



# SAFEGUARDING VULNERABLE ADULTS POLICY

April 2018

## **Rivertree Trust**

**Registered address**

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A company limited by guarantee and registered in England and a registered charity.

Registered Company Number: 08542544 Registered Charity Number: 1152813

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**This document sets out Rivertree Trusts approach, procedure and guidelines towards Safeguarding Adults who are part of our connected church family and access our community groups that we provide in our local community.**

Reviewed April 2018

## **Section One: Details of the organisation covered by the policy**

Rivertree Trust  
Jubilee Centre  
Market Street  
Paddock  
Huddersfield  
HD1 4SH

01484 551551

office@cchud.co.uk

Charity Number: 1152813

Insurance - Ansvar Insurance Company:

- All Risks Policy
- Trustees and Counsellors Liability
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Rivertree Trust is a community of people who are joined by a shared vision and purpose and are united by our common experience of a living and life-transforming relationship with Jesus Christ. The leadership and people are committed to building up those who are joined to us and reaching out to those around us in our communities; neighbourhoods; town and beyond.

The outworking of this commitment is partially demonstrated in the following examples of activities activities that take place in Jubilee Centre organised by Rivertree Trust members:  
(This list is not exhaustive)

- **Sunday Gatherings:**
  - Anyone may join together with Rivertree Trust on Sunday mornings for worship and refreshments.
- **We also have a number of community groups that reach out to parents , children, young people, vulnerable adults and older adults.**

## **Our Commitment**

In April 2015 The Care Act (2014) became law and replaced previous legislation. It enshrines the new statutory principle of individual wellbeing and introduced the following six core principles that underpin a new statutory approach towards safeguarding;

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The Leadership of Rivertree Trust recognises the need to provide a safe and caring environment for vulnerable adults. We acknowledge that vulnerable adults can be the victims of physical, sexual and emotional abuse and neglect. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with the statutory guidance. We are committed to co-operate with statutory and voluntary agencies in respect of safeguarding issues.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached
- Ensure that premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect vulnerable adults

## **Section Two: Safeguarding Vulnerable Adults**

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

A vulnerable adult is someone who is not able to care for or protect themselves from harm and exploitation. It might be because of their age, mental or physical incapacity, sensory loss, or physical or learning disabilities.

It might be someone who is usually able to manage but is unable to do so because of an accident or illness. They also may be unable to protect themselves from harm or exploitation.

All adults should be able to live their lives free from fear and harm. Some may find it hard to get the help and support they need to stop the abuse.

Abuse can:

- be an act which goes against your human rights
- a single act or repeated acts
- happen in any relationship
- result in harm
- take advantage of someone's vulnerability

There are six main types of abuse:

- physical - for example, hitting, slapping, burning, pushing, restraining or giving too much medication or the wrong medication
- psychological - for example, shouting, swearing, frightening, blaming, ignoring or humiliating
- financial - for example, the illegal or unauthorised use of a person's property, money, pension book or other valuables
- sexual - for example, forcing a person to take part in any sexual activity without consent
- neglect - for example, where a person is deprived of food, heat, clothing, comfort or medication
- discriminatory abuse, including racist, sexist and other forms of harassment
- A vulnerable adult may also:  
neglect themselves or deliberately harm themselves

### **Section Three : Responding to Allegations of Abuse by Adults**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

#### **Safeguarding vulnerable adults**

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible the Safeguarding Co-ordinator.
- In the absence of the Safeguarding Co-ordinator, or if the suspicions in anyway involve the Safeguarding Co-ordinator, the report should be made to the Deputy Safeguarding Co-ordinator for Vulnerable Adults.
- Contact details in Appendix 1.

#### **Suspicious Or Allegations Of Physical Or Sexual Abuse**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

#### **Allegations Of Abuse Against A Person Who Works With Vulnerable Adults**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Kirklees Safeguarding Adults Board (KSAB) will need to liaise with Sarah Carlile

Safeguarding Adults Partnership Manager 01484 221 717 with regards to any allegations made against voluntary or paid staff within Kirklees.

## **Section Four : Contact Information and further advice**

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies then the following should be followed:

- Advice only - the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or 01322 517817
- Out of hours - Kirklees Emergency Duty Service 01484 414933
- Police Safeguarding Unit 01924 335073 (These are police who are specifically trained in this area and should be contacted rather than uniform police)
- Where the concern is regarding an adult in need of protection, the co-ordinator will contact Adult Social Services or take advice from CCPAS as above.
- The local Adult Social Services office telephone number (office hours) is 01484 4414933. The out of hours emergency number is also the same: 01484 414933.

Where required the Safeguarding Co-ordinator should then inform the Elders of Rivertree Trust on 01484 551550 and a nominated member of the board of trustees will contact Ansvar Insurance Company.

Suspicions should not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place by safeguarding co-ordinator.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

The Leadership will support the Safeguarding Co-ordinator/Deputies in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of Rivertree Trust will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## **Section Five: Prevention**

### **Safer Recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a handbook which contains information about the role and appropriate codes of conduct for the post
- Those applying have completed an application form and a self declaration form
- Those appropriate for the role will undertake discussion about expectations of the post
- Safeguarding has been discussed at interview with the Team Leader
- Written references have been obtained and followed up where appropriate by Chris Haygarth
- Appropriate recruitment checks will be made by the Safer Recruitment Officer Karina Gledhill in accordance with the processes of the Disclosure and Barring Service
- A suitable induction and worker handbook is provided for the successful applicant along with information on where to access the full Safeguarding Policy and Procedure
- The worker handbook will contain the safeguarding procedures and the ministry leader will ensure the new worker knows how to report concerns

### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care via the pastoral care team. They will offer appropriate support to those who have been affected by abuse who they have contact with or are members of Rivertree Trust or if more appropriate will signpost people to specific organisations where professional or more specialised help is required.

#### **Working with offenders**

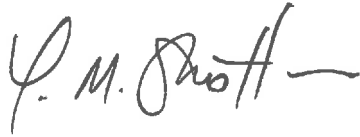
Should someone attend Rivertree Trust who is known to be risk to vulnerable adults, the Leadership will ensure their attendance is supervised and managed in a way that will minimise risk

to others. Appropriate boundaries will be set which the person will be expected to agree to and keep via an agreed contract.

### **Practice Guidelines**

As Rivertree Trust, working with vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of allegations. These codes of conduct can be located in the workers handbook.

Signed by:

A handwritten signature in black ink, appearing to read 'Y. M. Proff', followed by a horizontal line.

Date:

20.4.18

# Appendix 1

## Leadership Safeguarding Statement

The Leadership of Rivertree Trust recognises the importance of its ministry/work with adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership:

Rivertree Trust is committed to the safeguarding of vulnerable adults and ensuring their well-being.

Specifically:

- We believe every vulnerable adult should be valued, safe and happy. We want to make sure that they know this and are empowered to tell us if they are suffering harm.
- All vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe that adults should enjoy and have access to every aspect of the life of Rivertree Trust unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with vulnerable adults.

**We are committed to:**

- Following the requirements for UK legislation and guidance in relation to safeguarding vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy
- Keeping up to date with national and local developments relating to safeguarding
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect vulnerable adults
- Ensuring that everyone agrees to abide by these recommendations and the procedures established by Rivertree Trust
- Supporting parents and families



- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work
- Supporting all in Rivertree Trust affected by abuse
- Giving attention to the Safe and Secure safeguarding standards developed by Churches' Child Protection Advisory Service.

**We recognise:**

- Kirklees Vulnerable Adult's Social Care has lead responsibility for investigating all allegations or suspicions of abuse Kirklees Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegations suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate and their procedures followed
- Safeguarding is everyone's responsibility

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for Rivertree Trust:

**Stephanie Wescott** – Safeguarding Co-ordinator for Children and Vulnerable Adults  
Tel. 01484 326309 (home) 07761 447 014 (mobile)

**VACANT POSITION** – Deputy Safeguarding Co-ordinator for Children and Vulnerable Adults

A copy of the full policy and procedures is available for Rivertree Trust in the Church Office, Jubilee Centre, Huddersfield.

Signed by the Leadership of Rivertree Trust:

Sign: 

Date: 20.4.18

