Holy Trinity Policy and Practice for the Safeguarding of Vulnerable Adults
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Holy Trinity Policy for the Safeguarding of Adults

This statement was adopted by Holy Trinity Church, Leicester at the Parochial Church Council meeting held on June 10th 2014 and renewed on______________________.

This policy will be reviewed each year by the Adult Safeguarding Co-Ordinator to monitor the progress which has been achieved.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

2. We commit ourselves to respectful pastoral care for all adults to whom we minister.

3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

4. We commit ourselves to promoting safe practice by those in positions of trust.

5. We commit ourselves to promoting the inclusion and empowerment of people who may be vulnerable.

6. We believe that it is the responsibility of every member of the Church to prevent the physical, emotional, sexual, financial and/or spiritual abuse of vulnerable people and to report without delay any such abuse that we discover or suspect.

7. We will seek to offer informed pastoral care to anyone who has suffered abuse and offer, where appropriate, healing ministry. We will also care for and supervise any member of our church community known to have offended against a vulnerable person.

8. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

9. We are committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

10. Holy Trinity has due regard for the guidelines of the Church of England and the Safer Recruitment and Safeguarding Adults Policies agreed by the Diocese of Leicester

11. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

Holy Trinity PCC appoints **Cheryl Pharoah** to listen to, and represent the concerns and views of vulnerable people in our Church and to outside bodies.

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<tr>
<td>Vicar</td>
<td></td>
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<tr>
<td>Churchwarden</td>
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<tr>
<td>Churchwarden</td>
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<tr>
<td>Date</td>
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Context and Definitions

1. Founding Documents for Safeguarding Adults in our Church

1.1 Holy Trinity PCC fully supports “Promoting a Safe Church”, the policy for safeguarding adults in the Church of England (Church House publishing 2006) available at www.churchofengland.org/media/37405/promotingasafechurch.pdf

1.2 ‘Promoting a Safe Church’ explains how society has changed in recent years and the need to be aware that vulnerable adults can be harmed and need protection. Parliament passed the Care Standards Act in 2000 and the Department of Health published the guidance document “No Secrets” (www.dh.gov.uk)

1.3 We will also have due regard for the following policies adopted by the Diocese of Leicester:
   ‘Safer Recruitment’ (June 2013)
   ‘Safeguarding Adults’ (November 2013)

1.4 In formulating our policy at Holy Trinity, we are mindful of these documents and our responsibilities.

1.5 We therefore seek to recognise and support vulnerable people within our church community with compassion, dignity and understanding.

2. Vulnerability

2.1 We recognise that all of us are subject to the changes and chances of this world. We all have strengths and weaknesses, capacities and restrictions and can become more vulnerable under stress.

2.2 Because of physical or social circumstances, we understand that some people may have higher levels of vulnerability. We also believe that vulnerability is not an absolute and an adult cannot be labelled as ‘vulnerable’ in the same way as a child (i.e. someone under 18 years of age).

   Factors that may increase vulnerability include:

   - A sensory, or physical disability or impairment
   - A learning disability
   - A physical illness
   - Mental ill health (including dementia), chronic or acute
   - An addiction to alcohol or drugs
   - The failing faculties of old age
   - A permanent, or temporary reduction in physical, mental, or emotional capacity brought on by life events e.g. bereavement, trauma, or previous abuse
   - Financial pressures

3. Working Definitions

3.1 To help us focus on those people for whom our church should have a particular care, we have referred to “Promoting a Safe Church” which offers this working definition for vulnerable adults:

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

3.2 Mistreatment is defined in “No Secrets” as ‘a violation of an individual’s human and civil rights by any other person, or persons’. (Within the church this could be any misuse of a pastoral or managerial relationship.) The term Mistreatment covers Abuse, Bullying and Harassment.

3.3 Harm is what results from mistreatment.
4. Biblical Context

4.1 The Bible teaches us that all people are created in the image of God, are completely known and totally loved by God. That God sent His Son to die that each and every one of us may be restored to relationship and fellowship with Him. We believe it to be God’s plan and intention that everyone has the opportunity to have life and have it to the full. (John 10v10)

It also teaches that God showed us, in the life of Jesus, His willingness to be vulnerable. He fully shared our human life and our world of pain, poverty, suffering and death throughout His ministry, Jesus showed compassion towards the marginalised, outcast and stranger, reaching out with God’s love. Matt 20:29-34, Mark 1:40-45, Luke 7:12-16, 1 Peter 3:8-9

The heart of our pastoral caring is love for God and for our neighbour. It is our intention that this love is expressed in all our relationships and will reach out across barriers of exclusion.

4.2 We are also challenged to seek justice in all human affairs, providing a voice for the voiceless. None of us is invulnerable and we understand that some life events will increase our vulnerability e.g. bereavement, illness. We are aware that some people are marginalised because of a particular vulnerability e.g. a learning disability, addiction to alcohol, or drugs, a sensory impairment. We believe that we all need to receive God’s healing love to rebuild relationships with others and within ourselves. Our pastoral care within our church will aim to be healing, sustaining and reconciling.

Practice Guidance

5. Introducing the Practice Guidance

The Holy Trinity Policy for Safeguarding of Adults has a number of practical implications in order to ensure an environment where all people, and especially those who may be vulnerable for any reason, are able to worship and pursue their faith journey with encouragement and in safety.

5.1 Section 6 will discuss how the policy will be implemented and who is responsible for ensuring this happens.

5.2 Section 7 will discuss how to successfully carry out pastoral care respectfully and safely in regard to working with vulnerable adults.

5.3 Section 8 will discuss how to respond to any allegations of mistreatment, abuse, harassment, or bullying without delay. There will be co-operation with the police and local authority in any investigation. (See also appendices 4, 5 and 6.)

5.4 Sections 9 and 10 will look at how all church workers (ordained, lay, paid, or voluntary) will be recruited with care and will be provided with training and support. (See also appendix 3.)

5.5 Section 11 will address training and supervision requirements of staff and volunteers.

5.6 Section 12 Looks at how, where people have offended and/or have been released from prison and may be a continuing risk to vulnerable people, the risks will be managed sensitively with the protection of others in mind and in agreement with the Diocese Safeguarding Advisor.

6. Implementation of the policy at Holy Trinity

6.1 Our premise is that everyone has a responsibility for the safety, well-being and protection of others. Within the church we will ensure a welcome for everyone, including those who may be vulnerable.

6.2 We believe that this policy should be the concern of the whole church community, presented to the PCC for adoption and be reviewed and reaffirmed annually by the adult safeguarding co-ordinator.
6.3 The policy will be included in a welcome pack for all new employees working with vulnerable adults both paid and volunteers and will be made accessible via www.holytrinityleicester.org. Everyone will be required to sign to say they have received and read the policy.

6.4 Staff will be sent by the safeguarding co-ordinator the reviewed document to read annually after it has been reaffirmed by the PCC.

6.5 The PCC will appoint an independent named person to act on behalf of vulnerable people. Such a person may also receive information about concerns and will be available listen to and represent views. If there is evidence of abuse this will need to be reported as soon as possible to the appointed Diocesan Safeguarding Adviser and to the statutory agencies

[The independent named person for Holy Trinity is Cheryl Pharoah.]
[The Adult Safeguarding Co-ordinator for Holy Trinity is Bridget Rennie.]
[The Diocesan Safeguarding Advisor is Rachael Spiers.]

7. Lone Working

7.1 In order to ensure a safe environment for respectful pastoral care all prayer ministry appointments (or similar) will be performed with a two to one ratio.

7.2 Private pastoral conversations with a vulnerable adult will take place in a public place such as a coffee shop or in a visible space within the church building.

7.3 Under any extreme circumstances where staff or volunteers are required to be alone with a vulnerable adult they will report the situation to their team leader or line manager both before and at the end of the meeting.

8. Procedure for Responding to, Recording and Reporting Any Safeguarding Issue

8.1 It is the responsibility of the whole church to respond to any allegations or disclosures. Information on how to respond will be available in the office and at the welcome desk. (See appendix 4)

8.2 In regard to any disclosures of abuse of vulnerable adults happening outside the church a confidential record of the disclosure will be kept by the adult safeguarding co-ordinator.

8.3 Encouragement and support will be offered to anyone experiencing abuse to find the help needed to escape any dangerous situation if they are willing to take such as action. Signposting will also be given for support for survivors of abuse.

8.4 All volunteers and staff working with vulnerable adults will be provided with a copy of Responding to a Person Disclosing Abuse (Appendix 6) and will know to report such disclosures to the adults safeguarding co-ordinator to keep a record.

8.5 With regard to any disclosures in which the perpetrator is a member of Holy Trinity (staff or lay) the disclosure should be reported to the independent named person for safeguarding or the vicar according to what is appropriate or convenient. They will then follow the procedure outlined in the diocesan guidance. (See appendix 5)

9. Recruiting Paid Employees and Volunteers

9.1 The PCC will have an agreed policy as to how people will be recruited and appointed to work with both adults and children and who will be involved in this process. (This process is outlined in section 10 and appendix 3.)
9.2 Care will be taken in assessing the suitability of anyone who is asked to work specifically with vulnerable people and any concerns will be raised with the Vicar.

9.3 Anyone who holds a leadership position must inform the Vicar, or relevant staff member of any potential new recruits so that the safer recruitment process can be followed carefully.

9.4 People may visit groups on an initial one off basis prior to starting the recruitment process but they will not be made responsible for a group or left in sole charge.

9.5 We will not have staff or volunteers under the age of 18 working with vulnerable adults.

10. The Safer Recruitment Process

10.1 For any paid or voluntary position we will ensure the person understands their responsibilities and will be ultimately accountable to the Vicar and/or other member of the Senior Leadership Team. They will have a written job/role description and regular interaction with their team leader.

10.2 We will ask applicants to fill in an application form. (See Appendix 1 for a generic volunteer application.)

10.3 We will ask each applicant to complete a confidential self-declaration form. This gives the individual the opportunity to declare any convictions, or allegations at an early stage. It should be made clear to the applicant to whom the form should be returned and who will see any confidential information it contains.

This initial declaration should be to their ministry leader and then anything of concern will be discussed with the vicar. Any information of potential concern should also be discussed with the Diocesan Safeguarding Adviser or the Archdeacon of Leicester.

Volunteers working with vulnerable adults will complete the declaration in appendix 1 and potential staff members will complete the full declaration in appendix 2.

10.4 We will interview the candidates. Interviews for volunteers will be relatively informal but will need to ensure that the volunteer and the task are compatible and that the volunteer has the necessary skills to carry it out.

10.5 We will seek two references for all successful applicants; at least one of which will be from outside either Holy Trinity or any previously attended church.

10.6 For the purposes of deciding who will require a DBS check, we will refer to the guidance notes provided by CCPAS and follow the procedure accordingly.

10.7 If applicants have lived outside the UK, it will be the responsibility of Holy Trinity PCC to satisfy themselves through references or equivalent DBS procedures that they are suitable people to be appointed.

10.8 When all the checks have been completed and the person is appointed, any contract, probationary period, or commissioning should be agreed. The person appointed will receive a welcome pack including (at least) Holy Trinity’s policies for Safeguarding Children and for Adults and a role description. They will be required to sign to say they have read and agree to adhere to said policies and role description. Post holders will be offered appropriate training and support to carry out their tasks.

10.9 The PCC will also consider DBS checks if they are running a specific project where an outside organisation is an active partner.

11. Training

11.1 Holy Trinity Church will offer appropriate training relating to individual roles.
11.2 Both volunteers and employed members of staff who work with vulnerable adults or children, directly or indirectly, will be required to attend safeguarding training provided by the Diocese of Leicester.

12. **Managing the risk of those with potentially offensive behaviour to worship safely at Holy Trinity**

12.1 In the event that someone within the congregation*, volunteer teams or staff discloses any previous criminal conviction, that they are on either the Protection of Children Act (POCA), List 99 or the Protection of Vulnerable Adults List (POVA), or that an awareness of this arises from a DBS check the vicar and Diocesan Safeguarding Advisor should be made aware within 24 hours.

*For members of the congregation with a previous conviction who are not in any position of responsibility and not on POCA, List 99 or POVA it may not be necessary to make the DSA aware. This decision will be made at the vicar’s discretion. For example, a congregant discloses that 30 years ago they were convicted for being drunk and disorderly as a student, the circumstances suggest that this was a one off conviction with no further repercussions.

12.2 The person will be made aware that this is what will happen and that there may* be a need to put a Safeguarding Agreement in place between themselves, the DSA, the church and any other relevant parties e.g. probation services.

*Upon further investigation of previous criminal conviction the DSA may discern no further action is required.

12.3 The DSA will then be responsible for ensuring the arrangement of the Agreement in partnership with the vicar or other responsible member of staff.

12.4 Awareness of the Agreement will be shared with all those necessary to ensure the fulfilment of the details of the Agreement.
Appendix 1

APPLICATION FORM FOR WORKING WITH VULNERABLE ADULTS

We ask all prospective leaders or helpers working with vulnerable adults to complete this form. The information will be kept in a secure place in the church office.

Your details (PLEASE PRINT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Post Code</th>
</tr>
</thead>
</table>

The name of the church to which you belong

Your experience

Please give details of any special interests and skills you have, and previous experience of working with vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups:

Your qualifications or training

Please give details of any relevant qualifications or appropriate training:

Are you prepared to undertake some (more) training? (Some safeguarding training will be required.) Yes  No

References

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal character reference if contacted. Please suggest one person from outside the church organisation if possible. If you are from another church, please give the name of your leader as one of your referees.

<table>
<thead>
<tr>
<th>Reference One</th>
<th>Reference Two</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
<td></td>
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<tr>
<td>Email</td>
<td></td>
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<tr>
<td>Occupation</td>
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Role Description

At Holy Trinity we value the diverse community that makes up the church and the wider community we support. Many of the people in these communities have vulnerabilities and we aim to serve, bless and share the love of God with them.

You will be joining the ____________________________ team.

- You will be responsible to ________________________ and they will provide guidance and training on all aspects of the role.
- You may be required to arrive early and help set up the room before the session starts.
- You may be invited to participate in prayers for the group.
- Alongside all the more practical aspect of your role outlined by your leader as a volunteer you may have opportunities to provide pastoral care and prayer for our guests.
- You are expected to abide by all aspects of safeguarding in order to provide a safe environment for all.
- The role is subject to a probationary review after three months.

Self Declaration

In order to participate in this role, you may be required to submit a DBS check.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?
2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?
3. Are you at present under investigation by the police or an employer for any offence?
4. Has your name been placed on the Protection of Vulnerable Adults List (POVA), barring you from work with vulnerable people?
5. Is there anything else you feel we should be aware of?

Yes/No

If Yes please provide details:

If you require more space please indicate here how many pages you have attached to this form and ensure you have written your name on each additional sheet.

I declare that the information above (and on any attached sheets) is accurate and complete to the best of my knowledge.

Signed

Full Name

Date  dd  mm  yyyy
Appendix 2

Confidential Declaration Form

To be completed by those wishing to work with children or vulnerable people.

The Confidential Declaration form applies to beneficed clergy, those who hold the bishop’s licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children or vulnerable people. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop’s advisers for children and vulnerable people. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

   YES   NO

   Note: Declare all convictions, cautions, warnings or reprimands however old, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the ‘Rehabilitation Act 1974’. Convictions obtained abroad must be declared as well as those from the UK.

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

   YES   NO

3. Are you at present under investigation by the police or an employer for any offence?

   YES   NO

4. Has your name been placed on the Protection of Children Act (POCA), List 99 or the Protection of Vulnerable Adults List (POVA), barring you from work with children or vulnerable people?

   YES   NO

5. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

   YES   NO

   Note: Declare any finding of fact by a civil court that you actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

   YES   NO

   Note: Make any statement you wish regarding any incident you wish to declare.
7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

| YES | NO |

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children’s Services, an employer or voluntary body must be declared.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

| YES | NO |

9. Have you any health problem(s), which might affect your work with children or vulnerable adults.

| YES | NO |

Note: Declare in confidence any health issues that may affect your ability to work with children or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

*significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.

Declaration

I declare that the above information (and that on the attached sheets **) is accurate and complete to the best of my knowledge.

Signed

Full Name

Date  dd  mm  yyyy  Date of Birth  dd  mm  yyyy

Address

** Please delete if not applicable. Please return completed form to ________________________________ (insert incumbent, or nominated person’s name and address here)

Before an appointment can be confirmed applicants may be required to provide an enhanced/standard disclosure from the Disclosure and Barring Service – see incumbent or nominated PCC member for more details. All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.
### Safer Recruitment Process Chart

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<tr>
<td>1</td>
<td>Visit</td>
<td>A visit by the applicant to the church or team is recommended but the applicant will not be given any position of responsibility or left alone with any vulnerable person or persons.</td>
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<tr>
<td>2</td>
<td>Apply</td>
<td>Application forms will vary according to the post.</td>
</tr>
<tr>
<td>3</td>
<td>Job/Role Description</td>
<td>A role description will be included in the application.</td>
</tr>
<tr>
<td>4</td>
<td>Self-Declaration</td>
<td>A self-declaration is required at the point of application. Volunteers can use a generic version of the declaration whereas staff members will be expected to complete the full confidential declaration form. The forms will be held in a secure environment within the church office.</td>
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<td>5</td>
<td>Interview</td>
<td>Either a formal interview will be held for applicants for paid positions or a more informal interview for volunteers. Either will be an opportunity to assess the applicant’s suitability for the role.</td>
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<td>6</td>
<td>Discernment</td>
<td>It is our policy never to place someone in a role because the role needs filling but to find the right person for the task and the right task for the person. Therefore, we will always allow a period of discernment to take place before proceeding with any appointment.</td>
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<td>7</td>
<td>Two References</td>
<td>Two references will be sought for all successful applicants. At least one must be from outside the church.</td>
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<td>8</td>
<td>DBS</td>
<td>DBS disclosures will be gathered according to the guidelines produced by CCPAS.</td>
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<td>9</td>
<td>Induction</td>
<td>Successful applicants will receive an induction from their line manager or team leader which will include a receiving a welcome pack.</td>
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<td>10</td>
<td>Welcome Pack</td>
<td>Whilst not an exhaustive list welcome packs will include both Child and Adult Safeguarding policies for members of staff or whichever is most applicable for the post and whatever else is deemed appropriate by the line manager or team leader.</td>
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This chart is in compliance with the policy laid out in the Church of England Safer Recruitment Practice Guidelines published June 2015.
Holy Trinity
Guidance for Reporting Abuse

Are you concerned about possible abuse to yourself or to someone you think is being abused?
Contact the Independent Person for Safeguarding:
Cheryl Pharoah - cpharoah@holytrinityleicester.org
or John McGinley - vicar@holytrinityleicester.org

If the matter is urgent and you suspect someone is being harmed, please contact your local social services office or the police to report abuse.

Leicester Health and Social Care: 0116 4541004
Leicestershire Health and Social Care: 0116 3050004
email: adultsandcommunitiescsc@leics.gov.uk
Rutland Health and Social Care:
daytime: 01572 722577 out of hours: 0116-2551606
Police:101 (non emergency) or 0116 2222222
Police text message service:07624 818 901

Remember you can also call
Childline: 0800 1111
National Domestic Violence Helpline: 0808 2000247

We are committed, within our church community, to the safeguarding and protection of vulnerable people.
Appendix 6

Responding to a Person Disclosing Abuse

Listen
- Listen. Keep listening. Do not question or investigate
- Do not promise confidentiality: tell them we need to share this
- Assure them they are not to blame
- Tell them what you are going to do and that they will be kept informed
- Make careful notes of what is said, record dates, times, events and when you are told
- Report it to the person to whom you are responsible
- Only tell those who need to know

Record
- Date, time
- Names
- Where, what happened
- Who was there
- Who was told
- What action was taken/ who was it passed to?
- Who said what?
- Where is the information kept?

Respond
- In an emergency where you believe an adult or child is in danger, call 999 first.
- Give/send log to your designated officer (e.g. Vicar, safeguarding coordinator) as soon as possible.
- If the concern is about a child, you do not have to seek the child or family’s permission to pass on a concern (although this will sometimes be appropriate to your role).
- If the concern is about a vulnerable adult, try to seek their permission first.
Supplementary Material

List of those people who should be screened according to this policy. It is given for illustrative purposes only and is not exhaustive.

- Staff members
- PCC
- Triangle
- TMAL
- Prayer ministry team
- MSC Pioneers and Core Team leaders

Relevant checks will be carried out as necessary for individual circumstances