



# **‘Safeguarding Adults’**

*Accepted at CMM January 2017 & to be approved at AGM March 2017*

**We affirm that all adults are of equal value and importance within our church.  
We all have an active responsibility to be aware of each other’s safety  
and well being.**

**This document, although relevant to all adults, refers particularly to the  
safeguarding of adults at risk.**

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## ***Def nition of terms used***

Throughout this document, the following terms are used in a very specif c sense. It is recognised that other organisations may use the same terms but with dif erent meanings.

|                          |  |
|--------------------------|--|
| <b>TCinBW</b>            | The Church in Binley Woods   |
| <b>CMM</b>               | Church Members' Meeting  |
| <b>LT</b>                | The Leadership Team (of The Church in Binley Woods)  |
| <b>ADULT</b>             | A person who is at least 18 years old  |
| <b>ADULT AT RISK</b>     | A person over the age of 18 who is or may be in need of care or support and may be unable to take care of him / herself, or to protect him / herself against signif cant harm or exploitation. This may apply to anyone, but especially those with particular vulnerabilities  |
| <b>AUTHORISED LEADER</b> | A person who has been authorised by the Church under these procedures to lead a group that includes adults at risk   |
| <b>REGULAR HELPER</b>    | A person who has been conf rmed at the Church AGM under these guidelines to help regularly in a group that includes adults at risk   |
| <b>ADULT SUPPORTER</b>   | An adult who occasionally helps in working with adults at risk– not more than six times in six months  |
| <b>TEENAGE SUPPORTER</b> | A young person (between the ages of 14 and 17 years), who occasionally helps in working with adults at risk - not more than six times in six months  |
| <b>SAA</b>               | Safeguarding Adults Administrator  |
| <b>DSA</b>               | Diocesan Safeguarding Adviser appointed by the Bishop  |
| <b>DBS</b>               | Disclosure and Barring Service – an executive agency of the Home Of ce formed by the merger of the Criminal Records Bureau and Independent Safeguarding Agency.<br>TCinBW will request a DBS enhanced disclosure for members of the Leadership Team as well as for all adults and teenagers over 16 regularly working with adults at risk. |
| <b>CD</b>                | Conf dential Declaration – this is required when someone starts helping or helps occasionally with Church run activities, events or groups, but is not left alone with any adults potentially at risk.   |

## ***Policy statement on Safeguarding Adults in the Church***

A Policy to safeguard adults was introduced in 25<sup>th</sup> May 2007. It is intended that this policy be reviewed annually and updated as necessary.

*As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all adults, especially those who for whatever reason are particularly at risk.*

*We recognise that everyone has different levels of vulnerability, and that each of us may be regarded as at risk at some time in our lives. (see Appendix 2)*

**It is the responsibility of each one of us to prevent the physical, verbal, emotional, financial, legal, sexual, and spiritual abuse of adults at risk and to act upon any abuse discovered or suspected.**

### **Therefore:**

1. TCinBW undertakes to exercise proper care in the selection and appointment of those who will work with adults at risk
2. TCinBW is committed to supporting, resourcing and training those who undertake this work
3. TCinBW adopts the guidance of the Diocesan Safeguarding Advisor
4. TCinBW is affiliated to the national Christian charity **Prospects** and accept their guidance and training regarding work with adults with learning disabilities
5. As members of this church, we commit ourselves to respectful pastoral care for all adults
6. TCinBW commits itself to promoting the inclusion and empowerment of people who may be at risk
7. Each person who works with adults at risk agrees to abide by these recommendations and the guidelines adopted by TCinBW
8. TCinBW will respond without delay to any allegations of mistreatment, abuse, harassment or bullying
9. TCinBW will appoint a Safeguarding Adults Administrator who will oversee the administration of this Policy.

The following procedures and guidelines apply to all activities for adults at risk carried out on behalf of The Church in Binley Woods.

This document does not apply to TCinBW adults when they are involved in activities organised by other groups, who are responsible for ensuring their own safeguarding policy is followed.

## ***Principles underlying these guidelines***

These guidelines are based on the latest legislation and government / local guidance for safeguarding adults at risk.

The **Care Act 2014** and **Warwickshire Adult Safeguarding Policy & Procedures** state that safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

All adult safeguarding should now reflect these key principles (not in order of priority but all of equal importance):

**Empowerment:** Adults are supported and encouraged to make their own decisions and informed consent

(The adult at risk will say: *I am asked what I want from the safeguarding process and this directly affects happens*)

**Prevention:** It is better to take action before harm occurs

(The adult at risk will say: *I am given easy to understand information about what abuse is, how to recognise the signs and what I can do to get help*)

**Proportionality:** The least intrusive response appropriate to the perceived risk

(The adult at risk will say: *I am confident that how people respond will be in my best interests*)

**Protection:** Support and representation for those in greatest need

(The adult at risk will say: *I am given help and support to report abuse. I am supported to take part in the safeguarding process as much as I want and I am able*)

**Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

(The adult at risk will say: *I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation*)

**Accountability:** Everyone is open and clear when involved in safeguarding

(The adult at risk will say: *I am clear about the roles and responsibilities of all those involved in solving the problem*)

**Making Safeguarding Personal (MSP)** is a shift in culture and practice in response to what is now known about what makes safeguarding more or less effective from the perspective of the adult being safeguarded. The key focus is on:

- developing a real understanding of what adults want to happen,
- agreeing, negotiating and recording their wishes,
- working out with them (and their representatives or advocates if they lack capacity) how best those wishes might be realised,
- at the end, seeing the extent to which their wishes have been realised.

MSP is about having conversations with adults about how to respond in safeguarding situations in a way that improves involvement, choice and control, as well as improving quality of life, wellbeing and safety.

MSP is about seeing adults as experts in their own lives and working with them.

MSP is about giving them a choice and gaining their consent as to what should happen.

MSP is a shift from a process supported by conversations to a series of conversations supported by a process.

**Making Safeguarding Personal** puts the adult at the centre of all you do in safeguarding.

# **Guidelines**

## **Section 1. Safeguarding Adults Administrator**

- a) The Safeguarding Adults Administrator (SAA) will be appointed by the CMM and made known to all in contact with the Church. The SAA will not be an Authorised Leader or Regular Helper of any group of, activity for or service to adults at risk.
- b) The SAA will work closely with the Minister and LT and give an annual report to the CMM regarding the implementation of this Policy.
- b) The SAA will receive training via the Diocese and regular updates.
- c) The SAA will be responsible for the implementation of TCinBW Policy and Guidelines ensuring that they are in accordance with legal requirements and Diocesan guidelines (reviewing any revised editions as necessary)

### **And to that end, the SAA will**

ensure that every Authorised Leader and Regular Helper has adequate training and regular updates, referring to the Diocesan SA as required.

ensure that adequate safety measures are taken regarding the welfare of adults attending church-run services / events.

ensure that information, resources and advice re: referral of any concerns are made clear.

ensure that Authorised Leaders and Regular Helpers working with adults at risk have relevant training, DBS checks etc.

maintain a list of those who provide occasional support to groups that involve adults at risk.

make an annual check of procedures and registers with each group working with adults at risk.

## Section 2. Appointment of Leaders and Regular Helpers

The Safeguarding Adults Administrator will keep a list of Authorised Leaders, Regular Helpers and Adult (occasional) Supporters and this will be reviewed annually and updated.

### Appointment

- a) Authorised Leaders and Regular Helpers will be Christians, who have regularly worshipped in a recognised Christian fellowship for at least 6 months, and have the relevant skills required for the task.
- b) Authorised Leaders will be appointed by the CMM
- c) The procedure for appointment is as follows
  - i) A volunteer discusses the possibility of working with adults with the relevant Group Leader and then with the Safeguarding Adults Administrator. When it seems appropriate to proceed, steps ii) to viii) are followed
  - ii) The SAA explains the procedures and asks the volunteer to complete a confidential application form [see Appendix 5a] and **Confidential Declaration** [see Appendix 6].
  - iii) If the application contains information on Court orders or Convictions, appropriate advice will be sought from Diocesan SA before continuing with the application (minor road traffic offences are not included).  
The CMM acknowledges that being convicted, cautioned, or bound over for some criminal offences may not bar a volunteer from working with adults.
  - iv) The SAA or relevant Group Leader requests references.
  - v) The Minister, a LT member and one other church member assess the application and references. A decision may be taken not to proceed, ideally mutually reached.
  - vi) The agreement to proceed where adults at risk are concerned is always subject to a satisfactory **DBS Disclosure** being received.  
This is completed through the Diocesan Office **OR** Prospects.  
The Disclosure, once seen and noted, remains the property of the volunteer.
  - vii) The volunteer's name is added to the list of 'Leaders and Regular Helpers' and Volunteer agreements exchanged [see Appendix 7].  
The LT monitors a six month period of probation and appraisal.
  - viii) Completed application forms, references and any arising correspondence will be kept in confidence by the Minister for an indefinite period. The CMM accepts that incidents of abuse may only come to light after many years.

### Section 3. Adult Supporters

(NB In this section 'occasional' is defined as not more than six times in any period of six months)

- a) The CMM recognises the need for occasional additional support. Church attenders and / or Carers may be invited to help supervise a special event or they may wish to test out the possibility of regular working with adults at risk
- b) An Adult Supporter must be known within the community and have the relevant skills.
- c) The SAA, Minister and/or Leadership Team should be made aware of anyone wishing to become an Adult Supporter.

**Note:** The CMM accepts that the Minister, Leadership Team and / or SAA may be aware of adults and teenagers who are not suited to become Adult Supporters

- d) An Adult Supporter may help in a group provided that:
  - this arrangement is only made on an occasional basis;
  - they are aware of and willing to comply with church safeguarding guidelines.
- e) The SAA will explain the safeguarding procedures and ask them to complete a **Confidential Declaration - Adults** form, which will then be kept by the Minister.
- f) Where an Adult Supporter helps on a regular basis, for example every month, they should follow the same application procedure as in Section 2 of these guidelines

### Section 4. Responsibilities of Regular Helpers

TCinBW expects Regular Helpers to:

- a) To accept the leadership of the Authorised Leader(s) and undertake the specific tasks allocated to them.
- b) To be familiar with 'Safeguarding Adults' policy & guidelines and be prepared to work within them and attend updates as required.
- c) To meet with their group to pray and plan programmes and evaluate how procedures are working.

## Section 5. Responsibilities of Leaders

TCinBW expects Leaders to:

- a) Maintain registers and relevant records
- b) Liaise with SAA, the LT and Minister as necessary
- c) Establish good health & safety practice
- d) Be familiar with the '*Safeguarding Adults*' policy and guidelines and prepared to work within them and attend updates as required
- e) Ensure Carers are aware of the relevant policy and procedures
- f) Ensure Regular Helpers and Supporters are clear about their role and are familiar with and follow the '*Safeguarding Adults*' guidelines
- g) Meet regularly with their group to evaluate procedures, review accidents or incidents, pray and plan programmes, and ensure Helpers, Supporters and the group as a whole have regular prayer support.

**Registers** must show:

- names and addresses of all group members and full contact details
- record of everyone attending at each meeting or event, including visitors
- date of fire drill
- evidence of risk assessment

**Accidents: see First Aid in Section 7 page 9**

TCinBW Accident / Incident book must record all accidents however minor

**Any 'near misses' which raise concern regarding safety or church policy must always be reported to the SAA, who will alert the Minister and / or Leadership Team.**

**Incidents: see What to do in Section 8 page 10**

Any disclosure or ongoing concern must be recorded in the Accident / Incident book with the action taken.

**Details must NOT be recorded in the Accident / Incident book.**

The separate 'reporting a concern form' must be completed asap for the SAA see appendix 8

**Concerns as well as incidents must always be reported**

**Note:** Completed Registers and Accident / Incident books are kept by the Minister for an indefinite period.



## **Section 6. Good Practice: Working with adults at risk**

***TCinBW adheres to the following values.***

### ***Independence:***

*Some adults at risk may be unable to live an independent life but still be able to do many things without help  
Be aware of creating dependency  
Encourage activities and / or responsibilities that maximize independence*

### ***Respect:***

*How adults at risk are treated can be disrespectful  
Maintain high levels of respect  
Recognise particular needs  
Ensure the same privacy and confidentiality as given to everyone else*

### ***Choice:***

*Many adults at risk are quite capable of making informed decisions  
Offer relevant opportunities for personal choice to be expressed  
Recognise and accept informed choices  
Avoid any pressure to make choices*

### ***Inclusion:***

*It is important that all members and regular attenders of TCinBW are able to share actively in the worship and ministry of the church within the limits of their abilities and strengths  
Ensure, where possible, everyone can reach, see and hear  
Ensure there is clear access for walking aids, wheelchairs etc  
Maintain proper conversations using appropriate and positive language  
Avoid any behaviour that gives the impression of favouritism  
Avoid 'special 1:1 friendships' to the detriment of any group  
Avoid situations that marginalise adults at risk*

### ***Fulfillment of potential:***

*Adults at risk can and should have realistic opportunities to develop their own potential.  
Relevant resources should be used during worship and teaching times.  
Those working with adults at risk should have appropriate training and support.  
Groups should regularly meet to review and plan the work,  
discuss working / personal relationships with the adults at risk and any concerns,  
discuss any observed risk situations and potential action needed to minimise them.  
A brief written record of the facts of each group meeting should be made.*

*If any team member's behaviour gives cause for concern, the Leader should seek advice from the Diocesan SA **BEFORE** any discussion with the person concerned.  
If the overall Leader is the subject of concern, another Leader or Regular Helper should take this responsibility. The SAA and Minister should be kept informed.  
These measures will serve to protect volunteers from false accusations.*

## **Section 7. Safety and First Aid**

TCinBW has adopted the following statements on Safety and First Aid:

### **Safety**

- a) The church undertakes safety responsibilities for the duration of its events
- b) An annual risk assessment should be undertaken and recorded to identify potential risks and to take measures to minimise them.  
Particular care should be taken with:
  - disabled access, induction loop, all heaters (guarded)
  - at least one toilet for the disabled with adequate hand washing
  - all signs clearly visible
  - glazed doors and low level windows fitted with safety glass
  - purpose designed stackable chairs and tables not exceeding five high
  - other stacked furniture.
- c) When arranging a one-off or occasional location, for which TCinBW is not responsible, common sense must prevail in the level of risk assessment undertaken, requirements for special facilities provided, and advice given to potential attenders and their carers accordingly.
- d) For activities in the Village Hall: the Binley Woods Village Hall Committee has responsibility for maintenance of the property and the annual check of fire equipment. TCinBW appoints a representative to this committee.

### **Fire safety**

Each group must have and record an annual fire drill in line with Church Policy.

### **First Aid**

- a) There should always be a first aid kit available, that Leaders are familiar with and which is regularly checked and replenished.
- b) Disposable gloves must be used when dealing with cuts and broken skin.
- c) During each activity the Leader must have available a record of an emergency contact for each adult at risk, and know the location of the nearest phone.
- d) All accidents should be recorded in the Church Accident / Incident Book regardless of the activity location.
- e) If an accident has been caused by or involved Hall property, then details should also be recorded in the Hall Accident book for their records. This is kept in a kitchen drawer.
- f) Where the accident requires professional medical treatment; and/or where there is a potential head injury or the adult continues to be distressed, Carers will be contacted directly. Otherwise they will be notified at the end of the session.

## Section 8. What to do when you have a concern

Where there is concern about good practice within a group or in a general church situation, it should be mentioned to the SAA and / or a member of the LT as soon as possible who are then responsible for taking the appropriate action.

Where there is concern that abuse might have occurred, follow the flow chart below

***When you SEE something , don't ignore it***  
**THE WORST THING YOU CAN DO IS NOTHING**  
**Identify what concerns you**

Do stay calm  
Do be sensitive  
Do listen carefully  
Don't ask detailed questions or try to investigate  
Don't try to contact the alleged abuser  
Try to establish if the adult at risk is safe from harm

**If you think the adult is in immediate danger, contact the Police**

If you do not think they are in immediate danger

Tell Group Leader, Minister and DSA of your concerns and action and fill in a report form

Tell Group Leader OR Minister asap; explain your concerns

The Leader should call the DSA for advice as soon as is practical  
**FOLLOW advice given**

### **WRITE**

- i. In the church accident / incident book; follow the book's 'sample entry' "*concern noted re: an adult*"     *A separate report made*"
- ii Fill in a 'Report Form' appendix 8  
Be accurate, describe what you have seen; use the adult's own words

### **NOTIFY**

Give Report Form to Minister  
The Minister will alert the church SAA    the Leadership Team    and DSA

Resources

## EXPERT ADVISORS

**DIOCESAN SAFEGUARDING ADVISOR**Mrs Carol Clarke [REDACTED]  
[REDACTED]**WARWICKSHIRE HEALTH AND SOCIAL CARE SERVICES..****NB** Binley Woods is under Rugby Council  
Therefore contact Rugby, regardless of adult's addressAdult Social Care      Mon-Fri 08.00-20.00      01926 410410  
Say you have a safeguarding concern**POLICE**      **24 hrs**      01788 541111      in emergency 999-----  
**USEFUL CONTACTS****Age UK.**      Coventry Of ce, Mon-Fri 9.30-4.30 pm.      024 76231999  
Rugby      01788 552542**Samaritans**      Coventry 02476 678678 or 08457 909090**British Heart Foundation**      0845 0708070  
Mon, Tues, Fri 09.00 – 17.00 and Wed, Thurs, 08.00 – 20.00**Mind**      024 7655 2849, Mon – Thurs 09.00 – 16.30, Fri – 09.00 – 16.00**Benefits Of ce Advice Line**      of ce hours      0800 882200**Coventry Haven**      Domestic Violence Support, of ce hours      024 7644 4077**Rugby Crossroads**      Care Attendance / Respite Sitting Service  
Of ce hours      01788 544250**Carewatch**      (similar to above), of ce hours      0844 8226 322

### Which adults are at risk?

An **adult at risk** is someone aged 18 years or over who by reason of mental, physical, learning or other disability, age, illness or other situation is temporarily or permanently unable to take care of himself / herself, or to protect himself / herself against significant harm or exploitation.

House of Bishops' document Promoting Safe Church

#### **What can make some adults more at risk? (This list is not exhaustive)**

- Age and frailty
- Physical or mental health issues including dementia
- Physical or learning disability
- Bereavement or relationship breakdown
- History of abuse / trauma
- Substance / alcohol dependence
- Financial difficulty or affluence

#### **Points to remember**

- We are all at risk at different times
- Being at risk is not necessarily visible
- Being at risk is not necessarily a permanent state
- With support, adults at risk can often manage their own affairs

#### **Mental Capacity**

This means an adult's ability to make significant financial, health and welfare decisions. It is an ability to carry out the process of decision making and not based on the decision itself.

If you have a concern about possible abuse, you will need to consider:

- whether the adult has the mental capacity to understand and make decisions about the abuse or neglect related risks, and any immediate safety actions necessary, and;
- whether the adult consents to immediate safety actions being taken, and whether the adult consents to information being referred / shared with other agencies.

If you think the adult may not have the mental capacity to understand the relevant issues and make a decision, explain it to them as far as possible, given their communication needs. Then give them the opportunity to express their wishes and feelings.

It is important to establish whether they have the mental capacity to make decisions. This may require the help of other professionals.

If they do not have capacity, relevant decisions and / or actions must be taken in their best interests. The appropriate decision-maker will depend on the decision to be made.

## How adults may be abused

### NB

This list is not exhaustive; it refers only to adults involved in a church event

- **Neglect / acts of omission**  
Failing to provide a safe environment / facilities for adults at risk  
Ignoring medical / physical needs  
Failure to ensure that standards are in place to protect adults at risk
- **Physical**  
Hitting, slapping, pushing, kicking, restraining, shaking, biting, pinching
- **Sexual**  
Non-contact sexually explicit actions or words  
Inappropriate acts to which an adult at risk has not / could not consent to or was pressured into
- **Psychological / Emotional**  
Ignoring or over-riding views or opinions, suggestions or preferences  
Intimidation, harassment  
Patronising attitudes, belittling, humiliation  
Threats of harm, verbal abuse, bribes
- **Financial / material**  
Theft, fraud, pressure regarding wills or property or inheritance  
Pressure to make a contribution in cash or kind  
Misuse of property goods or benefits
- **Discriminatory**  
Racism, sexism, ageism, or based on disability or sexual orientation
- **Spiritual**  
Abuse of power often in the name of God  
Pressure to make commitments / pledges which individuals are not ready, willing or able to do  
Heavy management of any perceived spiritual affliction

## Signs that raise concern

### Spoken

An abuse may be described or alluded to (see appendix 3a)  
Sharing that 'a friend' has a problem

### Observed

#### NB

It is very important not to jump to conclusions when any of the following situations are observed.

HOWEVER they may be signs that abuse has occurred and / or that some caring intervention is required:

- unexplained bruising or bruises at different stages of healing
- reluctance to be cared for by a particular individual
- unusual distress / agitation that the person may be unwilling to explain
- unexplained deterioration in financial situation
- fearfulness
- deferring to a 'special friend' / relative who heavily influences decisions
- unexplained changes in behaviour
- attitude of worthlessness
- deterioration in self care
- suspicion that medication may not be being taken properly
- untreated health concerns including deafness, deteriorating sight, mobility problems
- persistent confusion, loss of weight, depression etc

## Guidelines: Prayer Ministry with adults at risk

### **IMPORTANT**

These guidelines relate to adults praying in depth about a particular issue with an adult at risk (eg one with learning disability) who is present at the time of their prayer – ie 'Specific Prayer Ministry'.

They **do not** refer to prayer made for adults at risk in their absence **or** to the regular prayer times in which they share as part of their group session.

- a) Carer(s) who have responsibility for an adult at risk should be made aware of the regular prayer element of the church group concerned.
- b) Permission of an adult at risk must always be sought before any Prayer Ministry is undertaken with them.
- c) Carer(s) who have responsibility for an adult at risk should be informed if individual Prayer Ministry is being offered.
- d) Those praying should always be members of the church, suitably trained and formally authorised by the Minister in recognition of their expertise and experience in this sensitive area.
- e) Adults at risk are very susceptible to suggestion and easily frightened. Voices should not be raised or demonstrative behaviour or language used. They should **never** be told they are demonised, possessed or oppressed by the devil, evil spirits or such like.
- f) It is very important not to assume that their difficulties are always spiritual. Behavioural problems, mental health problems, learning disabilities, impaired mental capacity, imitated behaviour, or any form of abuse should always be considered first.



### **Guidelines: Financial integrity**

Everyone in the church needs to be aware of the possibility of financial abuse. It is therefore important we have clear and transparent systems in place to prevent the possibility of financial irregularities occurring within the church context. Any allegations of financial discrepancies may be based on misunderstanding or confusion, therefore having clear processes in place will help to protect church workers as well as any adults at risk.

#### **Financial help**

Those who work with adults at risk may become involved in some aspects of personal finance, collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.

#### **Gifts**

Those working on behalf of the church should never ask for gifts or loans of money for personal use from adults at risk. Unsolicited gifts of money in this context should be discouraged.

However any such gifts of money received from an adult at risk by an individual church member in the context of work on behalf of the church should be reported to the Treasurer and the Minister / Leadership Team, who should advise whether or not the gift should be accepted.

Any other non monetary gift items should also be handled cautiously but not ungratefully. Small token gifts on the occasion of birthdays or Christmas may be accepted, but not encouraged, and care should be taken not to give the impression that something is expected. In this context thought should be given before gifts are given to the adult at risk as to whether this invites a response.

Depending on the size, occasion and public nature of the gift, it may be possible to share a more substantial gift with a group eg Open Door. It may be appropriate to decline the gift in a gracious way or to let the giver know that you will share it with others or inform the Minister / Leadership Team. All this is to avoid any misunderstanding or allegation from a third party eg a family member.

#### **Donations and offerings**

A church member or regular attender who is not able to get to a service may give their weekly offering or a one-off donation to a pastoral visitor to pass on to the church on their behalf. This needs to be labelled clearly so the Treasurer can write an official thank you note of acknowledgement.

Care should be taken not to be seen to be canvassing for church donations from those adults who may be at risk, such as the recently bereaved.

#### **Wills**

Church workers and ministers need to be aware of the potential misunderstanding and possibility of financial misuse in writing / amending wills, being executors and having power of attorney for adults at risk. Therefore if an adult at risk writes / alters their will in favour of an individual because of their church work or pastoral relationship, it should be reported to the Minister / Leadership Team. We strongly recommend that church workers (including ministers) should normally not help to write a will, act as Executor or have power of attorney for an adult at risk whom they know mainly through their church work / pastoral role, as this may lead to the adult's family misunderstanding or making an allegation of undue influence in financial matters.

**The Church in Binley Woods**  
**Application to work with adults over 18 years**

Thank you for of ering to work with adults with the Church in Binley Woods on a regular basis. The CMM is responsible for the acceptance of all workers with adults over18 years. Following Diocesan guidelines, every worker must f ll in the following personal information and declarations.

This confidential information will be seen by the Appointments panel and kept by the Minister

**Personal details**

Mr  Mrs  Miss  Ms  Rev  Other title \_\_\_\_\_

First names: \_\_\_\_\_ Surname: \_\_\_\_\_

any name previously known by \_\_\_\_\_ date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_ postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Previous address [if less than 5 years at current address] \_\_\_\_\_  
 \_\_\_\_\_ postcode \_\_\_\_\_

Church currently or previously attended \_\_\_\_\_

Name of Vicar/Minister \_\_\_\_\_

Do you have any health problem[s] which might af ect your work with adults? YES / NO

details if 'yes' \_\_\_\_\_

**Occupations & work (voluntary or paid) with adults, especially those who may be at risk**

| <u>Occupation / work</u> | <u>-Employer / group</u> | <u>date started</u> | <u>date ended</u> |
|--------------------------|--------------------------|---------------------|-------------------|
| _____                    | _____                    | _____               | _____             |
| _____                    | _____                    | _____               | _____             |
| _____                    | _____                    | _____               | _____             |
| _____                    | _____                    | _____               | _____             |
| _____                    | _____                    | _____               | _____             |

cont over

Please give details of any relevant training or qualifications with dates

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Those working with adults will follow an agreed probationary period  
From time to time there will be necessary training and preparation

Are you prepared to undertake appropriate training? YES / NO

*[Note: this is an essential requirement for all who work with adults at risk such as those with learning disability]*

### References

Please give names and addresses of two referees (preferably one male, one female) one for a character reference and if possible one with respect to your experience of work with adults

| <u>character reference</u>      | <u>work with adults</u>         |
|---------------------------------|---------------------------------|
| Name _____                      | Name _____                      |
| Address _____<br>_____<br>_____ | Address _____<br>_____<br>_____ |
| Tel: _____                      | Tel: _____                      |
| known for ____ years            | known for ____ years            |
| as _____ eg employer/friend     | as _____ eg employer/friend     |

I confirm that the above information is accurate and complete to the best of my knowledge,

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Safeguarding Adults Reference for** \_\_\_\_\_

[Your personal details]

Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

First names: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ email \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know them now? \_\_\_\_\_

When was your last *direct* experience of knowing how they worked formally or informally with adults? \_\_\_\_\_

Please comment on what you know of their experience of working with adults, especially those who may be at risk:

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Please comment on *any* concerns you may have had, or known of, regarding their dealings with adults, especially those who may be at risk

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Please comment on what you know of their general qualities and abilities:

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signed \_\_\_\_\_ date \_\_\_\_\_

THIS FORM WILL BE HELD IN STRICT CONFIDENCE under existing data protection legislation; people do have the right to see any references applying to themselves



**Anglican/Baptist LEP**

Minister: Jonny Fillis  
Tel: 024 7654 3003  
email: [jonnyf.lisinbinleywoods@gmail.com](mailto:jonnyf.lisinbinleywoods@gmail.com)

20 Daneswood Road  
Binley Woods  
Coventry  
CV3 2BJ

date

Dear

I understand from \_\_\_\_\_ that you are willing to provide a reference for them. They have applied to work with adults within the church in Binley Woods.

It would help us considerably if you could return the enclosed reference form '*Safeguarding Adults*' by \_\_\_\_\_. to the address below.

I enclose a s.a.e.

Whilst we encourage your frank views and comments, you should be aware that, under existing data protection legislation, people do have the right to see any references applying to themselves.

Thank you for your help in this matter

Yours sincerely

Shân Dobinson  
The Church in Binley Woods  
Safeguarding Adults Administrator  
Honeysuckle Cottage  
3 Brook Street  
Wolston  
Warwickshire CV8 3HD

**The Church in Binley Woods      Confidential Declaration –Adults**

Because of the nature of the work for which you are applying, all roles are exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of appointment, failure to disclose such convictions will result in the withdrawal of approval to work with adults

*No person with a conviction for offences against persons of any age will receive approval*

Please ‘circle’ yes or no to each question. If you answer ‘yes’ to any question please give details on a separate paper, 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] do not include technical motoring offences leading to a fine  
 YES / NO

2a. Have you ever been cautioned by the police, given a reprimand or bound over to keep the peace?  
 YES / NO

2b. Are you at present under any investigation? YES / NO

3. Have you ever been found by a Civil court [including matrimonial or family court] to have caused significant harm\* to an adult over 18 years, or has any such court made an order against you on the basis of any finding or allegation that any adult was at risk of significant harm from you?  
 YES / NO

4a. Has your conduct ever caused, or been likely to cause significant harm\* to an adult over 18 years, or put them at risk of significant harm\*?  
 YES / NO

4b. To your knowledge has it ever been alleged that your conduct has resulted in any of these things?  
 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.]

5. Has an adult in your care ever been removed from your care, or been placed on a Protection Register or been the subject of a care order, or Social Care Services review, under present or past legislation?  
 YES / NO

6. Have you a Disclosure & Barring Service Disclosure as a result of your occupation or activity?  
 YES / NO

if ‘yes’ please state by whom and the date \_\_\_\_\_

I declare that the above information [and on attached sheets] is accurate and complete to the best of my knowledge. I consent to any Disclosure & Barring Service and /or Department of Health Consultancy Service checks being sought that may be necessary:

Name [PRINT] \_\_\_\_\_ D.O.B \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Sign \_\_\_\_\_ DATE \_\_\_\_\_

**The Church in Binley Woods Volunteer Agreement - Adults**

(one copy to be kept by the Volunteer and one by the Minister)

Name of Volunteer \_\_\_\_\_

Role \_\_\_\_\_

You are joining a team which, together with the whole church, is committed to the care, and safeguarding of adults. On behalf of the members of this church, we undertake to support you and your work by prayer, our interest and providing the relevant resources and training.

The person who will give you primary support is \_\_\_\_\_  
He/she is there to discuss any matters of concern you may have. and will regularly meet with you to talk about your work, how it may develop and appropriate training.

The responsibilities of your job are

\_\_\_\_\_  
\_\_\_\_\_

We welcome you and hope that in taking on this responsibility you will find great rewards

signed [Group Leader] \_\_\_\_\_ Date \_\_\_\_\_  
signed [Minister] \_\_\_\_\_ Date \_\_\_\_\_

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(completed by the volunteer)

I understand the nature of the work I am to do with \_\_\_\_\_

I have received and read TCinBW policy '**Safeguarding Adults**'

I understand how to apply it and am willing to undertake annual training and reviews.

signed \_\_\_\_\_ date \_\_\_\_\_

print name \_\_\_\_\_

**Report Form: Recording suspicion or disclosure of adult abuse**

**Church** The Church in Binley Woods **Minister** Jonny Fillis 024 7654 3003

|   |     |
|---|-----|
| Name and phone number of person completing report         |     |
| Date of report  |     |
| Date and place of disclosure or suspicions raised         |     |
| Name of group   |     |
| Adult's name  | Age |
| Address   |     |
| Name and phone number of Carer /Guardian – if appropriate |     |
| Report  |     |
| Advice given/action taken                                 |     |
| Signed  |     |

This Report should be handed to the Minister who will keep it secure and send a copy to the DSA at the earliest opportunity.