake to exercise proper care in the appointment and selection of all those who will work with children, young people and vulnerable adults
- We recognise that safeguarding is the responsibility of the whole church community
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, co-operating with the police and social care services in any investigation
- We will challenge any abuse of power by anyone in a position of trust
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult

We are committed to:

- Following the requirements of UK legislation in relation to safeguarding and good practice recommendations
- Implementing the requirements of legislation in regard to people with disabilities
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy
- Keeping up to date with national and local developments relating to safeguarding
- Following the Diocese of Birmingham policy in relation to safeguarding
- Supporting the Minister and Parish Safeguarding Officers in their work and in any action they may need to take in order to protect vulnerable adults
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work
- Supporting all in the congregation affected by abuse
- We are committed to respectful pastoral ministry to all adults within our church community

We recognise:

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency

We will review this statement and our policy and procedures annually

If you have any concerns about a vulnerable adult, then speak to one of the following who have been approved by the JCC:

Revd Mike Claridge - Minister

Laurie Brown – Parish Safeguarding Officer
Sue Clayton – Parish Safeguarding Officer
Jane Jones – Parish Safeguarding Officer

A copy of the full policy and procedures is available from the church office

Signed by Minister or their nominee:

Signed: [signature]

Name: Ruth Collins

Date: 21.7.17