



## Newton Mearns Baptist Church Adult Protection Policy

### TO WHOM DOES THIS POLICY APPLY?

- Newton Mearns Baptist Church (NMBC) recognises its responsibilities in safeguarding anyone who may be vulnerable regardless of age, gender, ethnicity or ability.
- Safeguarding is the action that NMBC takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect.
- **This policy sets out the church's role and responsibility for adults - defined as persons aged 16 years and over - who may be vulnerable to harm.**
- This policy is aligned with the Child Protection Policy and there is a cross-over for persons between the ages of 16 and 18 years of age. Where this may be the case for an individual, reference should be made to the Child Protection Policy and a decision taken to use the most relevant policy.
- **All who work directly with adults, volunteers and staff, must understand and act in accordance with this policy.**
- **All Church Members should have an awareness of this policy** and know who to speak to about any concerns.

### 1. POLICY STATEMENT ON ADULT SAFEGUARDING

- 1.1 Church leaders and members of NMBC are committed to the nurturing, protection and safekeeping of all associated with the church and in pursuit of this are therefore committed to this policy, to the development of sound procedures to ensure we implement our policy well and to strive to ensure that children and adults are safe.
- 1.2 These expectations are central to the way in which we interact with each other in our life together and in NMBC we recognise our duty of care to keep everyone safe by ensuring that our policies are designed to achieve this, for everyone who is present within all NMBC organisations and/or premises.



1.3 All people are to be treated with respect and dignity. However, we are fully aware that in the context of what we do, we will interact with people who may require additional protection from harm, abuse or neglect.

1.4 This Safeguarding Policy therefore adds to NMBC general duty of care for everyone, by setting out a range of activities aimed at promoting, supporting or protecting the individual's fundamental right to be safe from harm and what to do in circumstances where it is suspected or known that an adult may be at risk of harm.

## **2. CONDITIONS OF USE OF CHURCH PREMISES BY ORGANISATIONS OUTWITH NMBC**

2.1 In fulfilling its responsibilities to ensure that buildings and grounds provide a safe place in which to operate, NMBC will operate according to the principles and practice of this Policy Document and expects others to act in a similar way.

2.2 The primary responsibility for adults using NMBC premises lies with the outside body or organisation that has arranged to use the church's premises. Any such body or organisation will be required to demonstrate that it has an appropriate and active Adult Safeguarding Policy in place OR agree to follow the standards, procedures and practices of NMBC.

## **3. NMBC AND ADULT SAFEGUARDING**

3.1 NMBC's vision is to be a church that is rooted and built up in the Gospel of Jesus Christ so that the congregation is equipped to live out the and share the reality of our faith within the local community Newton Mearns and in the places that God has place us. We long that each person might come to faith in Christ and aim to offer them good models of faith and discipleship in our lives, and in the church.

3.2 NMBC is committed to expressing God's love to all people, in all age groups. This document outlines the approach of the church towards working with vulnerable adults, whom we greatly value, and wish to encourage their growth towards mature living, to genuine fellowship, and meaningful service.

3.3 In 2019, the church determined the need to have separate, but aligned, policy for the protection of children and another for vulnerable adults. This recognised the very different needs and circumstances of people who are adults and that the law and multi-agency best practice in Scotland sets out clear requirements on organisations and the people who operate within them. The church's aim is to operate the best practice in accordance with legislation and multi-agency working aimed at the support and protection of everyone who is vulnerable.

3.4 As a church we are in touch with adults who are in a range of situations where they may be vulnerable in one way or another and in order to be inclusive in this, the term adult safeguarding will be used throughout his policy.

3.5 The leadership of the church fully endorses this Policy and it is a requirement of all who work with adults to read, understand and adhere to this policy.



3.6 Practice will be monitored, progress reported, and this policy reviewed annually, or more frequently, if required.

#### 4. THE FOUR PILLARS OF NMBC ADULT SAFEGUARDING POLICY

##### 4.1 SAFER WORKING PRACTICES

4.11 *The church is committed to providing an environment that is as safe as possible for adults at risk and will adopt ways of working with them that promote their safety and well-being.*

4.12 *In order to ensure this, NMBC has the following policies in place and, where necessary these should be referenced - First Aid Policy, Health and Safety Policy, Accident and Incident Reporting Policy, Food Hygiene Policy and the General Data Protection Regulations.*

4.13 *This Policy is complementary to other relevant policies; therefore it should not be viewed in isolation when another policy sets out important requirements.*

4.14 *Care should be taken to ensure that appropriate level of risk assessment when planning activities and sessions, within and out-with church premises.*

##### 4.2 SAFER RECRUITMENT, SUPPORT AND SUPERVISION OF VOLUNTEERS AND STAFF

###### GENERAL APPROACH TO APPOINTMENT OF ALL VOLUNTEERS AND STAFF OF ADULT ACTIVITIES

4.21 Safe recruitment practices are not about being suspicious but are to protect the church and everyone involved with or linked to the job concerned. NMBC will exercise proper care in the selection and appointment of those working with directly with adults, **whether paid or voluntary**.

4.22 The elders and deacons of NMBC will seek to ensure, through the following guidelines, that Volunteers and Staff will be of good character and integrity, suitable in person and gift for working with adults. It is our desire that those working under the auspices of the church will hold to the Christian faith or be sympathetic to the beliefs and practices of the church.

4.23 The church leadership will prayerfully discern suitable volunteers, based on three parameters:

- We will not rely solely on our personal knowledge of any person.
- Names of potential volunteers will be submitted to the church leadership for approval before they are approached to serve.
- We will require all Volunteers and Staff, including those presently serving the church as a children's leader, to comply with the policy.



- 4.24 Each person, working directly with adults will be provided with a copy of this policy and the Summary Guidelines for Responding (Appendix 2) and will be required to sign to confirm that they understand the policy, are in agreement with what is required and agree to comply with it, prior to commencement.
- 4.25 An appropriate person (usually the overall group leader) will undertake the supervisory role of a new leader. The aim is to ensure the suitability of the applicant for the task, to support applicant in the work, and to see if he/she is able to work within the ethos of the activity, and other Volunteers and Staff.
- 4.26 It is expected that all Volunteers and Staff of Adult Activities will attend Adult Safeguarding Training which is mandatory for all Volunteers and Staff in NMBC.
- 4.27 Appointments will be reviewed regularly, as appropriate, by the elders or deacons.
- 4.28 Suitable notice should be given, where possible, when a leader intends to relinquish his/her post in order that a suitable replacement can be found.
- 4.29 Church Deacons and Elders should seek a replacement, at an early stage, to allow time for the replacement to be appointed consistent with this policy.

#### **ADDITIONAL REQUIREMENTS FOR THE PROTECTION OF VULNERABLE ADULTS (PVG)**

- 4.210 Disclosure Scotland has specified that people who work with 'protected adults' require to join the PVG Scheme and to have an up to date disclosure check completed. Therefore workers (paid and unpaid) who work with 'protected adults' (designated, by [Disclosure Scotland](#), as an individual aged 16 or over who receives a specified care, support or welfare service) will require to join the PVG Scheme. (see Appendix 3 for full description)
- 4.211 At this point NMBC does not offer group-based services directly to 'protected adults' and therefore most group-based activities for adults do not require staff or volunteers to join the PVG scheme. However, as current, people who do home visits on behalf of the church are likely to come into contact with 'protected adults' and therefore staff and volunteers in this role (e.g. Pastoral & Practical Care Team) must join the scheme as do NMBC Counsellors. This delineation must be kept under review.
- 4.212 Relevant volunteers and staff must join the PVG scheme by filling out the necessary paperwork and the check completed prior to taking up an appointment. It is the responsibility of the group leader to ensure this happens for each new leader. If volunteers and staff are already members of this scheme, Newton Mearns Baptist Church will conduct an update check to ensure that Disclosure Scotland can update NMBC if necessary.



- 4.213 Where a volunteer or staff is not a member of the PVG scheme and they are asked to help as a one-off occurrence on behalf of the church, and provided that the above-related aspects of safe recruitment have been completed (i.e. 3.22 - 3.29); a self-declaration form can be completed. Care must be taken to ensure that this does not become NMBC's standard operating procedure.
- 4.214 A confidential log of PVG Scheme members will be maintained by the person nominated by the church to complete and monitor PVG scheme members and kept in a safe place in the church office. It will be reviewed every year to ensure that it only contains relevant information and in accordance with GDPR requirements information about a person who no longer works directly with protected adults will be destroyed unless there is a specific reason to retain it.
- 4.215 It should be made clear to all within the PVG scheme that NMBC will fulfil its duty of care by liaising and working with other organisations to safeguard children and vulnerable adults. This may include sharing information or making referrals to social services or other relevant agencies and also the prompt reporting of incidents to [Police Scotland](#).
- 4.216 If a volunteer or staff has to be removed from work with protected adults, for specified reasons, it is the church's responsibility to inform [Disclosure Scotland](#) so that it can also exercise its responsibilities in respect of PVG. (See Appendix 3).

### 4.3 SAFER COMMUNITY

- 4.31 NMBC expects everyone to model **positive patterns of Christian behaviour** to people of all ages and in all circumstances and is committed to dealing with situations pastorally or in any other appropriate way where this is not demonstrated.
- 4.32 This policy sets out **the church's practical guidelines for responding to an adult** (see 7.25) and is applicable to all who are appointed to work with adults, whether they are known to be at risk or not, so that every person is shown the dignity and respect that is due to them.
- 4.33 NMBC will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and/or adults at risk in the community of the church is **actively and appropriately managed**.

### 4.4 PREVENTION AND REPORTING OF HARM

- 4.41 It is the duty of each church member to help **prevent the HARM of (children and) adults at risk**, and / or to **respond to concerns** about the well-being of a (child or) adult at risk of harm.



4.42 Any **HARM** disclosed, discovered or suspected by anyone will be reported in accordance with these procedures.

4.43 The **church will fully co-operate** with any statutory investigation into any suspected harm linked with the church and continue to cooperate as required or further relevant.

## 5. ADULT SAFEGUARDING CONTACT POINTS WITHIN OUR CHURCH

5.1 The church has appointed an Adult Safeguarding Team (see Appendix 1 for contact details). This team will advise NMBC on any matters related to the safeguarding of adults and take the appropriate action when harm is disclosed, discovered or suspected.

5.2 Under normal circumstances the Safeguarding Team will meet at least annually to review this Policy and discuss any issues. The Adult Safeguarding Team comprises the following individuals.

5.3 'Adult Safeguarding Advisers - two NMBC Internal Advisers will -

- **advise the church** on any matters relating to the policy and practice of the safeguarding of adults;
- **raise the profile** of adult safeguarding within the church;
- **oversee and monitor** the implementation of the adult safeguarding policy and procedure on behalf of the church and coordinate assurance reporting to the church trustees;
- **liaise with the local authority** regarding safeguarding matters in conjunction with the Adult Safeguarding Lead;
- **advise on the appropriate action** required when an instance of harm is disclosed, discovered or suspected;
- agree with Adult Safeguarding Lead **who will take the appropriate action**, including reporting to relevant statutory agencies;
- ensure that the **appropriate action has been taken and follow-up** as appropriate;
- be **available to listen** to adults and others to **support and guide** them where harm may be disclosed, discovered or suspected.

5.4 'Adult Safeguarding Lead' – NMBC coordinator and external link

- **receive concerns** within NMBC from safeguarding advisers, volunteers and staff, about anyone (including volunteers and staff);
- **authorise and/or fulfil internal and external action**, such as reporting to statutory agencies;



- **agree** with Adult Safeguarding Adviser/s **who will take the action**;
- lead and **liaise with the local authority** and other relevant statutory agencies regarding safeguarding matters.

## 6. PROTECTING ADULTS AT RISK OF HARM

### THE LAW IN SCOTLAND

- 6.1 The Scottish Government enacted the Adult Support and Protection Act in 2007 Act to ensure that adults at risk of harm would be better supported and protected.
- 6.2 It is the most far-reaching legislation in the UK as it places duties on, and gives powers to, local authorities to act in the lives of adults who have capacity.
- 6.3 It specifies who is an adult at risk of harm (see below 7.13); what is harm (see below 7.11) and what organisations should do if they ‘know or believe an adult is, or may be, at risk of harm’. (see below 7.12)

### THE DUTY OF CO-OPERATION

- 6.4 The Code of Practice (that guides implementation of this legislation) highlights that ‘what one person or body may know may only be part of a wider picture’. It says that ‘the multi-agency nature of adult support and protection work is crucial and much of the work concerning individual adults will overlap with the work of others’.

‘Good practice should be that all relevant stakeholders would cooperate with assisting inquiries and investigations, not only those who have a duty to do so under the Act’.

- 6.5 The duty to cooperate, for organisations and individuals within it, is two-fold – Where they **know or believe that a person is an adult at risk of harm**<sup>1</sup>
- **they must REPORT** the facts and circumstances of the case to the council
  - **they must CO-OPERATE** with a council making inquiries & with each other
- 6.6 It is an offence to prevent or obstruct any person from acting under the Act or to refuse, without reasonable excuse, to provide information

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<sup>1</sup> *N.B. It is **not essential** that there is evidence that the person is ‘an adult at risk of harm’ – if we **know or believe** a person **MAY** be an adult at risk of harm, then we **MUST** cooperate! We may have partial information and it is further investigation, by Social Work Services in conjunction with others, that will find whether the person is at risk and whether steps are required to support and protect them.*



6.6 NMBC recognises that best practice and will cooperate by reporting to, and supporting, the local authority or the Police in any investigation of a person's (who is known) circumstances and accordingly the following guidelines for action have been agreed.



## 7. GUIDELINES FOR ACTION

**In summary - Recognise! Respond! Report! & Record!**

**A flowchart of the process to be followed is shown in Appendix 1 at the end of this document.**

### 7.1 RECOGNISE - THE ADULT MAY BE AT RISK OF HARM

- We recognise that a person who may be harmed or a harmer a partner, child, relative or friend; a paid or volunteer carer; a health, social care or any other worker including a church worker or a Pastor.
- Harm can be committed by one adult at risk towards another and this needs to be dealt with in the same way as any other similar instance.

#### 7.11 What is Harm?

- **Harm** is defined as “all harmful conduct” and includes physical and psychological harm; unlawful conduct which appropriates or adversely affects property, rights or interests; conduct which causes self-harm
- **Types of Harm** is set in broad categories, therefore the list below is not exhaustive & no category of harm is excluded
- **Note** that the definition of “an adult at risk of harm” is a matter of individual assessment
- **Therefore if you think its harm, it could be! And must treated consistently with this policy.**

#### 7.12 Specified Categories of Harm

N.B. The following categories are not exhaustive and if there is a situation that may be harmful, that is not mentioned here, than the same actions as set out below must be considered.

- **Physical Harm** - intentional, reckless or neglectful physical harm by action (touching, hitting, slapping, restraint etc.) that results in distress or injury regardless of the degree of the consequences.
- **Sexual Harm** - physical acts of penetrative or non-penetrative contact sexual activity or non-physical sexual activity such as involving visual or auditory exposure to sexually explicit material.
- **Neglect** - failure of responsible individuals to meet the physical, psychological, emotional and social needs of an individual either intentionally or by omission leading to deterioration in their condition in one or more areas of their wellbeing e.g. denial of medication, food, warmth, shelter, care etc.



- **Emotional or Psychological Harm** - behaviour or actions of another leading to fear, loss of self-esteem, loss of dignity, humiliation, feelings of shame, isolation or sensory deprivation.
- **Financial Harm** - the illegal or improper use of the individual's resources (both financial and property) by another person without consent, or through the exercise of undue pressure or influence.
- **Discriminatory Harm** - abusive or derisive attitudes conveyed verbally or in writing, or behaviour aimed at denigrating a person's gender, sexuality, ethnicity, race, culture, religion, age, disability or any other characteristic of the person.
- **Self-Harm includes –**
  - **Self-neglect** - failure by someone to meet his or her own personal, physical and health needs leading to deterioration in their condition;
  - **Self-poisoning** - the ingestion of a substance in excess of the prescribed or generally recognised therapeutic dose or of a recreational or illicit drug in a way that is specifically intended to be self-harmful;
  - **Self-injury** - harm to the body, commonly by cutting with a sharp object, but also by burning/scalding, inserting or swallowing sharp objects, hair-pulling, biting, hitting/punching, banging (head or other body parts), scratching or jumping from height.

### 7.13 Who is an adult at risk of harm?

“An adult at risk of harm” is legally define as a person age 16 years or over who must also meet **ALL** of the following 3 criteria -

1. are **UNABLE TO SAFEGUARD** own well-being, property (*including finance*) , rights or interests
2. are at **RISK OF HARM** and
3. **BECAUSE THEY ARE AFFECTED** by disability, mental disorder (*includes has or has had a mental illness, has a learning disability or diagnosed personality disorder*), illness or physical or mental infirmity, are more vulnerable to harm than other adults

### 7.14 Who are the Harmers?

It is known that anyone, in any circumstance, may cause harm and this could include someone who is associated with NMBC. Therefore the key to this question lies in understanding the following:

A person is at risk of HARM if -

- **another person's conduct** is causing, or likely to cause, harm or
- adult is engaging, or likely to engage, in conduct which causes or is likely to cause, **self-harm**



- “Conduct” includes **neglect** and **failure to act** (e.g. important in ‘care settings’)
- While all three criteria (see 7.13) must be met, this assessment is only possible after an investigation has taken place and this must be carried out and coordinated by the local authority.

## 7.2 **RESPOND - TO THE ADULT**

7.21 If a person wants to talk to you about some form of harm:

- Understand that Social Work Services and/or the Police may need to be contacted
- Therefore be aware of the following advice and use it to guide you, as appropriate to the situation.

7.22 The most important thing to remember is that when a person discloses that harm of any nature is taking place (or has taken place), they are divulging a secret. It is essential therefore that you make sure that the person knows that you believe them.

7.23 Many situations have arisen, in the past, where the first person to be told of such events failed to demonstrate that they believed the person and this led to the abuse being covered up for years and churches have not been immune from such behaviour.

7.24 The adult should be informed that:

- NMBC has a policy about adult safeguarding
- The names of the Adult Safeguarding Representatives and Adult Safeguarding Lead
- Brief information on the role and how to contact them
- This is posted publicly within the church building.

### **Practical Guidelines for Responding to the Adult – see over**

#### **7.25 Practical Guidelines for Responding to the Adult**

The role of anyone in the church at the first response stage is to be an active listener, being empathetic that the adult is likely to be telling someone for the first time about a very significant trauma.

Avoid becoming an active questioner and understand that statutory services may require to investigate further and you do not wish to influence the person’s memory.

The following will help you respond appropriately.

<b>Listen</b>	Take what is said seriously Understand that it is not your role to investigate, but to listen attentively
<b>Reassure</b>	Encourage and affirm that they have done the right thing by telling you Do not judge or condemn and be careful not to appear to trivialise an issue
<b>Remain Calm</b>	You have been chosen because the person feels able to talk to you No matter how difficult it is, remain calm as you listen to what is being disclosed Be aware of your body language, the way you are reacting.

	Be aware that touching someone may not be appropriate and do not initiate hugging – whether same sex or opposite sex.
<b>Be honest</b>	<b>DO NOT</b> promise full confidentiality or offer false reassurance
<b>Be open</b>	<b>DO NOT ASK</b> leading or probing questions, such as “Did she hit you?” Do not ask questions such as those beginning with Who? Why? When? Where?
<b>Ask</b>	Request consent to share information and seek help (this may not be given) Since <b><u>YOU MUST REPORT</u></b> what you have heard, it is best to explain this to the adult
<b>Explain</b>	Be specific that you must speak with the church’s Safeguarding Adviser - ‘USE NAME’ Don’t feel you have to wrap it up quickly, some things need talking through more. Reassure that you will do this ‘as soon as possible’ and report back to them
<b>Report</b> (see below)	<u>Contact the Designated Person for Safeguarding as soon as possible or within 24 hours</u> It may be necessary to more urgently report to statutory agencies, particularly if the person may remain at harm or if a crime requires investigating
<b>Write</b> (see below)	<u>Document what the adult has told you, be specific about the harm in their own words</u> Try to record the questions you asked as well as the answers or information given Do this as soon as possible after the disclosure and include the time and date
<b>Keep confidences</b>	The concerns you have should be kept confidential between you, the adult concerned, the Designated Person for Safeguarding (and the church safeguarding team, if applicable) The Designated Person for Safeguarding may need to inform Social Work Services or the Police

- 7.26 Be aware of the significance of the situation you are faced with and be mindful not to take on other people’s problems as if they were your own. Remember empathy is standing in someone else’s shoes, with your feet firmly in your own.
- 7.27 Do not share any specific experience of your own, however relevant you think it may be.
- 7.28 **NEVER** tell anyone out-with the Adult Safeguarding Team and try to avoid –
- Questions that may appear challenging e.g. Why didn’t you tell anyone before? Are you sure?
  - Expressions of shock e.g. I can’t believe it! I’m really surprised and astonished!

### 7.3 REPORT – WHAT THE ADULT HAS SAID

**It is essential that action is taken within the first 24 hours of awareness of the possibility of harm becoming apparent, through a disclosure, discovery or suspicion.**

**You should aim to be familiar with the advice below.**

#### 7.31 THE PERSON WHO IS REPORTING

The person who is reporting should -

1. IN AN EMERGENCY, such as **threat to life or limb** or for **reporting a crime – do not delay** – contact the appropriate emergency service/s;
2. OTHERWISE, and **in most likely circumstances**, you must **report it to one of the Adult Safeguarding Advisers**, whom failing the Adult Safeguarding Lead (see below), as soon as possible and certainly **within 24 hours**;
3. The person making the report must then make time to record (see below);
4. Maintain confidentiality throughout.

#### 7.32 THE ADULT SAFEGUARDING ADVISER AND/OR THE SAFEGUARDING LEAD

The Adult Safeguarding Adviser and / or the Safeguarding Lead together WITH the person making the report, must determine the following:

1. If the information suggests / or defines, the person as / or possibly, at risk of harm then Social Work Services must be advised **WITHIN 24 HOURS, OR SOONER** in an emergency - should there be any doubt, there is merit in contacting Social Work Services to discuss the situation;
2. Consider if a crime may have been committed and contact Police Scotland;
3. Agree who will act as contact point for -
  - a. Social Work and / or Police
  - b. The adult at risk
  - c. In exceptional circumstances, and with great care, concerned and relevant others such as family who are not involved in the harm may wish a contact person.
4. Agree who will update the person who reported the harm, particularly if someone out-with the church, of actions taken where appropriate;
5. Maintain confidentiality throughout, and require this of all persons involved.

#### 7.33 THE SAFEGUARDING ADVISERS AND SAFEGUARDING LEAD

The Safeguarding Advisers and safeguarding lead should -

1. Consult each other as soon as possible, in most cases;



2. Maintain confidentiality throughout, and require this of other persons involved;
3. Ensure the process is managed by NMBC in accordance with this policy;
4. Consider and act on any lessons learned for future practice.

#### 7.4 **RECORD – WHAT THE ADULT HAS SAID**

- If any person discloses information about a past or present abuse situation, the worker / volunteer must make a hand written narrative of the conversation as soon as possible after they have spoken with that person;
- Record the information - where possible - in **exactly the words used by the person** PARTICULARLY ABOUT THE HARM;
- Record when he / she said it and whether there were any circumstances that lead to this;
- Where you can, write down any questions you asked, followed by the adult's response;
- Record this, as soon as possible, in the NMBC Accident & Incident Reporting Form as soon as possible after the conversation;
- Record dates and times of these events and when the report was written;
- Keep all handwritten notes, even if these have subsequently been typed up;
- DO NOT DISCUSS suspicions or allegations with anyone other than those set out in these procedures.

#### 7.5 **OTHER WAYS THE CHURCH MIGHT BE INVOLVED**

The church, its representatives, staff or volunteers may be involved in the following -

- **Inquiries** - The Council has a duty to make inquiries about an individual's well-being, property or financial affairs where the council knows or believes that the person is an adult at risk; therefore is likely to seek information and may also interview the worker/volunteer
- **Independent Advocacy and other support services** - The Council has a duty to consider providing appropriate services, including independent advocacy, to support adults and the advocate may become involved alongside the adult
- **Investigations** - the Act authorises 'Council Officers' to carry out visits, conduct interviews or require health, financial or other records to be produced, medical examination; therefore specific records made may be requested.

**Please ensure that you seek advice and support within the church (see Section 7 above) if the Council seeks to involve you in any of the above.**



## 8. THE ROLE OF CHURCH LEADERS

- 8.1 Development, implementation and monitoring of this policy testifies to church leaders being proactive about the priority of keeping people safe and that harm in any form will not be tolerated.
- 8.2 Church Leaders will also:
- Have developed and agreed clear lines of accountability and actions to be taken to ensure safeguarding
  - Provide appropriate and accessible training to people, in diverse roles, and with appropriate levels of safeguarding awareness
  - Publicly support, and thank, volunteers who have responsibility / “champion” safeguarding in the church
  - Keep this policy active, monitored and regularly reviewed.
- 8.3 Church Leaders also recognise the emotion & sense of isolation people can feel when faced with a safeguarding issue and will ensure that appropriate support is made available to anyone who has been involved.

## 9. WORKING WITH ADULTS WHO ARE / MAY BE VULNERABLE

### General

9.1 If you have to be alone, including being invited to the adult’s home ensure that some else knows what is happening.

9.2 Care should be exercised about creating a relationship that may create a dependency (e.g. including regular contact). Consider a structured approach to supporting a vulnerable person that may be more sustainable and constructive (e.g. meeting / or communicating at set time/s).

9.3 Be aware that your engagement with anyone, in these circumstances, is likely to be very sensitive and you are asked therefore to avoid all of the following:

- inappropriate or intrusive touching;
- activities which encourage sexual behaviour;
- activities which involve excessive physical contact;
- swearing, sexual innuendo or risqué jokes.

### Working Outwith Church Premises

- 9.4 Outside activities - those taking place away from the normal venue of the group - should be risk assessed and discussed with and approved by the church leadership.
- 9.5 For residential activities, sleeping accommodation should be arranged so that volunteers and staff are not alone in the same room with an adult who has (or may have) been harmed or who is a ‘protected adult’.



- 9.6 For mixed-sex groups ensure there are both male and female volunteers and staff are appropriately deployed.
- 9.7 There should be a suitable number of volunteers and staff attached to each group with the ratio of Volunteers and Staff to people being determined by the age of the people, the level of risk assessed within the overall activity and the nature of specific activities involved.

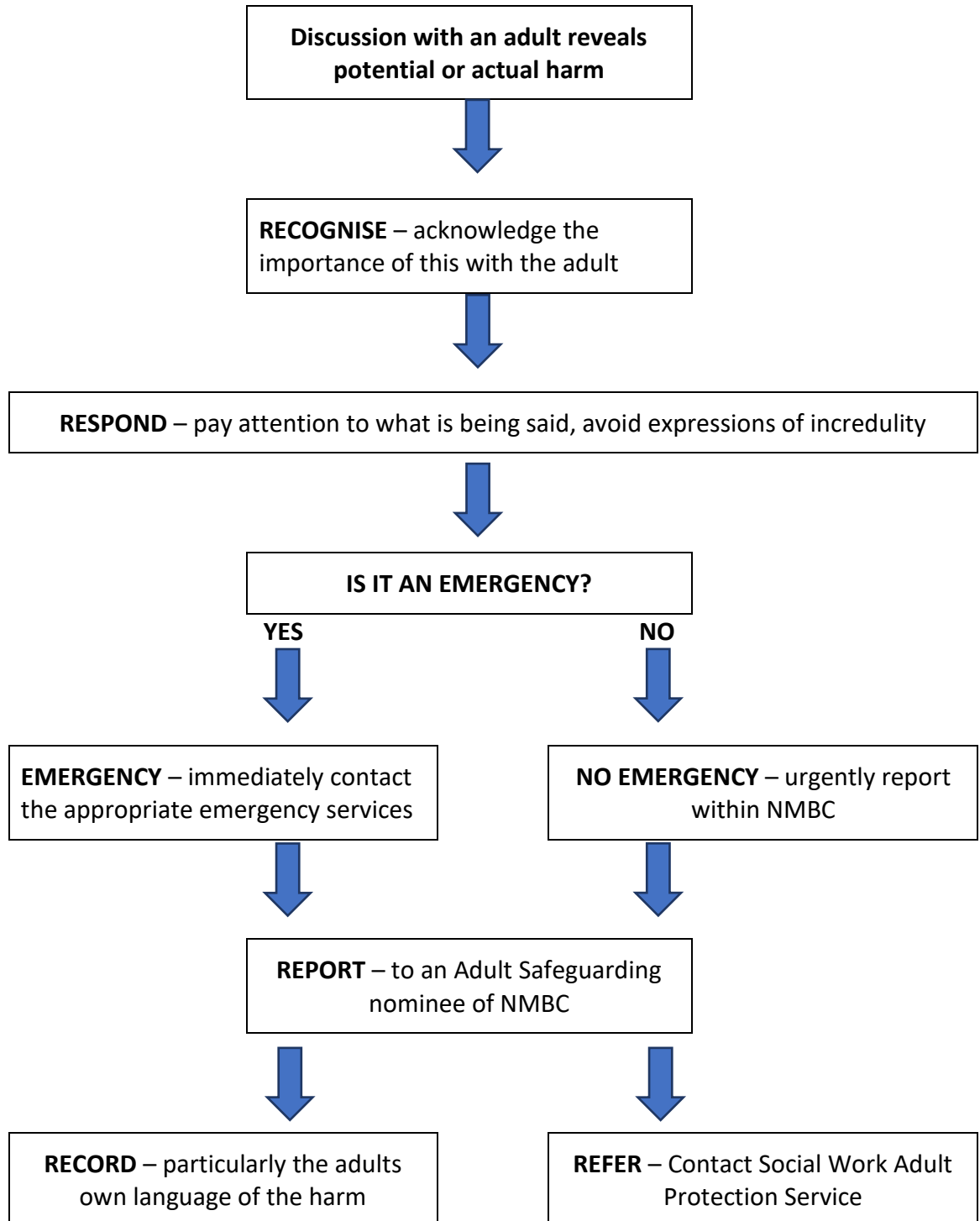


**APPENDIX 1**

**ADULT SAFEGUARDING CONTACTS**

<b>WITHIN NMBC</b>	
<b>ADULT SAFEGUARDING LEAD</b>	SAM MCLEAN
<b>ADULT SAFEGUARDING ADVISERS</b>	ANDREA YOUNG NATALIE ROBERTSON
<b>OUT-WITH NMBC</b>	
<p><b>EAST RENFREWSHIRE SOCIAL WORK SERVICES</b></p> <ul style="list-style-type: none"> <li>• Office Hours - (0800 to 1800) - Telephone 0141 577 3003</li> <li>• Out of Hours - Emergency Contact - Glasgow and Partners Emergency Social Work Services 0300 343 1505</li> </ul> <p><b>POLICE SCOTLAND PUBLIC PROTECTION UNIT</b></p> <ul style="list-style-type: none"> <li>• Telephone 999 in an emergency or</li> <li>• Telephone 101 in a non-emergency</li> </ul>	

**FLOWCHART OF DISCLOSURE**  
(see Adult Safeguarding Policy Section 7)





## APPENDIX 3

### PROTECTION OF VULNERABLE GROUPS (PVG) SCHEME

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by [Disclosure Scotland](#). It helps make sure people whose behaviour makes them unsuitable to work with children and/or **protected adults**, can't do '[regulated work](#)' with these vulnerable groups.

#### 1. DEFINITION OF A PROTECTED ADULT

Section 94 of the Protection of Vulnerable Groups (Scotland) Act 2007 ("the PVG Act") defines a protected adult as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service.

#### 2. WHAT SERVICES MAKE A PERSON A PROTECTED ADULT?

There are four categories of services receipt of any one of which makes an individual a protected adult <sup>14</sup>:

##### 2.1 Registered Care Services

A service by a person carrying out (a) a support service; (b) an adult placement service; (c) a care home service; or (d) a housing support service.

##### 2.2 Health services

A service provided or secured by a public health body - concerning the treatment, care and support of, and provision of advice and assistance to individuals in relation to health and well-being, or similar services provided by an independent health care service - provider.

##### 2.3 Community care services

Social work and mental health services provided or secured by a council, or self-directed support paid for by a council.

##### 2.4 Welfare services

A welfare service includes any service which provides support, assistance, advice or counselling to individuals with particular needs, meeting the following conditions. The service must be a service that:

- (a) is provided in the course of work to one or more persons aged 16 or over,
- (b) is delivered on behalf of an organisation,
- (c) requires training to be undertaken by the person delivering the service,
- (d) has a frequency and formality attached to the service, **and**
- (e) either -
  - (i) requires a contract to be agreed between the service provider and the recipient of the service prior to the service being carried out, **or**
  - (ii) is personalised to an individual adult's needs.



### 3. RELEVANCE TO NMBC

**It is unlikely, at this point that NMBC will offer services directly to 'protected adults' and therefore most group-based activities for adults do not require staff or volunteers to join the PVG scheme.**

However, as current, people who do home visits on behalf of the church are likely to come into contact with 'protected adults' and therefore staff and volunteers in this role (e.g. Pastoral & Practical Care Team) must join the scheme.

### 4. HOW THE SCHEME WORKS

When someone [applies to join the PVG Scheme](#) Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations.

The application process involves gathering criminal record and other relevant information. This can be shared with the employer who is providing regulated work, unless the person [applies to have a conviction removed](#) from their PVG Scheme record.

If the information shows the applicant might be unsuitable for regulated work, they'll be referred for further investigation as part of the '[consideration process](#)'.

### 5. ONCE SOMEONE IS A PVG SCHEME MEMBER

Disclosure Scotland keeps checking their suitability to continue working with children or protected adults. If they find new information which means someone might have become unsuitable to work with children or protected adults, they'll tell their employer.

### 6. 'HARMFUL BEHAVIOUR' BY PVG SCHEME MEMBERS

NMBC will fulfil its duty to liaise and work with other organisations to safeguard children and vulnerable adults. This may include sharing information or making referrals to social services or other relevant agencies and also the prompt reporting of incidents to [Police Scotland](#).

As an organisation with staff and volunteers doing 'regulated work', NMBC has a duty to report to [Disclosure Scotland](#) any harmful behaviour that might affect whether the person is allowed to work with children or protected adults. This applies whether the person is a member of the PVG Scheme or not. This is called making a referral. Similarly Disclosure Scotland will inform NMBC if a person known to the scheme comes to its attention.

Making appropriate referrals is one of the ways NMBC can demonstrate that it is complying with the [duty to act with care and diligence](#).

A referral to Disclosure Scotland should be made where a person has caused harm [physical harm; psychological harm or unlawful conduct which adversely affects another person's



property, rights or interests (theft, fraud, embezzlement or extortion)] or where there is risk of harm or where it is considered necessary to permanently remove an individual from doing regulated work. See [referral to Disclosure Scotland](#).

#### **7. BARRED FROM REGULATED WORK**

If Disclosure Scotland decides that someone's unsuitable to do regulated work with vulnerable groups, they'll bar them from working with children and/or protected adults, and inform their current employers. They'll also remove them from the PVG Scheme and tell any other employers listed on their record that they have been barred.

#### **8. HOW LONG DOES IT LAST?**

A PVG Scheme member's paper certificate shows the information available on the day it was created. Membership of the scheme lasts forever though, and scheme members are continuously checked, unless they decide to [leave the scheme](#).