



**Saint  
Philip's  
Church**

**Safeguarding Policy &  
Procedures for Vulnerable  
Adults 2020**

Based on the Diocese of Sheffield Safeguarding Policy



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## Introduction

This policy outlines the adult safeguarding aims of St Philip's church, Sheffield. We have largely drawn from the '*Diocese of Sheffield's Safe Church Policy*' and The Church of England's national '*Promoting a Safe Church*' policy.

As a church with key values of authenticity, bravery and creativity, St Philip's is committed to making church accessible to all who wish to participate. We encourage new individuals to join and explore life with any one of our Missional Communities in the city of Sheffield. Within this we acknowledge that we have a duty of care towards those in our church community. As a church this is an inherent part of our nature, meaning that boundaries can more easily become blurred between church activities and non-church activities. We therefore recognise the need to be extra vigilant, have informed staff, volunteers, and members.

It is our commitment to identify and protect, to the best of our ability, the vulnerable who visit or are members of St Philip's. We recognise that everyone is likely to be vulnerable at some point in their life, and that some vulnerabilities may be temporary and others of a more permanent nature. Some people, by reason of their physical or social circumstances, have higher levels of vulnerability than others. We also identify that the confidentiality of individuals is extremely important.

We will carefully select and train all those with any pastoral responsibility within St Philip's, including the use of Criminal Records Bureau disclosures where legal or appropriate.



## Definitions

### Adults in need of Safeguarding

The Care Act 2014 defines someone who has a need for safeguarding as an adult who:

- Has need for care and support (whether or not the local authority is meeting any of those needs) and
- Is experiencing, or at risk of abuse or neglect;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### Vulnerable adults

For the purposes of this policy, a vulnerable adult is a person with one or more of the following (*taken from the Sheffield Diocese Safe Church Policy*):

- A physical disability or impairment.
- A learning disability.
- Mental ill-health (including dementia).
- A permanent or temporary reduction in emotional, mental or physical capability due to circumstances in their life, e.g.. abuse (in or out of a church context), bereavement etc.
- A drug or alcohol addiction.
- Asylum seeker, refugee or immigration status.
- Homeless status or living in abject poverty.



## Principles

We acknowledge the following, taken from The Human Rights Act 1998. A person who might be considered vulnerable has the right to:

- Be treated with respect and dignity.
- Have their privacy respected.
- Be able to lead as independent a life as possible.
- Be able to choose how to lead their life.
- Have the protection of the law.
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background.
- Be able to use their chosen language or method of communication.
- Be heard.

## Aims:

### **It is our aim to:**

- Enable all adults to be part of a Christian community and experience the love of others and of God through Christian community, if they so wish.
- Make church a safe, caring, and welcoming environment for all adults.



- Create an inclusive and empowering environment for vulnerable adults in the church community and its activities.
- Provide pastoral care for those who have been abused in or out of a church context, or point the person to other support services in the city.
- Respect the wishes of all adults within St Philip's.
- Prevent the risk of abuse, neglect and harassment for vulnerable adults within the church.

**To achieve these aims we will:**

- Maintain accountability structures by holding group rather than one-to-one meetings with vulnerable adults. If this is not possible, pastoral meetings will be held in a public place.
- Keep abreast of national and local church policies and advice for safeguarding vulnerable adults.
- Review and update the policy annually.
- Research and provide opportunities for safeguarding leads to attend training on vulnerable adult issues.
- Create a culture of 'informed vigilance' through the knowledge of signs of abuse.
- Where appropriate seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- Point the adult and/or carer to other support services in the city.



- If necessary, aim to discuss with the vulnerable adult and/or their carer what support the individual needs in a church community setting.
- Make reasonable adjustments to church activities to improve access to church for all adults, especially those with physical disabilities and impairments, and learning disabilities.
- Care for and supervise any member of the church community known to have offended against a vulnerable person. Put a safe guarding or behaviour agreement in place.
- Deal quickly and fairly with complaints against church workers or volunteers.

## **The Printhouse and Beyond**

As well as using our base at The Printhouse as a place to meet on Sundays, we use our office space to support start-up businesses, our gathering space to host a variety of events and our prayer space as a sanctuary in the city and for the city. This means that there are often nonchurch members present in the building during the day and sometimes in the evening.

### **Activities**

These includes whole church meetings, organised and publicised events in The Sanctuary (Prayer Room), anything that occurs in The



Printhouse (St Philip's church building), organised Missional Community meetings and organised pastoral meetings.

### **Events at the Printhouse**

At St Philip's we gather together as a whole church twice a month to worship together and throughout the rest of the month there are many different expressions of church.

### **Morning Gatherings**

On the first and third Sunday of each month, 10:30 am-12:30pm

Events at The Printhouse are advertised on the St Philip's website.

## **Activities in Missional Communities**

### **Parson Cross Missional Community**

Meet at various points throughout the month in each other's homes and at St Paul's vicarage on Wheata Road.

They also run an after-school club at Montenev Primary School.

### **Other Missional Communities**

New Missional communities are currently forming in Pitsmoor, and in the S10 and S6 areas of Sheffield.

Currently we have no regulated activities working with vulnerable adults. **If any new activities are planned, they will be discussed**



**with the St Philip's Team Leader and the Safe Guarding Lead will be informed.**

## **Possible Indicators of Different Forms of Current Abuse**

*(Taken from p16-18 Safe Church Policy)*

### **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.

### **Possible indicators of domestic abuse:**

- Seem afraid or anxious to please their partner.
- Feel like they have no power over their life.
- Describe feeling like they are 'walking on eggshells' around their partner.
- Check in often with their partner to report where they are and what they are doing or receive frequent phone calls.
- Mention their partners temper, jealousy or possessiveness.
- Have frequent injuries with the excuse of 'accidents'.
- Lack a support/social network and be isolated from family.
- Have very low self esteem.
- Use alcohol/drugs to cope.

### **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.

## Safeguarding Procedure



## **Awareness**

"As in the case of protecting children, a culture of informed vigilance is one where abuse is less likely to take place. This requires that we accept the possibility that people can be abused by individuals and by groups within the church, and to develop an awareness of such situations." *Safe Church Policy p14.*

## **Communication**

The Safeguarding Lead will make official Missional Community Leaders aware of any vulnerable persons where necessary, in a respectful manner, and offer advice on appropriate ways forward should any issues arise. Likewise, Missional Community Leaders should inform the St Philip's Safeguarding Lead if they have any concerns over an individual or group.

## **Beyond our Remit**

Although we are committed to the transformation of individuals and groups within the church and wider community we, as a church, cannot be held responsible for the manner in which members or visitors act outside of official church activities. This includes groups using rooms in The Printhouse. However, prior to admission, external organisation leaders will be asked to sign an agreement about their use of the building and their responsibility to maintain it as a safe a place as possible.



## **Persons with current or previous convictions or offences against children and/or vulnerable adults.**

Keep strict measures in place around any member of the church who has declared a previous or current conviction for abuse of vulnerable adults or children. A safeguarding agreement will be drawn up and signed by church member, Safe Guarding Lead and by the Diocesan Safe Guarding Officer. Our responsibility to these individuals must not compromise the safety and quality of life of vulnerable adults within the church community.

We will ensure that adults who may pose a threat to children and young people are effectively monitored and managed. If we have any concerns regarding exploitation of a child in the community by an adult, we will inform the South Yorkshire Police on 101/online and/or local Child Protection Social Services at Sorby House (0114 203 9591).

### **Adult survivors of abuse**

It is likely than in most church settings there will be a survivor or abuse, who may or may not have disclosed this information. They will need help and care over a long term period of time to help them recover. *See Section 6 of Safe Church Policy for further information on how to support survivors of abuse.*



## **Supervision of Vulnerable Adults**

Vulnerable people can sometimes be perpetrators of abusive acts and so care must be taken to support them and supervise them if they are working with other vulnerable adults or children.

## **Concerns about the Welfare of Vulnerable Adults**

### **What to do if you suspect abuse**

Make a record of the causes of concern. Pass the record to the Safeguarding Lead. If it is seen as necessary Social Services will be contacted.

### **Incidents**

Record any concerning incidents with signature & date. Share concerns with team or leader who will discuss these in supervision/refer to Social Services/Police.

### **What to do in case of a disclosure**

- Listen & keep on listening.
- Don't ask leading questions or press for information.
- Accept what you hear without judgment.



- Do not promise to keep secrets.
- Tell the person what you are going to do.
- Write down what has been said as soon as possible & keep a copy.
- Refer to St Philip's Safeguarding Lead or in an urgent situation, refer to the local authority Social Services.
- Do not contact the person against whom the allegation is made.
- Do not talk to others (except the above) about the allegation.

### **What to do in the case of an allegation against a St Philip's volunteer or paid member of staff**

The following sets out the process we will undertake should an allegation be made against a church worker:

1. Make sure the vulnerable person concerned is not in immediate danger. If necessary seek urgent medical treatment.
2. Contact the police if we think a crime has been committed or if someone is in immediate danger.
3. Raise a 'safeguarding alert' by informing the Safeguarding Lead or a senior church leader.



4. Make a written report recording concerns and detailing anything seen, including dates, times, people involved and any observed injuries.

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 protection or might be a record of suspicion of abuse or mistreatment.

## **Guidelines for Managing Meetings and Activities where Vulnerable Adults are Present**

### **Health & Safety**

We shall ensure that there is a First Aid kit & accident book available at all church meetings at The Printhouse. We will ensure the room is inspected beforehand to ensure it is a safe place to meet, with possible hazards removed.

### **Fire Safety**

Fire detectors & extinguishers should be fitted and regularly checked, and other relevant fire safety procedures followed.

### **Insurance**

We shall ensure that there is appropriate insurance cover for all activities undertaken in the name of St Philip's.



## **Personal Tasks**

We will not offer help of a personal nature for any vulnerable adults; this must be done by a carer.

## **Mentoring time with vulnerable adults**

We would not advise meeting on a one to one basis with a vulnerable adult but if this is felt necessary or appropriate

- It will be in a public location.
- Another church member will know where and when this is happening.
- They will meet the person there or travel by public transport / walk together.

## **Cars**

- Church members giving vulnerable adults lifts to church meetings must inform their insurance company that they are using their car to help the work of a charity. This will usually be comprehensive insurance for volunteers and business insurance for paid employees.
- Drivers must have no 'unspent' convictions & the car must be road-worthy.
- Drivers recruited to take vulnerable adults to church meetings must be DBS checked.



## Members of the St Philip's Team

### Team Leaders

David Ducker                      dave@stphilipssheffield.org    and Sarah  
Ducker                              sarah@stphilipssheffield.org

### Leadership Team

Anna Mansergh

Ben Ashworth

### Administrator

Heidi Franks                      admin@stphilipssheffield.org

### Church Wardens

Jennifer Vernon-Edwards

Matt Atkins

### Church Council

Hannah Rona

### Safe Guarding Lead

Sarah Ducker

### Parson Cross Team Leader

Jo and Jonny Edwards



## Important Numbers

### Statutory Agencies Social Care (Adult Services)

Adult social care: 0114 2734908

### Police - public protection unit

999 for emergencies

### Police - 101/ online incident report

### National Health Service

999 for emergencies

0845 4647 for NHS Direct (nurse advice)

### The Diocesan Safeguarding Adviser

If you have a safeguarding concern about an adult or child you should contact **Linda Langthorne**, the Sheffield Diocesan Safeguarding Adviser (DSA) on:

**01709 309149** – direct line

**01709 309100** – Church House reception (if no response on the direct line)

**07871 796682** – for 'out of hours' urgent safeguarding advice

[linda.langthorne@sheffield.anglican.org](mailto:linda.langthorne@sheffield.anglican.org) – for non-urgent advice



If you are unable to contact the DSA and you are concerned about the immediate safety of a child or vulnerable adult, contact your local social care duty team or the police.

For enquiries about safeguarding training please contact the training administrator in the first instance:

[trish.stafford@sheffield.anglican.org](mailto:trish.stafford@sheffield.anglican.org)

## Voluntary Organisations for People who may be Vulnerable

### **Action on Elder Abuse**

*Tel:* 080 8808 8141 *Website:* [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### **Age Concern**

[www.ageconcernyorkshireandhumber.org.uk](http://www.ageconcernyorkshireandhumber.org.uk)

### **Age UK (Formerly Help the Aged)**

*Tel:* 0800 678 1174 *Website:* [www.ageuk.org.uk](http://www.ageuk.org.uk)

### **Alzheimer's Society**

*Tel:* 0300 222 11 22 (National Dementia Helpline)

*Website:* [www.alzheimers.org.uk](http://www.alzheimers.org.uk)

### **Action on Disability**

*Tel:* 020 7385 2098 / 7381 2042 *Website:* [www.actionondisability.org.uk](http://www.actionondisability.org.uk)

**MENCAP** – advice for those with learning disabilities

*Tel:* 0808 808 1111 *Email:* [helpline@mencap.org.uk](mailto:helpline@mencap.org.uk) *Website:* [www.mencap.org.uk](http://www.mencap.org.uk)

**MIND** – The National Association for Mental Health

*Tel:* 0300 123 3393 or text 86463 *Website:* [www.mind.org.uk](http://www.mind.org.uk)



**RNIB** – The Royal National Institute for the Blind

*Tel:* 0303 123 9999 *Email:* helpline@rnib.org.uk *Website:* www.rnib.org.uk

**Action on Hearing Loss** (formerly RNID)

*Tel:* 0808 808 0123 or SMS: 0780 0000 360

*Email:* informationline@hearingloss.org.uk *Website:*

www.actiononhearingloss.org.uk

**Scope** - the main national organisation for those with cerebral palsy

*Tel:* 0808 800 333 *Email:* helpline@scope.org.uk *Website:*

www.scope.org.uk

**Livability** (formerly The Shaftesbury Society)

*Tel:* 020 7452 2000 *Email:* info@livability.org.uk *Website:*

www.livability.org.uk

**Through the Roof** - Christian body who help to improve access of disabled people to the Church

*Tel:* 01372 74995 *Email:* info@throughtheroof.org *Website:*

www.throughtheroof.org

## Resources for Adult Survivors of Abuse

**Christian Survivors of Sexual Abuse** - Support and self-help for survivors

*Website:* www.christiansurvivors.com

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

*Tel:* 08088 01 03 40 *Email:* helpline@macsas.org.uk *Website:*

www.macsas.org.uk

**NAPAC** - National Association for People Abused in Childhood

*Tel:* 0808 801 0331 *Website:* www.napac.org.uk



**RESPOND** - For survivors or abusers with learning difficulties

*Tel:* 0808 808 0700 *Website:* [www.respond.org.uk](http://www.respond.org.uk)

**Survivors UK** - Support for male survivors

*Tel:* 0203 598 3898 *Website:* [www.survivors.org.uk](http://www.survivors.org.uk)

**S:Vox** - Support and self-help for survivors of any form of violence or abuse *Email:* [svox@me.com](mailto:svox@me.com) *Website:* [www.svox.org.uk](http://www.svox.org.uk)