

## **1. AIM OF THIS POLICY**

The aim of this policy is to outline the practice and procedures for paid staff and volunteers of the Trinity Churches to contribute to the prevention of the abuse of adults with care and support needs through awareness and by providing a clear framework for action when abuse is suspected.

It is aimed at protecting the adult and the worker, recognising the risks involved in lone working.

### **2a. DEFINITION OF AN ADULT WITH CARE AND SUPPORT NEEDS**

An adult with care and support needs is a person who is aged 18 or over who is or who may be in need of special care by reasons of mental or other disability, age or illness and who is unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

This may include:

People with a mental health problem or mental illness (including dementia)

People with a physical disability

People with a sensory impairment

People with a learning disability

People who are frail and/or experiencing a temporary illness

People who are recently bereaved

### **2b. DEFINITION OF ABUSE**

Abuse and neglect can take many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. It can be the result of an act or a failure to act. It can occur in any relationship and may result in significant harm or exploitation.

#### **Types of abuse**

- Physical: such as hitting, pushing, locking someone in a room
- Verbal: such as shouting or swearing
- Emotional: such as bullying, taunting or humiliating someone
- Financial: such as misusing, withholding or taking someone's money; abusing a position to make people offer gifts, leave legacies or change a will
- Neglect: such as not providing necessary food, care or medicine
- Sexual: such as inappropriate touching, forcing someone to take part in a sexual act against their will
- Discrimination: such as ill-treatment due to the person's age, gender, disability, religious beliefs or race
- Institutional: such as lack of individual care or stimulation

- Spiritual: such as attempts to “force” religious views or values on to people, intrusive healing and deliverance ministries which result in people experiencing physical, emotional or sexual harm
- Modern slavery: such as human trafficking and domestic servitude

### **3. RIGHTS & RESPONSIBILITIES**

- a. Of employees and volunteers
  - To be familiar with the adult policy and procedures.
  - To take appropriate action in line with the policy.
- b. Of the adult with care and support needs
  - To be made aware of this policy.
  - To have alleged incidents recognised and taken seriously
  - To receive fair and respectful treatment throughout.
  - To be involved in any process as appropriate.
  - To receive information about the outcome.
- c. Support for those who report abuse
  - They will be taken seriously.
  - Their concerns will be dealt with sensitively and shared only on a “need to know” basis.

### **4. GOOD PRACTICE**

- a. Recruitment (Normally people should be part of the church for at least 6 months before working with adults with care and support needs)
  - Risk assessment of the role to assess the need for DBS disclosures.
  - Interview
  - Completion of volunteer application form
  - Completion of confidential declaration
  - Check of two references

NB People who help in groups once a month should be treated as “visitors” and be supported and supervised by an appointed helper. Young people age 14-18 may help with groups if supported and supervised by an adult helper.

- b. Management
  - It is the group leader’s responsibility to clarify with the paid worker or volunteer their roles and responsibilities regarding their relationships with the adults with whom they may be in contact.
  - All paid workers and volunteers will have a job description.
- c. Training
  - All staff and volunteers to read the Policy for Safeguarding Adults and the “Best Practice” document.
  - All staff and volunteers to familiarise themselves with the signs of abuse and what to do if they learn of any incidents where adults are being mistreated or abused.

- All clergy joining the Diocese and all paid workers with adults with care and support needs must attend a diocesan safeguarding seminar and attend a refresher every 3 years.
  - The Parish Safeguarding Officer for Adults must attend a diocesan safeguarding adults seminar on appointment and refresher training every 3 years
- d. Record keeping.
- There should be a written record of any concerns.
  - The confidential information will be kept in a locked drawer, in line with Data Protection principles.
  - All incidents should be reported to the Rector or Parish Safeguarding Officer.

## 5. IDENTIFICATION OF ABUSE

**Physical abuse signs** – A history of unexplained falls or minor injuries. Bruising in well-protected areas. Finger marks. Burns. Weight loss due to malnutrition, or rapid weight gain. Drowsiness due to too much medication. Injuries to head/face.

**Sexual abuse signs** – Disclosure or partial disclosure. Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skill.

**Psychological/emotional signs** – Isolated, unkempt, unwashed, smell. Inappropriately dressed. Withdrawn. Change in appetite. Tearfulness. Low self-esteem. Confusion.

**Neglect signs** – Physical condition poor. Clothing in poor condition. Inadequate diet. Untreated injuries. Poor personal hygiene.

**Financial or material signs** – Unexplained or sudden inability to pay bills. Extraordinary interest by family members.

**Discriminatory signs** – Lack of respect shown to individual. Exclusion from rights afforded to others.

## 6. WHAT TO DO

### TO ACT OR NOT TO ACT

All allegations or suspicions are to be treated seriously. No abuse is acceptable and some abuse is a criminal offence and must be reported to the Safeguarding Officer or the Rector as soon as possible. They will liaise with the Diocesan Safeguarding Adviser as necessary.

To determine the appropriate action it is important to consider:

**SELF-DETERMINISM:** Is the adult able to make his/her own decisions and choices?

**SERIOUSNESS:** A number of factors will determine whether intervention is required, the perception of the adult with care and support needs must be the starting point. Factors informing assessment of seriousness will include:

- The **perception** of the individual and their **vulnerability**.
- The **extent** of the abuse.
- The **length of time** it has been going on.
- The **impact** on the individual.
- The risk of **repetition or escalation** involving this or other adults with care and support needs.
- Is a **criminal offence** being committed?

The response to any concerns should always be proportionate and appropriate to the issue.

## 7. SUMMARY

The employee's or volunteer's primary responsibility is to protect the adult if they may be at risk. Each employee or volunteer has a duty to take action, in the first instance to inform the Rector or the Parish Safeguarding Officer.

*TRINITY Parish Safeguarding Lead Representative*  
01273 513674 [stannardkir@gmail.com](mailto:stannardkir@gmail.com)

*TRINITY Adult Safeguarding Representatives*  
8:00am & 10.00am & 6:30pm Southover - Jenni Taylor  
01273 473098 [jennimtaylor@btopenworld.com](mailto:jennimtaylor@btopenworld.com)

9:30am South Malling – Amanda Burgess.  
01273 475930 [amandajaneb@talktalk.net](mailto:amandajaneb@talktalk.net)

11:15am St John sub Castro Kirsty Stannard  
01273 513674 [stannardkir@gmail.com](mailto:stannardkir@gmail.com)

4:30pm St John sub Castro Jenny Pigott.  
01273 814607

*Bishop's Adviser for Safeguarding Children and Adults: Colin Perkins*  
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*Assistant Safeguarding Adviser: Morag Keane*  
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