

APPENDIX 12 SAFEGUARDING VULNERABLE ADULTS

Version 1



The Calvary Christian Fellowship Safeguarding Policy provides relevant and required information about the principles and practices to be followed for the protection of both children and vulnerable adults. The principles and procedures described there make up the CCF church policy and are supplemented with appendices and forms for use in a range of situations. This Appendix provides some more specific information with reference to vulnerable adults with whom the church may become involved through various ministries: CAP, Pastoral care, Job Club, Ministry to the Elderly etc.

The following values and principles are drawn from the “Volunteer Now” (Belfast) guidance for good practice in safeguarding vulnerable adults and is agreed to be CCF.

Values and Principles:

- **Access to information and knowledge** – all vulnerable adults will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required;
- **Choice** – all vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information;
- **Confidentiality** – all vulnerable adults will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff/volunteers;
- **Consent** – all vulnerable adults have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law;
- **Dignity and respect** – all vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs;
- **Equality and diversity** – all vulnerable adults will be treated equally and their background and culture will be valued and respected;
- **Fulfilment** – all vulnerable adults will be invited to engage in activities and offered services that enable them to fulfil their ability and potential;
- **Independence** – all vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks;
- **Privacy** – all vulnerable adults will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual’s own safety and the safety of others;

- **Safety** – all vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form;
- **Support** – all vulnerable adults will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required.

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The rest of this 135 page document can be viewed here:
http://rqia.org.uk/cms_resources/safeguarding-vulnerable-adults-a-shared-responsibility-colour-nl.pdf*

Government policy establishes the following key principles:

Empowerment - Presumption of person led decisions and informed consent.

Prevention - It is better to take action before harm occurs.

Proportionality – Proportionate and least intrusive response appropriate to the risk presented.

Protection - Support and representation for those in greatest need.

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

Accountability - Accountability and transparency in delivering safeguarding.

*Read the full Department of Health policy document here:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/215591/dh_126770.pdf*

Recruitment

Staff and volunteers are recruited by CCF following the procedures and practices established in our Safeguarding Policy. (A copy of this can be obtained from our church administrator, Karen Whaite, 01772 424778)

Leaders will follow the usual checklist (Form 1) in appointing workers with vulnerable adults. This includes talking through our code of conduct (Appendix 10) and what to do if abuse is suspected.

One reference is required as is standard good practice in the recruitment of leaders of ministries working with vulnerable people, whether young or old.

With regard to having a DBS (previously CRB) check made, we have to be careful in making the decision whether or not to apply for this check. It is illegal for an organisation to apply for a check when it doesn't have a clear requirement to do so. We cannot apply for checks "just in case". The following guidance is offered to help leaders make a correct decision whether an application for a DBS check is required and therefore legal, and also whether it should be made for "regulated activity" or not.

Extract taken from the Gov.uk website on DBS eligibility

Legal responsibilities

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form.

Guidance on Eligibility for a DBS check

There are two decisions to be made.

1. Does the volunteer/employee require a DBS check? If so, because it involves working with children and/or vulnerable adults, it will automatically be an “enhanced” check. Leaders are asked to use the Guide on pages 4 and 5 to determine whether a role requires a DBS check and what the role description should be.
2. Does the volunteer/employee require a DBS check for Regulated Activity (RA)? Please use the flowchart on page 6 to answer this question.

If a DBS check is not required then a note of this should be made on Form 1. The normal process of recruitment using Form 1 can then be completed.

DBS Eligibility for Church Workers Guide

Please note this list is not prescriptive – eligibility decisions should always be made on the specific and individual duties within a role.

ROLE	ELIGIBILITY CRITERIA	LEVEL OF CHECK & ADVISORY NOTES	PREFERRED TITLE (if different from role)
CAP Befriender	Eligible	Enhanced, possibly RA** with adults and children, see Flowchart and notes	
CAP Centre Manager	Eligible	RA** with adults and children	
CAP Debt Counsellor	Eligible	Enhanced – RA** with adults and children if dealing with money on behalf of client	
Caretaker/Premises Manager	Not Eligible	Unless they work in a school or their responsibilities include supervising children	Caretaker supervising children
Children’s worker/helper	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively* unsupervised	Church Children’s Worker
Choir member	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Choir supervising children
Church Leader/Pastor	Eligible	RA** with children and adults	
Church Administrator/Secretary	Not Eligible		
Coffee/tea servers	Not Eligible		
Counsellor	Eligible	Enhanced if carried out frequently or intensively* with adults or regularly with children* and RA** if receiving referrals from healthcare professionals and/or if unsupervised with children.	Either Counsellor or Counsellor in RA**
Creche Worker	Eligible	Enhanced – with RA** if changing nappies/toileting children and/or not supervised.	
Director of Music	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and RA** with children	Leader of Music supervising children
Driver of Adults at Risk	Eligible	Enhanced if carried out frequently or intensively* RA** if taking adults to or from a place where they receive health care i.e. hospital, GP surgery, nursing home (not residential home) etc. on one occasion or more	
Driver of children	Eligible	RA** with children if frequently or intensively* Enhanced if regularly	
Elder	Not Eligible	Unless a Trustee and/or responsibilities include supervising the work of children or adults at risk	
Evangelist	Eligible	Enhanced if a C of E commissioned Evangelist	
Family Worker	Eligible	Enhanced with adults & children but see Flowchart and notes	
Foodbank Visitor /Community Solutions	Eligible	Enhanced if frequently or intensively* with adults	
Foodbank Worker	Not Eligible	Generally not eligible but see Flowchart and notes	
Home Visitor	Eligible	Enhanced if frequently or intensively* with adults	

ROLE	ELIGIBILITY CRITERIA	LEVEL OF CHECK & ADVISORY NOTES	PREFERRED TITLE (if different from role)
Homeless Shelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Lay Minister of Communion	Not Eligible		
Nightshelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Parent & Toddler Group Helper	Not Eligible	Unless they supervise activities with children in which case normally Enhanced – see Flowchart and notes	
Parent & Toddler Group Leader	Eligible	Group leader is usually eligible for Enhanced Check in RA** if the role includes supervising/caring for/toileting children away from the parent/carer	
Pastoral Assistant	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Team Member/Visitor	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Worker	Eligible	Enhanced If carried out frequently or intensively* Not usually RA** unless specific duties – see flowchart and notes (i.e. if doing shopping and therefore taking money)	Pastoral Worker
Prayer Team Member	Not Eligible	Unless praying regularly unsupervised with children.	
Safeguarding Officer	See notes	C of E guidance suggests the Safeguarding Lead should be on the PCC and checked in that capacity as a Trustee; otherwise not eligible unless supervising those engaged in RA or they work directly with children or adults at risk	
Steward	Not Eligible	Unless specifically designated to supervise/toilet children	Steward Supervising children
Street Pastor	Eligible	Only eligible for enhanced with children	
Treasurer	Not Eligible	Unless they are also a Trustee of a charity that works with children or adults at risk – see notes under 'Trustee'	Trustee of Charity
Trustee	Eligible	Only eligible for Enhanced Check if Trustee for a charity that works with children or adults at risk	Trustee of Charity
Welcomer	Not Eligible	Unless specifically designated to supervise/toilet children	
Worship Leader	Not Eligible	Unless also has chaperone/teaching role with child members in which case 'children's worship leader' should be the position applied for	
Youth Worker	Eligible	Enhanced if working regularly on a rota and often RA** if working weekly, intensively or overnight not supervised	
Youth Camp Worker	Eligible	Usually in RA**	

* **Frequently or intensively** means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact). **Regularly** is the dictionary definition.

** **RA is Regulated Activity** which means the applicant has an Enhanced disclosure plus a check of the appropriate barred list/s.

Regulated Activity Decision Making Flowchart

