



Minister: Rev. Tim

[www.standr](http://www.standr)

## **Safeguarding Guidelines for those working with Vulnerable Adults (Adults at Risk) at St. Andrew's –how to recognise and respond to suspicions and allegations of abuse.**

### **Introduction**

Many people have heard of child abuse, but the abuse of vulnerable adults does not receive as much media attention. However, adult abuse does take place in varying degrees and it is widespread. Some adults by virtue of a condition or permanent circumstance, such as sensory or physical disability or impairment, learning disability, physical illness, mental illness, dementia, substance and alcohol misuse,

impact of an event in life such as bereavement, breakdown of a relationship, the actions of others or similar issues, will fall under the definition of a vulnerable adult either permanently or for a limited period.

*'Adult safeguarding incorporates the concept of prevention, empowerment and protection to enable adults who are in circumstances that make them vulnerable to retain independence, well-being and choice and to access their right to a life free from abuse and neglect.'* (The Association of Adult Services)

It is the responsibility of us all to make sure that St Andrew's is a **Safe Place**, but those with pastoral care e.g. minister, elders, members of the pastoral care group and pastoral visitors should be trained in the awareness of abuse of vulnerable adults, and how to respond to it.

It is a Christian duty to value all people who God made in his own image. Christ saw all people as valuable especially those who were vulnerable. The important thing to remember is that the Church needs to safeguard vulnerable adults from abuse, harm and neglect.

A Christian approach to safeguarding adults, therefore, will expect both individuals and communities to:

- create a safe environment for adults and their carers
- act promptly on any complaints made together with a member of the Safeguarding Group
- care for those who have been abused in the past
- minister appropriately to those who have abused
- provide opportunities for healing and flourishing

Individuals should not be left on their own to handle a concern, and should always **share** with any member of the Safeguarding group. (See below)

## Definition

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

## Types of abuse

Physical	Neglect
Emotional or psychological	Trafficking /Modern slavery
Sexual	On line abuse
Financial or material	Self harm
Discriminatory	Hoarding
Spiritual and ritual	
Domestic abuse	
Forced marriage	
Institutional abuse	

(Fuller definitions and indicators are attached to these guidelines and should be read)

## Guidance for pastoral care

Following guidelines will not only protect vulnerable people but also help to ensure that you are not wrongly accused of abuse or misconduct.

### **Pastoral relationships**

Exercising any kind of ministry involves developing an understanding of yourself and how you relate to others, how you increase the wellbeing of others and how you ensure the well-being and safety of yourself and others. People in positions of trust necessarily have power, although this may not be apparent to them; therefore respecting boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making the following guidance even more necessary.

- You should exercise particular care when ministering to persons with whom you have a close personal friendship or family relationship.
- You must be aware of the dangers of dependency in pastoral relationships and seek advice and support when these concerns arise.
- You should recognise your limits and not undertake any ministry that is beyond your competence or role (e.g. medical advice, therapeutic counselling, 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.
- You should consider issues of gender and ethnicity in your role.
- You should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- You should treat those with whom you minister or visit with respect, encouraging self determination, independence and choice.
- Recognise the specific pastoral needs of individuals and whether you have the skill to meet these without additional support. Certain people will need skilled and professional support to which pastoral work will be supplementary. It may be that the initial pastoral task in such a situation is to work with the individual in supporting them to access professional help.

## **Responding to abuse**

### **Process and confidentiality**

The first issue which needs to be taken account of is confidentiality. An adult will be presumed to have capacity to make decisions for him/ herself. Therefore, if an adult requests confidentiality in respect of an issue, this should be accepted. **(You should access your own support in dealing with the issues and conflicts this raises, from the minister or another member of the Safeguarding Group.)** A note should be kept of the matter.

Exceptions:

- Where the disclosure relates to harm to another person, e.g. partner in domestic abuse.
- Where the disclosure relates to harm to a child or vulnerable adult.
- Where the disclosure is made by a person who does not have the capacity to make a decision as to whether the matter should be dealt with through an adult safeguarding route, i.e. adult social care; e.g. if an adult in the late stages of dementia shows you bruises which appear non-accidental in origin and all attempts to find out what the adult wants done with this information fail.

### **Procedures for referral**

**Seek support from the Safeguarding group. Do not take on this responsibility on your own.**

Harm which is significant should always be referred to the statutory agencies, subject to consideration of confidentiality issues. When a disclosure is made you should listen carefully to what is being communicated and do so without asking leading questions (those which presume or prompt a particular answer). If there is any evidence of the abuse this should be preserved and sealed. If you have received a disclosure, you should record in writing the contents of that disclosure. The record should be as clear as possible and should include such description as is appropriate. It should avoid opinion and should be dated and signed. You should always find out what process is being adopted by the statutory agencies for this will have an impact on both you and the vulnerable adult. This can usually be undertaken with the assistance of the District Safeguarding Adults Coordinator. (See appendix sheet)

### **Record keeping**

Seek advice from the Safeguarding group.

**Remember you are never on your own. You are spirit led at all times. If it is helpful to make a visit with the minister or another member of the eldership or pastoral care group, then do not be afraid to ask.**

**The Safeguarding Group is always there to help you. SHARE**

**Safeguarding Group for adults:** Elaine Weston 07565807907 (Safeguarding Officer), Eileen Belverstone (Deputy Safeguarding Officer) 2664814, Rev Tim Lowe 2697002, David Robinson 2933884

## **St. Andrew's Guidelines for Safeguarding Vulnerable Adults Appendix1 Forms and Signs of abuse**

Harm is that which results from abuse, neglect, bullying and harassment. It may take the following forms. It should be noted that the various forms of abuse and harm can overlap.

**Physical abuse**, including hitting, slapping, pushing, kicking, restraint or inappropriate sanctions. It may include the inappropriate use of medication and the impairment of, or an avoidable deterioration in, health. Abuse can obviously be suspected if the person is seen to have injuries, particularly if these recur or are in the same place on more than one occasion or are without explanation. It may be that the person indicates that she or he does not want to be with a certain person.

**Emotional or psychological abuse**, including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This may occur directly or indirectly by telephone or internet. This may be seen in a person becoming quiet or withdrawn or conversely becoming aggressive or angry for no apparent reason. They may show a change in characteristic such as

becoming helpless or tearful. It should be noted that such signs may also be seen in those who are physically abused or sexually abused. All forms of abuse have an emotional component.

**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.

**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. There are also material signs to watch out for, such as a sudden change in a person's finances, not having as much money as usual to pay for shopping or regular outings, or getting into debt. Watch out for any official or financial documents that seem unusual, and for documents relating to their finances that suddenly go missing.

**Neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This may be seen as a person looking unkempt or dirty and their personal hygiene being compromised. Their weight may alter.4.6 Discriminatory abuse, including racist, sexist, abuse based on a person's disability, and other forms of harassment, slurs or similar treatment. This may be observed in conversations or in reports by the person of how they perceive themselves. An example of this is where a person rubs their skin in order to remove the colour or who puts him/herself down in terms of their gender or sexuality.

## **St. Andrew's Guidelines for Safeguarding Vulnerable Adults Appendix 1 (cont:)**

**Spiritual and ritual abuse** In the church context there has been developing realisation that spiritual abuse is another form of harm. Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices.

**Domestic abuse** The terms violence/abuse are used interchangeably throughout this report. The Home Office describes domestic violence as follows. Domestic violence is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody, regardless of their gender or sexuality. The violence can be psychological, physical, sexual or emotional. It can include honour-based violence, female genital mutilation, and forced marriage. Whatever form it takes, domestic violence is rarely a one-off incident. Usually it is a pattern of abusive and controlling behaviour through which an abuser seeks power over their family member or partner. Domestic violence occurs across all of society, regardless of age, gender, race, sexuality, Wealth or geography. Women are more likely than men to be victims of domestic violence, and children are also affected – they can be traumatised by what they've seen, and there is a strong connection between domestic violence and child abuse. No age group is particularly protected from or damaged by the impact of domestic

violence. Key to the safety of women and children subjected to violence and the threat of violence is an alternative, safe and supportive residence.

**Forced Marriage** Guidelines on forced marriage are set out in Multi-Agency Practice Guidelines: Handling Cases of Forced Marriage HM Government 2009 from which the following extracts have been taken: Marriage shall be entered into only with the free and full consent of the intending spouses. Forced marriage is a form of child/ domestic violence against women and men; it should form part of existing child and adult protection structures, policies and procedures. In line with other publications on domestic abuse, these guidelines focus mainly on women's needs and not men's. This is because 85% of cases referred to the Forced Marriage Unit involve women and the consequences for women are different from those for men. Although these guidelines focus on women, much of the guidance applies to men facing forced marriage – and men should be given the same assistance and respect when they seek help.

**Institutional abuse** This type of abuse is seen where an institution is inherently discriminatory toward a particular group. It may occur in a care home where the residents are routinely referred to in a derisory fashion or where their privacy and dignity is routinely compromised. An institution may then be unable to safeguard residents from emotional or even physical harm and neglect. The Church as an institution is not exempt from perpetrating institutional abuse.

Refer to URC Guidelines for more information

## **St. Andrew's Guidelines for Safeguarding Vulnerable Adults Appendix 2**

### **Leeds Adult Services**

**The Leeds Safeguarding Adults Partnership Board has arrangements in place to protect people from abuse.**

How to report abuse of an adult at risk/vulnerable adult:

**To report a safeguarding concern:**

**Monday - Friday 08:00 - 18:00**

Contact Centre: 0113 222 4401 Out of hours 07712 106 378

(Textphone for deaf and hard of hearing people: 0113 222 4410)

## **Weekends, Bank Holidays, and all other times**

Emergency Duty Team: 0113 240 9536

## **Not sure what to do?**

You can get advice:

Safeguarding Adults Partnership Advice Line: 0113 224 3511

Open 09:00 - 17:00 Monday - Thursday; and 09:00 - 16.30 on Friday

You can get more information about safeguarding adults

Leeds Safeguarding Adults Partnership website. See external links

## **To Inform the Police:**

If a person is in imminent danger ring 999

If a crime has been committed but, the person is not in imminent danger ring 101

## **St. Andrew's Guidelines for Safeguarding Vulnerable Adults Appendix 3**

### SOURCES OF HELP FOR SURVIVORS

- ❖ Yorkshire Christian Survivors Network,  
PO Box 101,  
Brighouse,  
HD6 2YL Offering support, workshops, retreats, services and special events
- ❖ Survive - a secular support group  
York (01904) 642830 / 638813
- ❖ Christian Survivors of Sexual Abuse (CSSA)  
38 Sydenham Villas Road,  
Cheltenham,  
GL52 6DZ An inter-denominational group for adults who were sexually abused as children or teenagers, offering friendship, support, retreats, information on groups plus a newsletter to all members.
- ❖ MACSAS (Ministers and Clergy Abuse Survivors) c/o CSSA  
A group for those sexually abused by clergy or ministers as children or adults
- ❖ NAPAC (The National Association for People Abused in Childhood)  
c/o BSS

Union House,  
Shepherds' Bush Green,  
London W12 8UA

READING (Find CSSA on the internet for more book suggestions)

- ❖ Time for Action - Sexual Abuse, the Churches and a new dawn for survivors  
2002 Churches Together in Britain and Ireland Publications ctbi.org.uk  
Available from Church House Publishing [www.chbookshop.co.uk](http://www.chbookshop.co.uk)  
Includes poems prayers and liturgies
  
- ❖ The Courage to Tell : Christian Survivors of Sexual Abuse Tell Their Stories of Pain and Hope *produced by CSSA (Christian Survivors of Sexual Abuse* "Survivors own stories are followed by "Challenge to the Churches" and "Let the Service Begin - Ideas for Liturgy and Worship".  
[http://www.dabsbooks.co.uk/shop/CSA\\_Survivors\\_Stories.html](http://www.dabsbooks.co.uk/shop/CSA_Survivors_Stories.html)
  
- ❖ 2009 *Time for Action*, Churches Together in Britain and Ireland, 2002
  
- ❖ *Breaking Free: help for survivors of child sexual abuse*, Carolyn Ainscough and Kay Toon, 2000
  
- ❖ [\*A Spirituality of Survival: Enabling a Response to Trauma and Abuse\*](#) Barbara Glasson