



**SAFEGUARDING POLICY &
PROCEDURES FOR ADULTS WITH
ADDITIONAL CARE AND SUPPORT
NEEDS**

Rhiwbina Baptist Church

Registered Charity 1132188

Ratified by Trustees April 2025

Next review April 2026

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THE RHIWBINA BAPTIST CHURCH SAFEGUARDING POLICY FOR ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS

POSITION STATEMENT

Rhiwbina Baptist Church has a collective duty to safeguard the welfare of all people attending the church and participating in its activities.

The church leadership team and trustees recognise the need and is committed to ensuring we have a safe and caring environment for vulnerable adults. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human rights which states that everyone is entitled to 'all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status'.

The church leadership has adopted the procedures set out in this safeguarding policy in accordance with statutory guidance including Working Together to Safeguard People 2018 (Wales), the Social Services and Well-being (Wales) Act 2014 and the Wales Safeguarding Procedures 2019. We are committed to developing constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and attached guidelines are based on the safeguarding standards published by thirtyone:eight, an independent Christian charity which helps organisations protect vulnerable people from abuse and prepared in consultation with Rhiwbina Baptist Church and All Wales Safeguarding Procedures.

It is reviewed annually and is next due for review in April 2026.

The leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for relevant workers, (employees or volunteers) and will regularly review the operational guidelines.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation and that it is welcoming and inclusive.
- Support the Designated Person for Safeguarding (DPS) in their work and in any action they may need to take to protect children and adults with care and support needs.
- The leadership agrees not to allow the document to be copied by other organisations.

RECOGNISING ABUSE

Defining abuse against an adult is a complex issue. A person may abuse by inflicting harm or failing to prevent harm. Adults in need of protection may be abused within a family, an institution or community setting. Very often the abuser is known or in a trusted relationship with the adult.

In order to safeguard those in our places of worship and organisations, we adhere to the UN Universal Declaration of Human Rights with reference to article 5, which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

1. Definitions

An adult with additional care and support needs is:

‘A person who is 18 years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to protect themselves against significant harm or serious exploitation’.

The definition may include a person who:

- has a learning disability
- has mental health problems, including dementia
- an older person with support/care needs
- is physically frail or has chronic illness
- has physical or sensory disability
- misuses drugs or alcohol
- has an autistic spectrum disorder

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

2. Signs and symptoms

Forms of abuse include:

- **Physical** such as hitting, pushing, pinching, shaking, misusing medication, scalding, hair pulling.
- **Sexual** such as forcing someone into unwanted sexual activity, being touched inappropriately, rape, sexual assault, or sexual acts to which the vulnerable adult has not or could not have consented, or to which they were pressurised into consenting.
- **Psychological or emotional** such as intimidation, being threatened, being ignored on purpose, humiliation, blaming, controlling, coercion, harassment, verbal abuse,

being prevented from friends and family visiting or being prevented from receiving services or support.

- **Financial** such as stealing someone's money or spending it on the wrong things, putting pressure on someone to make changes to their will or spend their money against their wishes, fraud or exploitation, pressure in connection with property, inheritance, misuse of property, possessions or benefits.
- **Neglect** such as ignoring medical or physical care needs' preventing access to health, social care or educational services, not caring for someone properly, not providing adequate food, putting them at risk.
- **Discriminatory** such as when a person is treated unfairly because of their colour, religion, disability or sexual orientation.
- **Institutional** such as rigid, intensive routines, or inadequate privacy or comfort. This can happen in care homes or hospitals or when someone receives an institutional style of care in their own home.

3. Safeguarding awareness

The church leadership is committed to providing safeguarding training for all workers (staff or volunteer) who have a specific remit or responsibility for working with vulnerable adults as well as develop a general culture of awareness of safeguarding issues.

The church will facilitate access to appropriate training (levels 2 & 3) via South Wales Baptist Association or Foundation and Advanced via thirtyone:eight.

All our workers will receive induction training (Level 2 or Foundation) before an appointment is taken up and undertake recognised safeguarding training every three years.

All trustees, the Core Leadership Team (CLT) and designated persons for safeguarding should undertake Level 2 & 3 training or Foundation & Advanced every three years.

The leadership also needs to ensure that adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

A worker or other person in receipt of allegations of suspicions of abuse should report their concerns as soon as possible to the Designated Person for Safeguarding (contact information on page 9) who will act on their behalf in dealing with the allegation or concern and if indicated refer the matter on to the statutory authorities (Police, Adult Social Services). Where there is doubt, advice can also be sought from thirtyone:eight.

The Designated Person for Safeguarding (DPS) may need to inform others depending on the circumstances and/or nature of the concern, for example, the CLT, chair of trustees and insurance company.

Suspensions should only be discussed with the nominated people above and the leadership will support the DPS accepting that any information in their possession will be shared in a strictly limited way on a need-to-know basis. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight although the Leadership hopes that members of the church will feel able to use this procedure.

1. Adult protection procedures

Suspensions or allegations of abuse or harm, including: **physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse**

If there is a concern about any of the above, the DPS will:

- Contact the Adult Social Care Team who has responsibility under the care act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained an injury, contact the emergency services informing them of any suspicions.

If there are allegations of abuse against an adult who has care and support needs, the Social Services and Well-being (Wales) Act 2014; Part 7, places the duty upon the local authority (Adult Services) to investigate these situations. This may result in action against the person or organisation causing the harm, increasing the support for the carers or no further action if this is the victim's choice and they have the capacity to communicate their decision. This is a decision for adult services and not the church.

2. Useful telephone numbers

Thirtyone:eight helpline:

24 hour number **0303 003 1111**

Cardiff Adult Social Services – Safeguarding team

Office hours **029 2233 0888**

Out of hours emergency **029 2078 8570**

Baptist Union Safeguarding Lead
Kath Needham (Partnership Safeguarding Lead)
safeguarding@swba.org.uk
07389 728669

Church staff

Gareth Lloyd

Church Leader

Rach Davis

Young People and Families Co-ordinator

Safeguarding team

The following individuals have overall responsibility for safeguarding oversight and administration.



Jo Oats

Safeguarding Administrator

029 2062 3791

Safeguarding oversight & DBS checks – The church office administrator (Jo Oats) is the designated person to confirm identity and submit completed forms for Disclosure and Barring Service (DBS) checks.

Safeguarding administration – The church office administrator (Jo Oats) is also responsible for establishing and maintaining all files and data relating to the safeguarding policy and for monitoring and facilitating its implementation to ensure that new workers, leaders and helpers are appointed in accordance with the policy.

‘Designated Person for Safeguarding’ – Jude Davies and deputies Siân Hopkins and Gareth James, have experience in safeguarding matters and have been appointed to receive information, advise and respond to safeguarding concerns and ensure the policy is fully implemented. The DPS acts as a link between the church and other agencies or bodies on safeguarding matters.

Email contact for DSP and deputies is: safeguarding@rbc.ac



Jude Davies
Designated Person
for Safeguarding



Siân Hopkins
Deputy Designated
Person for
Safeguarding



Gareth James
Deputy Designated
Person for
Safeguarding

PREVENTION

1. RECRUITMENT

The Leadership will ensure that all workers (paid or voluntary) who have a specific remit or responsibility for adults with additional care and support needs will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes:

- A written job description/volunteer agreement form
- Written references obtained for leadership roles
- DBS check completed
- Appropriate safeguarding training is provided and all workers supplied with a copy of the church's safeguarding policy for adults with additional care and support needs.

2. 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 provided with a code of conduct towards adults with additional care and support needs which is contained in Appendix 1 of this document. If there are allegations of abuse against a person working with adults with additional care and support needs, the safeguarding officer will follow the Adult Protection Procedure and in addition:

- liaise with Adult Services who will investigate the situation. It may be necessary to suspend the worker or remove them from their activities
- when allegations are substantiated or there is sufficient cause for concern, the church has a legal duty under the Safeguarding Vulnerable Groups Act 2006 to make a referral to the Disclosure and Barring Service in conjunction with the local authority
- notify the Charity Commission of significant abuse by a worker (paid or voluntary).

PASTORAL CARE

1. SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care through the Core Leadership Team, pastoral care worker or life groups to support those who have been affected by abuse and also working with the statutory agencies as appropriate.

2. WORKING WITH OFFENDERS

When someone attending the church is known to be a risk to adults with additional care and support needs, the Leadership will supervise the individual concerned and offer pastoral care but in its safeguarding commitment to the protection of adults with additional care and support needs, set boundaries for that person which they will be expected to keep to.

In practice, the risk is managed by creating a policy and code of behaviour tailored to the individual. This may involve drawing up a contract giving details of the boundaries the individual is expected to keep, and the support which will be provided. Statutory agencies such as the probation service may need to be involved to inform the risk assessment.

PARTNERSHIP WORK

The church is responsible for all of the activities taking place within its facilities. If individuals, groups or other organisations are allowed to use the premises, they should be given a copy of the safeguarding policy and agree to abide by it unless they have a policy of their own.

APPENDIX 1

ABUSE OF TRUST – Code of conduct for positions of trust

A relationship of trust can be described as one in which one party is in a position of power and influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of their relationship.

Government guidance advocates that all organisations including places of worship produce a Code of Conduct on sexual activity between individuals within a relationship of trust containing the following points:

- The leadership recognises the paramount need to safeguard and promote the welfare of adults with additional care and support needs and protect them from sexual exploitation by those looking after them within a relationship of trust.
- The code of conduct is derived from Home Office Guidance *‘Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust’*.
 - A helper or paid worker, supporting an adult with additional care and support needs must adhere to their responsibilities and not enter into a sexual relationship.
 - Any behaviour, which might allow a sexual relationship to develop, must be avoided.
 - A worker must never use their position to gain access to information for their own or others advantage.
 - A worker must never use their position to intimidate, bully, humiliate, threaten, coerce or undermine.
- The church’s safeguarding policy defines ‘adults with additional care and support needs’, sets out procedures for appointing helpers and workers and provides training to ensure that all relevant workers are aware of this issue.
- Any individuals who deviate from the policy and government guidance will be removed from their role and appropriate action taken if indicated.

APPENDIX 2

DISCRIMINATION ACT (EQUALITY ACT 2010)

The Equality Act 2010 applies to all service providers including the voluntary and community sector. The Act protects anyone who has or has had a disability meaning that they should not be harassed or treated less favourably because of their disability. It also protects a person from being treated less favourably because of their association with a disabled person.

Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. 'Substantial' means more than minor or trivial. 'Impairment' covers, for example long-term medical conditions such as asthma or diabetes and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions and learning difficulties.

Discrimination can be classified as:

- **direct disability discrimination** which occurs when a person is denied a service or receives a worse service because of prejudice
- **discrimination arising from disability** occurs when a disabled person is treated unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified.
- **indirect disability discrimination** happens when there is a rule or policy that applies to everyone but which particularly disadvantages people with a particular disability compared with people who do not have that disability

Reasonable adjustments

Service providers are required to make changes where needed, to improve service for disabled clients or potential clients. There is a legal requirement to make reasonable changes to the way things are done (such as changing a policy), and to the built environment (such as making changes to the structure of a building to improve access) and to provide auxiliary aids and services such as:

- providing material in an accessible format
- an induction loop for clients with hearing aids
- reserved parking spaces
- ramps where required
- handrails where needed
- accessible toilets

APPENDIX 3

LEADERSHIP SAFEGUARDING STATEMENT

The Leadership (CLT and Trustees) recognises the importance of its ministry with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

Rhiwbina Baptist Church is committed to the safeguarding of children and adults and ensuring their wellbeing.

We recognise the fact that we all have a responsibility to help prevent abuse and report such abuse that we discover or suspect.

We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.

We are committed to following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations. We respect the rights of children as described in the UN Convention on the Rights of the Child and we will implement the requirements of legislation in regard to people with disabilities.

We will support the Designated Person for Safeguarding in their work and any action they may need to take in order to protect children/vulnerable adults.

We have adopted the safeguarding standards developed by thirtyone:eight.

We recognise the responsibility of Children's Social Services or Adult Social Care to lead investigations when there have been allegations or suspicions of abuse in children or adults with additional care and support needs.

This 'Safeguarding policy and procedures for adults with additional care and support needs' was passed for use in Rhiwbina Baptist Church in April 2025 by:

Rhiwbina Baptist Church Leaders

Gareth Lloyd (Church Leader)

Anne Jones (Chair of Trustees)

This policy is reviewed and updated annually

Date of planned review: April 2026