



Safeguarding Adults at Risk  
Newbury Baptist Church Policy  
February 2017

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## Safeguarding in Context

### What is safeguarding?

Safeguarding is the protection of adults and children from harm, abuse or neglect.

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

### The Theology of Safeguarding

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (Matthew 22: 39). Therefore the church should always aim to be a place of care, compassion and love – no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (Mark 1:41). Therefore the church should strive to be a place of healing, comfort and hope – no matter what the cause of suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (Matthew 23). Therefore the church should strive to be a place of righteousness, advocacy and justice, speaking up for people who are oppressed and abused – no matter how costly that may be.

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

“By this everyone will know that you are my disciples, if you love one another.” (John 13: 35 – NIV)

# The Safe to Belong Policy

## What is Safe to Belong?

This document is a safeguarding policy and procedures guide for Newbury Baptist Church and is focused on protecting and serving adults at risk.

The document is made up of a policy statement, procedures and guidance, which covers:

- Why we think safeguarding adults is important;
- What to do if you know of or suspect abuse;
- Making Newbury Baptist Church a safe and welcoming environment for all.

The aims of the document are:

To highlight what Newbury Baptist Church believes and expects for adults at risk within the church and local community.

To raise awareness and understanding of the issue of abuse.

To help to create a safe environment, free from the fears of being abused or taken advantage of in any way.

To act as a signpost to other, more specialised services and information.

## Who is this document for?

This document is for everyone connected with Newbury Baptist Church, but especially for church workers who have some responsibility for working with or supporting adults at risk. This includes ministers, deacons, lay workers and volunteers. This document is also for the Designated Person for Safeguarding.

## Designated Person for Safeguarding

Newbury Baptist Church will appoint a Designated Person for Safeguarding who is the initial point of contact for all our church's safeguarding requirements for adults at risk. This will normally be a separate role to the Designated Person for Safeguarding for Children but may be the same person.

It is the intention that there will be a Deputy Designated Person for Safeguarding in the event that the lead person is unavailable.

The Designated Person(s) for Safeguarding must attend local association safeguarding training to give them the confidence and skills to carry out their role within a church setting even if they have attended secular safeguarding training because of their work or professional background.

They have responsibility for:

- Advocating for safeguarding within the church.
- Maintaining the church safeguarding policy and procedures.
- Ensuring church workers are safely recruited and receive appropriate safeguarding training.
- Responding appropriately to any concerns.
- Liaising with their Association Safeguarding Contact.
- Co-operating with the relevant statutory authorities

## Who are adults at risk?

The term 'adult at risk' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

*Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.*

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

## Recognising Abuse

### What is abuse?

Abuse is the violation of an individual's human and civil rights by another person or persons.

It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, not just physical or violent acts, but it may also be verbal, sexual, psychological, spiritual or financial. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

### Who could abuse?

Abuse may be perpetrated by an individual or a group. Those who may abuse include:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker or minister of religion

Abuse can be committed by one adult at risk towards another. This is still abuse and should be handled appropriately.

### Where could abuse happen?

Abuse can take place in all kinds of different settings. For example:

- At home.
- In supported housing.
- At someone else's home.
- Within a nursing home, hospital, residential care or day care.
- At work or in educational establishments.
- In a church.
- In a car or other vehicle.
- Online or via mobile communications.

## Types of Abuse

### Types of Abuse

There is no single definition for each different type of abuse, with different terminology used by different organisations. Using many different sources we have compiled a simple definition for each of the main types of abuse, along with some of the behaviours that each type of abuse may include. This information is shown in the following table.

Abuse	Definition	Includes (Note: not an exhaustive list)
Physical	To inflict pain, physical injury or suffering	Hitting, slapping and beating; Shaking, pinching and pushing; Kicking, burning and hair pulling; Squeezing, suffocating, poisoning and using inappropriate restraint. Giving inappropriate medication
Emotional	<p>The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.</p> <p>Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.</p>	Mocking, coercing, threatening or controlling behaviour; Bullying, intimidation, harassment or humiliation; The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation; Making someone feel worthless, a lack of love or affection, or ignoring the person.
Sexual	<p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>	Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting; Indecent assault, incest, being forced to touch another person in a sexual manner without consent; Making sexual remarks, suggestions and teasing; Indecent exposure, being forced to watch pornographic material or sexual acts; Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways; Being spied on while a person is undertaking personal care activities.

Abuse	Definition	Includes (Note: not an exhaustive list)
Neglect	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.	Failing to provide access to appropriate health, social care or education services; Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking; Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others); Failing to provide a warm, safe and comfortable environment. Deliberately withholding aids, such as walking sticks or hearing aids. Denying social, religious or cultural contacts, or denying contact with the family; Leaving alone or unsupervised.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	Theft, fraud or embezzlement of monies, benefits or goods; Exploitation or profiteering; Applying pressure in connection with wills, property or inheritance, or financial transactions; The abuse of influence, power or friendship to persuade a person to make gifts or change their will; Being charged excessive amounts for services (such as minor building works on a property).
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister).  The person experiences spiritual abuse as a deeply emotional personal attack.	Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices; Extreme pastoral interference in personal matters – reducing individual choice and responsibility; The misuse of scripture or power to control behaviour and pressure to conform; The requirement of obedience to the abuser, or the suggestion that the abuser has a "divine" position; Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm; The denial of the right of faith or opportunity to grow in the knowledge and love of God; Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive).



Abuse	Definition	Includes (Note: not an exhaustive list)
Discriminatory	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	Ageist, racist, sexist, or abusive behaviour based on a person's disability; Abuse linked to a person's sexuality; Harassment, slurs or similar treatment; Withholding services without proper justification, or lack of disabled access to services and activities.
Institutional	The mistreatment or abuse of an adult by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.  The church as an institution is not exempt from perpetrating institutional abuse.	The inability of an institution to safeguard people from emotional or even physical harm and neglect; Having fixed rules and routines by which people are controlled; People being prevented from doing things that are their rights; Not having access to personal possessions or personal allowance.

Abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place.

## Other forms of abuse

### Domestic Abuse

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.

Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

For more information on domestic abuse, see the 'BUGB Guide to Domestic Abuse' (publication date: 1 March 2016) or speak to the BUGB Safeguarding Team.

### Cyber Abuse (also known as cyber bullying or cyber stalking)

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

For more information on cyber abuse, see the 'BUGB Guide to Cyber Safety' (publication date: 1 December 2015) or speak to the BUGB Safeguarding Team.

### Self-Harm / Self-Neglect

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

For more information on dealing with issues of self-harm, see the 'BUGB Guide to Self-Harm' (publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.

### Mate Crime

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

### Modern Slavery

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

### Human Trafficking

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

### Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed (see glossary) into terrorism than others.

### Honour marriage / forced marriage

An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

### Historic Abuse

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

If you are concerned about an adult at risk experiencing one of these forms of abuse, please contact the Designated Person for Safeguarding, who will follow the necessary safeguarding procedures.

They may also contact the Association Safeguarding Contact for advice.

## How to respond to abuse or concerns

### Responding to abuse

This section will help you know what to do if you know or suspect an adult is being abused or may be at risk of abuse, or you have concerns about their wellbeing. It is often not easy to recognise abuse or harm. Therefore it is important to act if you suspect abuse – don't wait until you are absolutely sure. This doesn't mean that you are jumping to conclusions or making judgements about the situation, it simply means that there is a safeguarding concern. You may suspect abuse because:

- You have a general concern about someone's wellbeing.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

In these circumstances, do not delay. Pass on your concerns to the Designated Person for Safeguarding within 24 hours. If they are not available or are implicated in the concern, speak to another member of the Safeguarding Team, Deacon responsible for Safeguarding or get in touch with your Local Association Safeguarding Contact. If an adult is in imminent danger of harm, contact the police or emergency services on 999 without delay.

If someone discloses abuse directly to you, then remember to:

Actrion	Descriptipon
<b>Listen</b>	Take what is said seriously
<b>Reassure</b>	Tell them that they have done the right thing by telling you, and that you believe them;
<b>Remain Calm</b>	No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you;
<b>Be Honest</b>	Do not promise full confidentiality or offer false reassurance;
<b>Be Open</b>	Do not ask leading or closed questions, such as "Did she hit you?" It is not your role to investigate. As soon as you have enough information to concern you, stop probing.
<b>Ask</b>	Request their consent to share information and seek help;
<b>Explain</b>	Tell them that you are going to tell 'x' the Designated Person for Safeguarding (or an appropriate alternative if necessary – see above) and give them a timescale;
<b>Write</b>	Document everything the adult at risk has told you, in their own words. You will need to record the questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date;
<b>Report</b>	Contact the Designated Person for Safeguarding within 24 hours (or appropriate alternative if necessary– see above) and report the disclosure;
<b>Keep Quiet</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 the Association Safeguarding Contact and the statutory authorities.

**REMEMBER:** Never go and talk to the alleged abuser or try to investigate the allegations yourself.

### Communication Difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

If you have concerns, witness the abuse of someone or have seen changes in behaviour or living patterns that make you suspect that someone is being abused, it is important that you don't ignore what you have seen or suspect. Everyone has the right to live free from abuse of any kind, and there is help and support available to put a stop to it.

But remember that it is not your job to investigate; as soon as you have enough information you should implement your church safeguarding policy and procedures.

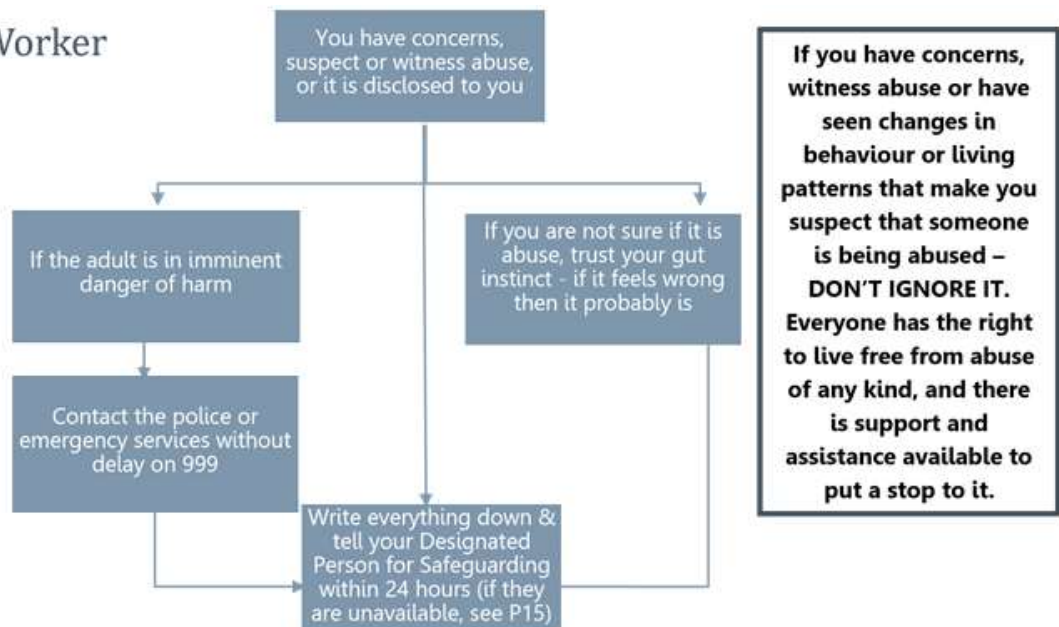
### Summary

In summary, when responding to abuse or concerns you should:

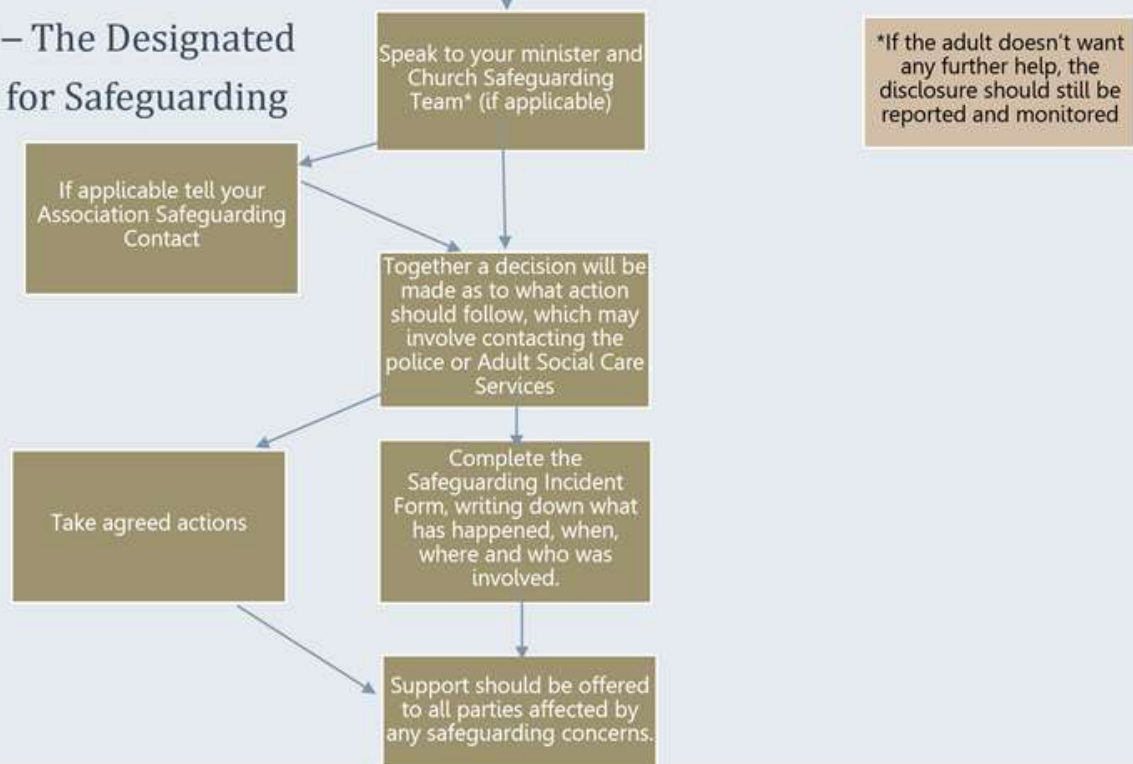
What to do	What not to do
<ul style="list-style-type: none"><li>• Listen to and acknowledge what is being said.</li><li>• Try to be reassuring &amp; remain calm.</li><li>• Ask their consent for you to pass on their concerns.</li><li>• Explain clearly what you will do and what will happen next.</li><li>• Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again.</li><li>• Take action – don't ignore the situation.</li><li>• Be supportive.</li><li>• Tell them that:<ul style="list-style-type: none"><li>○ They were right to tell you;</li><li>○ You are taking what they have said seriously;</li><li>○ It was not their fault;</li><li>○ That you would like to pass this information on to the appropriate people, with their permission.</li></ul></li><li>• Be open and honest.</li><li>• Give contact details for them to report any further details or ask any questions they may have</li></ul>	<ul style="list-style-type: none"><li>• Do not promise confidentiality.</li><li>• Do not show shock, alarm, disbelief or disapproval.</li><li>• Do not minimise what is being said.</li><li>• Do not ask probing or leading questions, or push for more information.</li><li>• Do not offer false reassurance.</li><li>• Do not delay in contacting the Designated Person for Safeguarding.</li><li>• Do not contact the alleged abuser.</li><li>• Do not investigate the incident any further.</li><li>• Never leave an adult at risk to wait to hear from someone without any idea of when or how that may be.</li><li>• Do not pass on information to those who don't need to know, not even for prayer ministry.</li></ul>

See the 'How to respond to abuse' flowchart on the next page to see the process for reporting disclosures or suspicions of abuse.

## Stage 1 – The Worker



## Stage 2 – The Designated Person for Safeguarding



### Statutory Authorities

If the police or Adult Social Care Services are contacted then the Association Safeguarding Contact should be informed as soon as possible afterwards. This should be done by the local church Designated Person for Safeguarding, even if they weren't the person to whom the disclosure was made.

### Safeguarding Incident Form

The Safeguarding Incident Form (Appendix A) should be completed as accurately as possible, and within 24 hours after the disclosure or suspicions of abuse. Where possible use the person's own words, sticking to the facts and avoiding opinion. You will need to record what questions were asked as well as the answers or information given.

Please remember that it is not your role to verify or prove that the information given is true. It is simply your role to listen, record and report any concerns, allegations or disclosures to the appropriate people. This is true no matter who the alleged abuser is.

## Mental Capacity

Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection.

If there are any concerns about the mental capacity of an adult at risk, always refer to your local authority Adult Social Care Services for advice.

## What if the adult doesn't want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- When the person lacks the mental capacity to make such a choice
- When there is a risk of harm to others
- In order to prevent a crime

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Person for Safeguarding should contact your Association Safeguarding Contact for advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind.

## What happens next?

If a referral is made to Adult Social Care Services about a disclosure of abuse it is known as an adult safeguarding alert. Firstly they will check to see if the adult at risk or alleged abuser is known to them. If the individual(s) are known, then details of the disclosure will be passed on to the social worker involved, who, with their manager, will decide what action should be taken next. If the individuals are not known to Adult Social Care Services then it is likely that a duty worker and manager will make the decision of what to do next, possibly liaising with the police.

If there is an urgent need for the adult at risk to be protected, to be found alternative accommodation or for any other safety measures to be put in place, they will be given priority. If the adult at risk is in immediate danger of physical harm or their life is threatened, then it is appropriate for you to bypass Adult Social Care Services and contact the police for help.

Following the initial referral to Adult Social Care Services and the creation of an adult safeguarding alert, a referral will be made to the local adult protection officer, who will start to investigate the alleged abuse. They will liaise with the adult at risk and discuss options and procedures and find out what the individual wants to happen. The adult protection officer will involve other agencies as necessary, to ensure a coordinated response to the alleged abuse.

The outcome will be communicated to the local Safeguarding Adults Board (SAB). Safeguarding Adults

Boards are multi-agency groups (which may include Adult Social Care Services, the police, and Crown Prosecution Service, health services, Quality Care Commission and voluntary organisations) who work in partnership to promote and develop effective protection systems for adults at risk in their locality.

Generally, families will be informed when there is an allegation of abuse and what action is being taken. However, there are a few circumstances which may prevent this communication from happening. These include:

- If the adult at risk does not wish their family to be informed
- If the alleged abuser is a member of the family
- If a police investigation is likely to take place

This process can be daunting and if at any stage the adult at risk wants someone to support them and help them through the process, then independent advocates are available through Adult Social Care Services.

## Ministering to those who have experienced abuse

There are many adults within the church who are suffering from the effects of abuse. The church has a responsibility to support these people, no matter what form of abuse they have suffered; whether they suffered abuse as children or as adults; whether it was prolonged abuse or a one-off attack; or even whether the abuse seems trivial to the onlooker.

### The effects of abuse

The impact of abuse on a person will be specific to them. It will depend upon their personal circumstances, now and at the time of the abuse, as well as the nature of the abuse suffered and the identity of the abuser. The abuse may have a lasting effect for the rest of their life and they may show a range of symptoms including:

- Depression
- Anger and hostility
- Being unable to connect at all with their feelings
- Low self-esteem, putting themselves down and constantly apologising
- Being unable to form close relationships, or at the other extreme, wanting to be inappropriately close to others
- Disturbed sleep and nightmares
- Fears, phobias and anxiety
- Flashbacks of the abuse
- Self-harming
- Feelings of guilt and shame
- Using alcohol, drugs or medication
- Finding themselves in an abusive cycle, moving from one abuser to another
- Seeking permission before being able to do anything
- Fear of becoming an abuser themselves
- Loss of trust in others

However, it is worth remembering that not all survivors of abuse will show symptoms of their abuse, and some may cope well with life and are able to live apparently 'normal' lives.

### Pastoral Care

It is common for those who have been abused to lose their trust in those around them. This is likely to affect their faith as well as their relationships with others. There is no quick-fix to heal the damage caused by abuse, and it is crucial that those who have been abused are given space and time to go through their own healing process.

One of the most important things to remember is that survivors need someone to listen to them; to believe them. They may need to repeat their story time and again, needing it to be heard in different contexts at different times over the years, in order for them to process their experience.

It is important that survivors:

- Are accepted for who they are, without them being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse, are with them on their journey – no matter how long or difficult that journey may be.

It is often necessary for the survivor of abuse to seek professional counselling as they work through their experiences. You may like to compile a list of relevant local information and contacts, ready for anyone who may need it. Contact details for national organisations can be found in Appendix 5.

For more information on supporting survivors of abuse, please see the 'BUGB Guide to Supporting Those Who Have Experienced Abuse' (publication date: 1 February 2016) or speak to the BUGB Safeguarding Team.



## Appendix A – Safeguarding Incident Form

Please see the following three pages for the Safeguarding Incident Form.

This form is to be completed with the Designated Person for Safeguarding within 24 hours of any disclosure being made or concern raised.

This document can be downloaded and printed as many times as is necessary and blank copies will be available in the Church Office.

# Safeguarding Incident Form

To be completed with the Designated Person for Safeguarding

Page 18 of 3

NAME OF CHURCH / ORGANISATION	Newbury Baptist Church
CONTACT DETAILS OF CHURCH / ORGANISATION	Newbury Baptist Church, Cheap Street, Newbury, RG14 5DD

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

## INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

# Safeguarding Incident Form

*To be completed with the Designated Person for Safeguarding*

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## THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (Specific location)

Who was allegedly involved and in what way? (Include witnesses)

## ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed?

If so, when and by whom?

# Safeguarding Incident Form

*To be completed with the Designated Person for Safeguarding*

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Have the statutory authorities been informed?

If so, please complete the table:

Authority	Name	Position	Contact Details	Contacted By	Date and Time	Reference

Has the local association been informed?

(Please do so if the statutory authorities are involved)

If so, when and by whom?

Any other action taken:

## FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

## SIGNATURES

Designated Safeguarding Person

Minister or Safeguarding Team

Date and Time:

Date and Time:

*Once completed all pages should be stapled together with a blank cover sheet and given to the Designated Person for Safeguarding.*