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**For Guidance and Relevant Forms in Respect of Recruitment please see
Safeguarding Guidance Safer Recruitment**

Section 1

Diocese of Newcastle

Safeguarding Vulnerable Adults Policy

We are committed to respectful pastoral ministry to all adults within our church community.

We are committed, within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures and the Independent Safeguarding Board where legal or appropriate.

We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the 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 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.

Introduction

In 2006, the Church of England published “Promoting a Safe Church: the policy for safeguarding adults in the Church of England”. This is a very welcome development in our mission to make Church a safe place for all. The Diocese has a well-established safeguarding policy and guidelines for children and young people contained in “Protecting All God’s Children: Child Protection Guidelines”.

The following Guidelines and advice on implementation is informed largely by the national document “Promoting a Safe Church”. It has also been informed by the Church of England document “Responding to Domestic Abuse”, and government guidance in “Safeguarding Adults: a national framework of standards and good practice in adult protection work”. We have also borne in mind the Churches Together in Britain and Ireland report “Time for Action”, concerned with the Churches’ response to those who have been sexually abused in a church context.

We have been slow to recognise that abuse of children does take place in a church context. It is still, to some extent, something we would prefer not to recognise. This is even more the case with the recognition that adults, too, can be, and are, abused within a church setting. In the government document “Safeguarding Adults”, it affirms that, ‘all adults should be able to retain independence, well being and choice and to access their human right to live a life that is free from abuse and neglect’. The Church is also committed to this aim: it is incumbent on all of us working with adults in any sort of pastoral relationship to have at heart this message.

This policy is only words until it is put into place in parishes. The implementation therefore places responsibilities on parishes which are set out later in the guidelines. These are parallel to many of those required by the Child Protection Guidelines. We hope that this will be welcomed as an opportunity to ensure that our churches really are safe places for us all.

Parish Implementation

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others. Everyone within the church community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable. A policy about the safeguarding of vulnerable people should be the concern of the whole congregation, and should be presented to the P.C.C for adoption and be reaffirmed at least annually. This is an opportunity for church members to remember their commitment to one another.

Everyone should be alert to situations where those who might be vulnerable are exposed to unacceptable risks. Those who work with vulnerable people often find themselves in challenging situations and need the support, prayers and encouragement of everyone in the congregation. Sometimes workers may be confronted with difficult behaviour on the part of those with whom they are working: sometimes workers may have to face difficult decisions about incidents that may need to be reported to the statutory authorities. The congregation and church workers need to be clear about the procedures which should be followed when they are concerned about people being harmed or abused.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups or pastoral visitors, etc., are in a unique position to get to know them. As a result, workers might learn about things that give cause for concern or they may see others, sometimes including fellow workers or church members, behaving in ways that may be described as abusive or potentially harmful. When visiting a care home, for example, a visitor may observe another resident showing signs of abuse. Workers should have a good knowledge of the guidelines for good practice and should be implementing them: they should know what to do if they learn of any incidents where vulnerable people are being mistreated or abused.

Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved: sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful, and then the matter should be dealt with through training or discussion. The choices of the vulnerable adult concerned should, if at all possible, be accepted. The response to any concerns should always be proportionate and appropriate to the issue.

Parishes should do their best to provide a safe place for those who may be vulnerable. Where the parish organizes special activities of groups for vulnerable people, care should be taken to ensure that those who work in these activities are carefully appointed, supported and supervised. Recruitment to other positions of trust should be carried out sensitively but thoroughly to try to prevent inappropriate appointments being made.

(See Child Protection Guidelines section 4)

The P.C.C., together with the incumbent, carries a duty of care for the safety of those who attend or use the church. The Council should, with the help of the Diocese, ensure that a policy is in place that reflects the need to safeguard vulnerable people and that it is being implemented and has appropriate resources. The Council needs to find ways to communicate the policy to the whole congregation. Clergy in particular need to be aware of the pastoral needs of vulnerable people, their carers and those that work with them.

A named individual should be appointed by the P.C.C. to act as the key person to speak on behalf of vulnerable people both within the congregation and to outside bodies. Ideally the appointed person should have some experience in this field. This person should be recruited using the Recruitment Procedures in Section 4 of the Child Protection Guidelines, and should apply for a CRB disclosure. This person may be the most appropriate person to receive information about concerns and will need to listen to all concerns carefully, possibly discussing the matter with the adult concerned. In such cases the procedure in these guidelines “What to do if you suspect abuse” should be followed. The Diocesan Adviser should also be contacted.

It is possible for smaller parishes and those in a united benefice to appoint one person for the group, provided that it is clear that each P.C.C. is legally responsible for the activities in its own parish.

Each parish should adopt the “Parish Policy Statement” (See Appendix 1).

Section 2

Useful Definitions

Vulnerability

Vulnerability may change with time and according to circumstance. All human beings are subject to change and chance happenings which may affect their capacity to manage themselves and their situation. All human beings have different strengths and weaknesses: all have different capacities and disabilities. While some people may appear to be strong, we know that no-one is invulnerable and at different times in our lives and in different circumstances strengths can change and grow, diminish or disappear. Some people, because of their physical or social circumstances, have higher levels of vulnerability than others, and it is our duty as Christians to recognise this and support those who are vulnerable in a way that affords them as much independence and autonomy as possible. We must do this in a way that allows compassion and empathy without undermining dignity.

Vulnerable adult

The term **vulnerable adult** refers to:

Any person aged 18 and 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 serious exploitation**".

[**Promoting a Safe Church policy 2006 and No Secrets' 2000**]

The CRB definition is more restrictive and that may affect applications for CRB clearance: if in doubt consult with the Diocesan Office.

Some of the factors which may increase vulnerability include:

- Sensory or physical disability or impairment;
- A learning disability;
- A physical illness;
- Mental ill health (including dementia), chronic or acute;
- Addiction to alcohol or drugs;
- The failing faculties in old age;

- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, e.g. bereavement, previous abuse, trauma or family breakdown.

Mistreatment, Abuse and Harm

Mistreatment

Mistreatment is defined by the “No Secrets” government document as, ‘a violation of an individual’s human and civil rights by any other person or persons’. In a church context, it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root.

Abuse

This term covers abuse, bullying and harassment. These categories are not watertight and can overlap and converge on each other, and the seriousness can be difficult to assess. Abuse may also be an act of neglect or omission to act. The consequences for those who are victims of such behaviour must always be taken into account.

Harm

Harm is that which results from mistreatment or abuse.

Categories of Mistreatment/Abuse

“No Secrets” has identified the main different forms of abuse as:

Physical Abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual Abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

Psychological Abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

(It is important to note that every other category of abuse will almost inevitably involve elements of psychological abuse).

Financial or Material Abuse -including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and Acts of Omission -including ignoring medical or physical care needs, failure to provide access to appropriate health care, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory Abuse - including racist, sexist, that based on a persons' disability, and other forms of harassment, slurs, or similar treatment.

Any or all these types of abuse may be perpetrated as a result of deliberate intent, negligence or ignorance. Incidents may be multiple, either to one person in a continuing relationship or service context, or to more than one person as a time.

It is important to note that many situations may involve a combination of the categories listed above.

Some More Facts About Adult Abuse

Sexual abuse

- A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of authority over them or responsibility for them.
- Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, or indecent exposure.
- Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse, or being pressurized into consenting to sexual acts.

Physical abuse

- The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning or killing. It could include racially or religiously motivated attacks.
- A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Emotional or psychological abuse

- The use of threats, fear or the power of the carer's or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress.
- Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, or ignoring the person.
- Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, or undervaluing a person's efforts.

- Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, or the suggestion that sexual favours might further promotion prospects.

Financial or legal abuse

- The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse.
- Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, withholding money, the exploitation of a person's resources or embezzlement.
- Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

Neglect

- Neglectful behaviour is any pattern of activity by another person which seriously impairs an individual.
- Neglect can include:
 - failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk;
 - not giving personal care;
 - deliberately withholding visual or hearing aids;
 - withholding food, drink, light and clothing;
 - restricting access to medical services;
 - denying social, religious or cultural contacts, denying contact with family;
 - lack of appropriate supervision.

Possible Indicators of Abuse

The following are possible indicators that a vulnerable person is being abused. They are not necessarily conclusive, and care should be taken not to misinterpret.

If a worker becomes aware of the following indicators, they should discuss this with their line manager, incumbent, the Diocesan Safeguarding Adviser or the Archdeacon. (See "Responding to Disclosures of Adult Abuse" page 17)

Possible indicators of physical abuse

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures;
- Untreated injuries in various stages of healing or not properly treated;
- Poor skin condition or poor skin hygiene;
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding;
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained;
- Inappropriate use of medication, over-dosing or under-dosing;
- The individual telling you they have been hit, slapped or mistreated.

Possible indicators of emotional/psychological abuse

- Feelings of helplessness;
- Hesitation in talking openly;
- Implausible stories;
- Confusion or disorientation;
- Anger without an apparent cause;
- Sudden changes in behaviour;
- The person becoming emotionally upset or agitated;

- Unusual behaviour (sucking, biting or rocking);
- Unexplained fear;
- Denial of a situation;
- The person becoming extremely withdrawn and non-communicative or non-responsive;
- The individual telling you they are being verbally or emotionally abused.

Possible indicators of financial abuse

- Signatures on cheques etc. that do not resemble the individual's signature or which are signed when the individual cannot write;
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money;
- The inclusion of additional names on an individual's bank account;
- Abrupt changes to or creation of wills;
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions;
- The unexplained sudden transfer of assets to a family member or someone outside the family;
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying bills for the vulnerable person;
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person;
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford;
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery;
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

Possible indicators of neglect

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment;
- Rashes, sores, lice on the vulnerable person;
- Inadequate clothing;
- Untreated medical condition;
- Poor personal hygiene;
- Over- or under-medication;
- Lack of assistance with eating or drinking;
- Unsanitary and unclean conditions.

Possible indicators of sexual abuse

- Bruises around the breasts or genital area;
- Unexplained venereal disease or genital infection;
- Unexplained vaginal or anal bleeding;
- Torn, stained or bloody underclothing;
- The vulnerable person telling you they have been sexually assaulted or raped.

Other indications that abuse may be occurring

- The vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present;
- Attitudes of indifference or anger towards the vulnerable person;
- Family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act);
- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person;
- Previous history of abuse of others on the part of the caregiver;

- Inappropriate display of affection by the caregiver;
- Flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship;
- Social isolation of the family or restriction of activity of the vulnerable person by the caregiver;
- Conflicting accounts of incidents by the family, supporters or the vulnerable person;
- Inappropriate or unwarranted defensiveness by the caregiver;
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity);
- Obvious absence of assistance or attendance.

Spiritual Aspects of 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 to 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, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional, or sexual harm.

If such inappropriate behaviour becomes harmful, it should be referred for investigation in the usual way. (See the "What to do if you suspect abuse" section).

Careful supervision and mentoring of those entrusted with the pastoral care of 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.

Perpetrators of Abuse

Abuse can occur within a caring relationship where there is an expectation of trust and the abuser is well known to the person being abused, as well as in situations where the abuser is not well known to the victim or is a stranger. Abuse can also occur in situations where there is an imbalance of power or control and the abuser misuses such power/control either intentionally, unintentionally or for their own benefit or gain

Abuse of vulnerable adults may be perpetrated by a wide range of people, including:

- Partner, child or relative;
- Professional staff, paid care workers, volunteers;
- Other service users;
- Another vulnerable adult;
- Neighbours, friends or someone from the community;
- A non-carer or stranger able to access the vulnerable adult;
- Carers.

It must be noted that some perpetrators deliberately seek out adults who appear to be vulnerable, with the intention of harming, exploiting or manipulating that person.

Responding to Disclosures of Adult Abuse

Although staff are encouraged to be alert to the signs and signals which may indicate that someone in their care is being abused, many incidents will only come to light because the person discloses this themselves.

The person to whom this disclosure is made will not necessarily be the person to take forward any investigation of the matter.

If someone tells you about abuse or you have concerns, your role is to respond sensitively and pass the information on to the Diocesan Safeguarding Vulnerable Adults Adviser or directly to social services or to the police.

Disclosure may take place many years after a traumatic event or when someone has left a setting in which they were afraid. This delay should not, in itself, cast doubt on its truthfulness.

If someone discloses abuse to you

Do

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying.
- Be sympathetic ('I am sorry that this has happened to you').
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that:
 - They did the right thing to tell you.
 - You are treating the information seriously. It was not their fault.
 - You are going to inform the appropriate person.
 - You / the service will take steps to protect and support them.
- Report to the Diocesan Safeguarding Vulnerable Adults Adviser or to Social Services or the Police.
- Write down what was said by the person disclosing as soon as possible.

Do Not

- Press the person for more details; this will be done at a later date.

- Stop someone who is freely recalling significant events; (for example, don't say 'Hold on we'll come back to that later,' as they may not tell you again).
- Do not promise to keep secrets; you cannot keep this kind of information confidential.
- Make promises you cannot keep (such as, 'This will never happen to you again').
- Contact the alleged abuser.
- Be judgmental.
- Pass on the information to anyone other than those with a legitimate 'need to know,' such as the Project Leader or other appropriate person.

At the first opportunity make a note of the disclosure and date and sign your record.

You should aim to:

- Note what the people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time.
- Separate out factual information from your own opinions.
- Use a pen or biro with black ink, so that the report can be photocopied.
- Be aware that your report may be required later as part of a legal action or disciplinary procedure.

- ▶ **Under no circumstances should any individual attempt to deal with the problem alone.**

- ▶ **The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.**

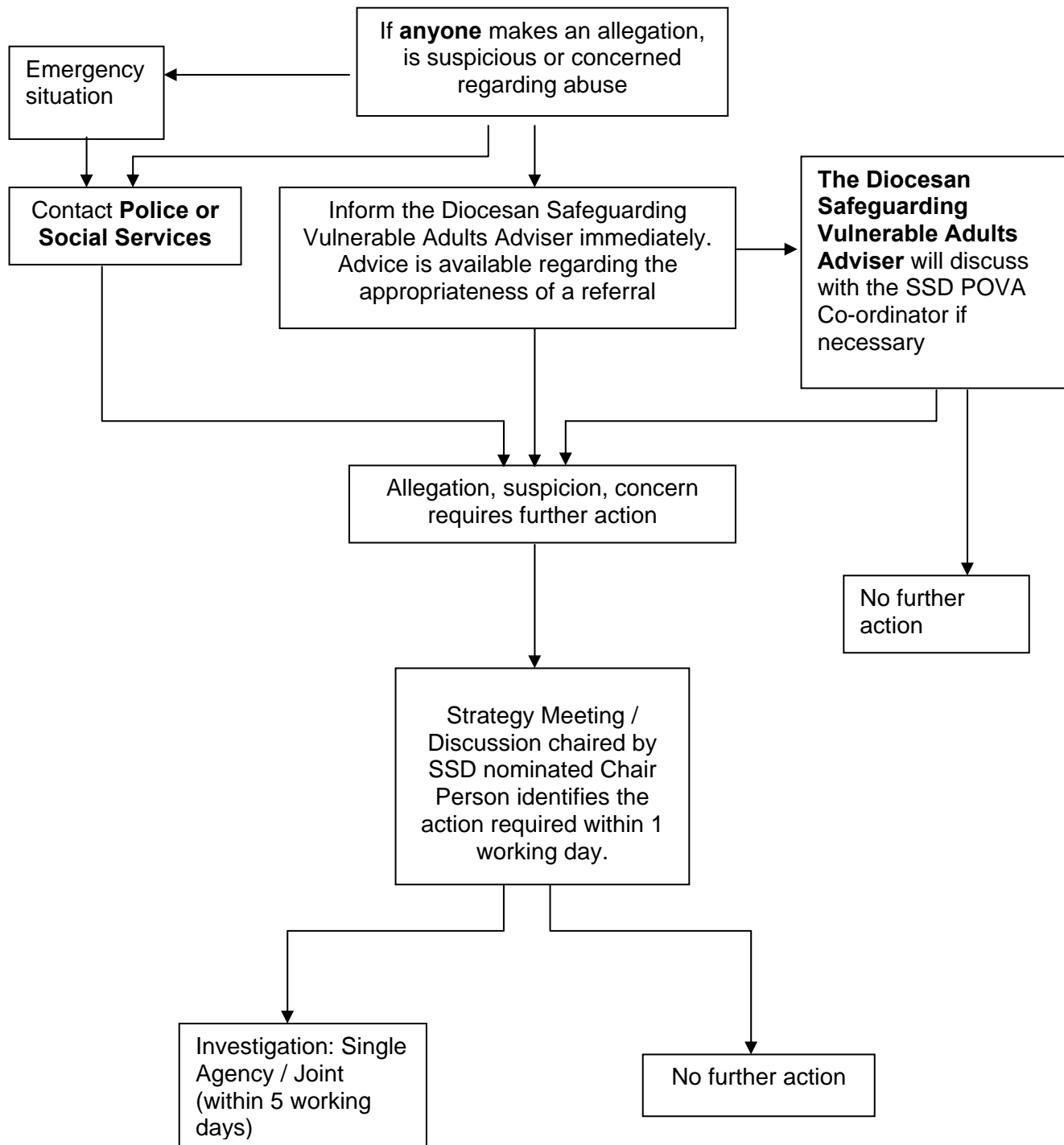
- ▶ **In the first instance, the concern should be reported to the Safeguarding Vulnerable Adults Adviser immediately.**

- ▶ **Anyone has the right to contact Social Services but the Diocesan Safeguarding Vulnerable Adults Adviser must be informed and is always available for consultation. If necessary, they will liaise with Social Services on your behalf.**

- ▶ **All local authorities have a Designated Person in Adult Services to whom serious concerns should be referred. Details are available through local authority web-sites or directories.**

Failure to observe these guidelines may leave a vulnerable adult unprotected against further abuse

The Referral Process



Section 3

Code of Conduct

Guidelines for those in positions of trust or exercising pastoral ministry with vulnerable people

All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working to these following guidelines. Following these guidelines should both ensure that vulnerable people are protected and that workers are not wrongly accused of abuse or misconduct. These guidelines are not intended to replace those contained in the guidelines for the Professional Conduct of the Clergy, and should be read in conjunction with those guidelines.

Conversations and interviews in a ministry context

Formal interviews and informal conversations in a ministry context are pastoral encounters. Church workers should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

The church worker should consider in advance:

- The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.
- The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).
- The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.
- Whether the circumstances suggest a professional or social interaction.
- The propriety or danger of visiting or being visited alone, especially in the evening.
- The personal safety and comfort of all participants.
- Establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration.
- The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

Pastoral Relationships

Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.

People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

- Church workers should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Church workers should recognize their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances, the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and toileting, always respecting the choices of the individual concerned.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

Behaviour outside work and ministry

- In church ministry, behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

Record keeping and privacy

- Church workers should consider keeping a daily record of pastoral encounters to include date, time, place, subject and actions to be taken.
- The content of any encounter should only be recorded with the person's consent, unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years).
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation.

Working with colleagues

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the work place. The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.

- Church workers should be aware of the responsibilities, function and style of other church workers and encourage co-operation and consultation between workers in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalized for following this guidance, or for taking action regarding others and this guidance.

- When leaving office or relinquishing any task, church workers should relinquish any pastoral relationship, except with the agreement of a successor.
- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Church workers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

Sexual conduct

It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. Workers should be aware of the power imbalance inherent in pastoral relationships.

Church Workers:

- Must not sexually abuse any adult.
- Must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.
- Should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

Financial integrity

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

Church Workers:

- Should not seek personal financial gain from their position beyond their salary or recognized allowances.

- Should not be influenced by offers of money.
- Should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Should ensure that money received by the church is handled by two unrelated lay people.
- Should ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Should take care not to canvas for church donations from those who may be vulnerable, e.g. the recently bereaved.

Section 4

APPENDIX ONE

Diocese of Newcastle

Parish Policy Statement on Safeguarding Adults in the Church

This statement was adopted by (Parish)
at a Parochial Church Council meeting held on (Date)

This policy will be reviewed each year to monitor progress achieved.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people, and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Incumbent

Churchwarden

Churchwarden

Date

APPENDIX TWO

Diocese of Newcastle

Confidential Declaration Form

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan/Bishop's Child Protection or Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1 Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Please tick YES NO

Declare all convictions, cautions, warnings or reprimands however old. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions abroad must be declared as well as those from the UK.

- 2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

- 3 Are you at present under investigation by the police or an employer for any offence?

Please tick YES NO

- 4 Has your name been placed on the Protection of Children Act (POCA) List 99, or the Protection of Vulnerable Adults List (POVA), barring you from working with children of vulnerable people?

Please tick YES NO

- 5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

Please tick YES NO

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult with whom you had pastoral responsibility.

- 6 Has your conduct ever caused or been likely to cause significant harm* to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

- 7 To your knowledge, has it ever been alleged that your conduct has resulted in causing significant harm* to a child?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the Police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

- 8 Has a child in your care, or for whom you have or had parental responsibility, ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES NO

All these matters will be checked with the relevant authorities.

- 9 Have you any health problem(s) which might affect your work with children or vulnerable adults?

Please tick YES NO

Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work, e.g. because of a recurring health issue.

- 10 Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

If yes, give details of any previous names.

- 11 Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

If yes, please give details of all previous addresses in the past 5 years, on a separate sheet if necessary.

Declaration

I declare that the above information (and that on the attached sheets **) is accurate and complete to the best of my knowledge. (** Please delete if not applicable)

Signed.....Date.....

Full Name..... Date of Birth.....

Address.....

Please return completed form to:

.....

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

Before an appointment is made, applicants will be asked to provide an enhanced/standard disclosure from the Criminal Records Bureau (where appropriate). Consult with your bishop's office, incumbent, or child protection coordinator for details of the process.

APPENDIX THREE

Parish Action Plan

Issue	What we are going to do	Target date to achieve this	Person responsible	Date Achieved
Safe church policy discussed and adopted by P.C.C.				
Parish Vulnerable Adult representative is appointed				
Ensure that Safeguarding Vulnerable Adult policy receives publicity in the parish				
Parish activities are reviewed to ensure we are inclusive of vulnerable adults				
Ensure that the environment of the church is safe and secure for all				

Section 5

Resources and Information

Relevant publications

House of Bishops, Promoting a Safe Church: policy for safeguarding adults in the Church of England, 2006. Church House Publishing

No Secrets, Department of Health, 2000. Available from Department of Health, PO Box 777, London SE1 6XH, or from www.dh.gov.uk/scg/nosecrets.htm.

Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

Time for Action: A report of Sexual Abuse Issues. 2002. Church House Publishing.

Diocese of Newcastle, Child Protection Guidelines, 2008.

Statutory Agencies

Social Care (Adult Services)

.....
(Please enter your local office number and out-of-hours numbers)

Police - public protection unit

999 for emergencies

Each service also has a direct number for these protection units.

National Health Service

999 for emergencies

0845 4647 for NHS Direct (nurse advice)

Useful Diocesan contacts

Jean Skinner

Diocesan Safeguarding Children and Vulnerable Adults Adviser:

(0191) 236 3474 Mobile: 07731683500

Margaret Robertson

Diocesan CRB Administrator

(0191) 270 4100

Ian Flintoft

Bishops Chaplain

(0191) 285 2220

Geoff Miller

Archdeacon of Northumberland

(0191) 273 8245

General Help lines

National Domestic Violence Helpline 0808 200 0247

Samaritans 0845 790 9090

Stop It Now 0808 1000 900

- Helpline for abusers, potential abusers and others concerned with sexual abuse

Women's Aid 08457 023 468

Voluntary organisations for people who may be vulnerable

Action on Elder Abuse 080 8808 8141 www.elderabuse.org.uk

Age Concern England www.ageconcern.org.uk

Alzheimer's Society www.alzheimers.org.uk

Church Action on Disability 0870 243 0678 www.chaduk.org

Help the Aged 020 7278 1114 www.helptheaged.org.uk

MENCAP www.mencap.org.uk

MIND – The National Association for Mental Health 020 8519 2122
www.mind.org.uk

RNIB – The Royal National Institute for the Blind www.rnib.org.uk

RNID – The Royal National Institute Deaf People www.rnid.org.uk

Scope www.scope.org.uk

- The main national organization for those with cerebral palsy

DOMESTIC ABUSE PROJECTS AND HELP LINES

Newcastle:

Women's Aid 0191 265 2148

Victim Support West: 0191 2744274

East: 2764080

The Wendy House 07794048861 (support for women)

Panah: 2846998

Northumberland

Victim Support: 01670 822334

Cease 24 North 01668 283224 (support for people affected by
South 01670 360182 domestic abuse)

Sixty/Eighty/Thirty: 01434 608030 Help for women in Tynedale

Northumberland Domestic Abuse Helpline: 0800 0665555

Respect: 0845 1228609 (advice for perpetrators)

Male Advice: 0208 6449914

Social services Emergency Standby: 0845 6005252

Northumberland Women's Refuge: 01670 820199

North Tyneside

S.A.I.N.T. Surviving Abuse in North Tyneside: 07812341415 or 01912931921

National

Mankind: 0870 794 4124 (male victims)

Broken Rainbow: 07812644914 (same sex relationships)

Child-line: 080011111

ELDER ABUSE

North Tyneside Adult Protection Team: 2008181

North Tyneside safeguarding Team: 2196701

National Helpline: 0808 8088141

Resources for adult survivors of abuse

Christian Survivors of Sexual Abuse

Address only: 38, Sydenham Villas Road, Cheltenham, Glocs.

- Support and self-help for survivors

Support and networking for survivors of sexual abuse by those in ministry

NAPAC 0800 085 3330

- National Association for People Abused in Childhood

RESPOND 0808 808 0700

- For survivors or abusers with learning difficulties

Survivors UK www.survivors.org.uk

- Support for male survivors

S:Vox www.svox.org.uk

- Support and self-help for survivors

Useful websites

Dept. for Education and Skills www.dfes.gov.uk/index.htm

Dept. of Health www.dh.gov.uk/Home/fs/en

Home Office www.homeoffice.gov.uk

Independent Safeguarding Authority www.isa.gov.org.uk

Criminal Records Bureau www.crb.gov.uk

Church of England www.cofe.anglican.org