

## SAFEGUARDING VULNERABLE ADULTS POLICY

### Policy Number 1

#### 1. General Policy Statement

- **1.1** Windmill Community Church (WCC) is committed to fulfilling the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 and other relevant legislation aimed at the protection of vulnerable adults.
- **1.2** Throughout these policies and procedures, reference is made to “vulnerable adults”.
- **1.3 Definition**

The Protection of Freedoms Act 2012, Chapter 5 defines a vulnerable adult as a person aged 18 and over who is in receipt of any of the following services: –

- Health care from a regulated health care professional - provided by, or under the direction or supervision of a regulated health care professional
  - Personal care for adults involving hands-on physical assistance - with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks
  - Assistance with social care - provision by a social care worker of social work which is required in connection with any health services or social services
  - Assistance with paying bills, shopping because of age, illness or disability arranged via 3rd party
  - Help with conducting own affairs under a formal appointment
  - Being conveyed for reasons of age, illness or disability to a place where they will receive health care, personal care or social work arranged by a third party
  - Note that a person is not deemed vulnerable simply because of age or a disability they must be in receipt of any of the aforementioned welfare services to be covered by the DBS.
- **1.4** The Trustees are committed to ensuring that the organisation: -
    - Provides a safe environment for vulnerable adults
    - Identifies vulnerable adults who are suffering

- Takes appropriate action to see that such vulnerable adults are kept safe from harm.
- **1.5** In pursuit of these aims, the Trustees will approve and annually review policies and procedures with the aim of:
  - Preventing any safeguarding issues from arising
  - Raising awareness of issues relating to the welfare of vulnerable adults and the promotion of a safe environment for the vulnerable adults and young people
  - Providing procedures for reporting concerns
  - Establishing procedures for reporting and dealing with allegations of abuse against members of staff
  - The safe recruitment of staff.
- **1.6** WCC has nominated Dr Julian Parkes and Mrs Nicolette Bamber as designated persons with special responsibility for vulnerable adults' protection issues for the year 2024/25. They have received appropriate training.
- **1.7** Staff and volunteers working with vulnerable adults will confirm that they have read and understood this policy and will follow the recommended procedure written here. Additionally, training will be provided every 3 years.
- **1.8** WCC trustees will receive from the designated person/s with lead responsibility for vulnerable adult's protection, an annual report which reviews how the duties have been discharged.

## **2. WCC recognises the following as definitions of abuse:**

**Physical abuse** – including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Sexual abuse** – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Modern Slavery** – including criminal exploitation, domestic servitude, forced labour, sexual exploitation, forced begging, forced marriage, illegal adoption, organ removal.

**Financial or material abuse** – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self – Neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

**Domestic Violence and Abuse** – including threatening/frightening an individual, shoving or pushing an individual, making an individual fear for their physical safety, putting an individual down, or attempting to undermine their self-esteem, controlling an individual, for example by stopping them seeing friends and family, jealousy and possessiveness, such as being suspicious of friendships and conversations.

**Discriminatory abuse** – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment

### **3. 'Relevant conduct' under the Safeguarding Vulnerable Groups Act 2006**

In addition, WCC accepts the following definitions of relevant conduct under Schedule 3 of the Safeguarding of Vulnerable Groups Act 2006 in relation to the barring of those who pose of a risk of harm to vulnerable adults. A relevant conduct is a conduct which must be referred to the DBS and which could lead to a barring decision. It includes any: -

- Conduct which endangers a child or vulnerable adult or is likely to endanger a child or vulnerable adult
- Conduct which if repeated against or in relation to a child or vulnerable adult would endanger that child or vulnerable adult
- Conduct involving sexual material relating to children (including possession of such material)
- Conduct involving sexually explicit images depicting violence against human beings
- Conduct of a sexual nature involving a child or vulnerable adult (or in the case of a vulnerable adult - an act that is considered inappropriate).

#### **4. Senior Member of staff with lead responsibility for protection of vulnerable adults**

- **4.1** The designated senior members of staff with lead responsibility for vulnerable adults' protection issues are:
  - Dr Julian Parkes(Trustee) jdp6kemh@gmail.com/07712 921445 and
  - Mrs Nicolette Bamber (Church member) nickybamberlccp@hotmail.co.uk/07854 244782
- **4.2** They have a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of vulnerable adults and young people, and the promotion of a safe environment for the vulnerable adults and young people
- **4.3** They are responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms in accordance with the Rehabilitation of Offenders Act 1974 and any other applicable legislation
- **4.4** They have received appropriate training and should keep up to date with developments in vulnerable adults' protection issues. They will also have responsibility for making new staff and volunteers aware of the existing vulnerable adults' protection policy.

#### **5. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

If a vulnerable adult or young person tells a member of staff about possible abuse: -

- Listen carefully and stay calm
- Do not interview the vulnerable adults, but question normally and without pressure, in order to be sure that you understand what the vulnerable adult is telling you
- Do not put words into the vulnerable adult's mouth
- Reassure the vulnerable adults that by telling you, they have done the right thing
- Inform the vulnerable adults that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter
- Note the main points carefully
- Make a detailed note of the date, time, place, what the vulnerable adults said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to one of the Designated People
- The Designated person will then, dependent on the circumstances:

- Seek advice from Thirtyone:Eight, a Christian charity who are commissioned by WCC to offer informed advice in all safeguarding issues
- Contact Tel.No 0303 003 1111  
  
[info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)  
PO Box 133 Swanley,Kent,BR8 7UQ
- Contact Wolverhampton Safeguarding Together - Daytime - 01902 551199  
Out of Hours 01902 552999
- If necessary, notify the Police service on 101 or 999 in an emergency.

- **6. Reporting allegations of Abuse against Members of Staff**

- **6.1** The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description
- **6.2** Because of their frequent contact with vulnerable adults, staff may have allegations of abuse made against them. Windmill Community Church recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that the investigations are thorough and not subject to delay.

## **7. Duty to refer to the DBS**

- **7.1** The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the DBS. The designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.
- **7.2** The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
- **7.3** Referral forms can be downloaded from the DBS’s website [www.gov.uk/db](http://www.gov.uk/db)s

## **8.The DBS's barring process**

- **8.1** Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
- **8.2** The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity.
- **8.3** The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

### **Additional information to be read in conjunction with this policy**

- **Policy** - Protecting Children Policy (WCC Policy No 2)
- **Guideline** - Prayer ministry at Windmill Community Church

### **Adoption of this policy**

The **Trustees** of **Windmill Community Church** formally accepted this reviewed policy at the **Trustee's** meeting held on 3rd June 2025

Signed:

Date of next review: June 2028

# Windmill Community Church

Registered Charity 1162935

## Protecting Children Policy

### Policy No 2.

#### 1. General Policy Statement

- 1.1 Windmill Community Church (WCC) has a duty to ensure that it promotes the welfare and safeguarding of children
- 1.2 Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean “those under the age of 18”. The policy “Safeguarding Vulnerable Adults” applies to those aged 18 years and above.
- 1.3 The Trustees are committed to ensuring that the organization: -
  - Provides a safe environment for children and young people
  - Identifies children and young people who are victims of abuse
  - Takes appropriate action to see that such children and young people are kept safe from harm
- 1.4 In pursuit of these aims, WCC will approve and annually review policies and procedures with the aim of: -
  - Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for them
  - Providing procedures for reporting concerns
  - Establishing procedures for reporting and dealing with allegations of abuse against members of staff
  - The safer recruitment of staff

## **2. Responsibilities**

### **2.1 Safeguarding Lead Persons: -**

WCC has nominated Dr Julian Parkes and Mrs Nicolette Bamber as lead persons with special responsibility for child protection issues for the year 2024/25 They have undertake appropriate training.

### **2.2 Training: -**

Staff and volunteers working with children will receive adequate training to familiarise them with child protection issues and responsibilities and the organisation's procedures and policies, with refresher training at least every 3 years

### **2.3 WCC trustees will receive an annual report from the designated senior member of staff with lead responsibility for child protection which reviews how the duties have been discharged**

### **2.4 The designated senior lead with responsibility for child protection issues are: - Dr Julian Parkes jdp6kemh@gmail.com/07712 921445- and Mrs Nicolette Bamber nickybamberlccp@hotmail.co.uk/07854 244782**

**2.5** They have a key duty for raising awareness within the organisation of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people

### **2.6 They are responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms in accordance with the Rehabilitation of Offenders Act 1974 and any other applicable legislation**

### **2.7 They have received appropriate training and will keep up to date with developments in child protection issues. They also have responsibility for making new staff and volunteers aware of the existing child protection/ safeguarding policy**

### **2.8 They will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include**

contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local Police Child Protection Unit, the Local Authority Designated Officer for Safeguarding, the Disclosure and Barring Service referral unit and where appropriate Children's Advice and Support Service (CASS)

## 1. Working together to Safeguard Children

WCC is committed to following the key guidance for child protection in **Working together to safeguard children** (Department for Education, 2018). This states: everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns

### 1. Definitions

4. WCC recognises the following as definitions of abuse: -

**Physical abuse** – including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Sexual abuse** – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Modern Slavery** – including criminal exploitation, domestic servitude, forced labour, sexual exploitation, forced begging, forced marriage, illegal adoption, organ removal.

**Financial or material abuse** – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

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**Domestic Violence and Abuse** – including threatening/frightening an individual, shoving or pushing an individual, making an individual fear for their physical safety, putting an individual down, or attempting to undermine their self-esteem, controlling an individual, for example by stopping them seeing friends and family, jealousy and possessiveness, such as being suspicious of friendships and conversations.

**Discriminatory abuse** – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment

#### **4. Regulated Activity and eligibility for DBS Criminal Record checks**

- 4.1** Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties
- 4.2** However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check.
- 4.3** Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application

#### **5. Duty to refer to the Disclosure and Barring Service (DBS)**

- 5.1** The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable person to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct
- 5.2** The church has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in

a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred

**5.3** Referral forms can be downloaded from the DBS' website [www.gov.uk/dbs](http://www.gov.uk/dbs)

## **6. 'Relevant conduct' under the Safeguarding Vulnerable Groups Act 2006**

In addition, the governing body accepts the following definitions of relevant conduct under Schedule 3 of the Safeguarding of Vulnerable Groups Act 2006 in relation to the barring of those who pose of a risk of harm to children. A relevant conduct is a conduct which must be referred to the DBS and which could lead to a barring decision. It includes any: -

- conduct which endangers a child or is likely to endanger a child
- conduct which if repeated against or in relation to a child would endanger that child
- conduct involving sexual material relating to children (including possession of such material)
- conduct involving sexually explicit images depicting violence against human beings
- conduct of a sexual nature involving a child

## **7. The DBS's barring process**

**7.1** Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information

**7.2** The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed

on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity

- 7.3** The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision

## **8. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

- 8.1** If a child or young person tells a member of staff about possible abuse: -

- Listen carefully and stay calm
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you
- Do not put words into the child's mouth
- Reassure the child that by telling you, they have done the right thing
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of who you will report the matter
- Note the main points carefully
- Make a detailed note of the date, time, place, what the child said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person

### **EFFECTIVE LISTENING**

Ensure the physical environment is welcoming, giving opportunity for the child at risk to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

### **HELPFUL RESPONSES**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

### **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

### **CONCLUDING**

- Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Services of the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as thirtyone:eight for advice or go directly to Children's Services/Police
- Consider your own feelings and seek pastoral support if needed.

- Staff should not investigate concerns or allegations themselves, but should report them immediately to one of the Designated People
- The Designated person will then, dependent on the circumstances,
  - Seek advice from Thirtyone:Eight, a Christian charity who are commissioned by WCC to offer informed advice in all safeguarding issues Contact Tel.No 0303 003 1111

info@thirtyone eight.org

PO Box 133 Swanley,Kent,BR8 7UQ

- Contact Wolverhampton Safeguarding Together - Daytime - 01902 555 392  
Out of Hours 01902 552999
- If necessary, notify the Police service on 101 or 999 in an emergency

## **9. Reporting and Dealing with Allegations of Abuse against Members of Staff**

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description

- 9.1** In rare instances, staff of Christian organisations have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Windmill Community Church recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay
- 9.2** The Organisation recognises that the Children's Act 1989 states that the welfare of the child is of paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful and measured way

## 10. Safer Recruitment and Selection Procedure

Windmill Community Church will follow safer recruitment and selection procedures. These should be reviewed regularly in order to ensure that they take account of the following: -

- They should apply to staff and volunteers who may work with children
- The post or role should be clearly defined
- The key selection criteria for the post or role should be identified
- Vacancies should be advertised widely in order to ensure diversity of applicants
- Obtain professional and character references
- Verify previous employment history
- Disclosure and Barring Service disclosure/List 99 checks (maintain sensitive and confidential use of the applicant's disclosure)
- Use a variety of selection techniques (e.g., qualifications, previous experience, interview, reference checks)

## 11. Adoption of this policy

The update of this policy was approved at The **Trustees** meeting of 3rd June 2025

Date of next review: June 2028