

# Launde Abbey Policy and Procedures for the Safeguarding of Vulnerable Adults

Agreed 29.11.19

**To be read in conjunction with  
"Promoting a Safer Church" (Church of England, 2017)  
and Church of England Practice Guidance (Revised January 2017)**



Serving the Dioceses of  
Leicester and Peterborough

# Launde Abbey

## Adult Safeguarding Policy Statement

The following policy was agreed at the Trustees' meeting held on 11<sup>th</sup> September 2018 and reviewed at the Trustees' meeting on 29<sup>th</sup> November 2019.

The Trustees and staff at Launde Abbey adopt the safeguarding policy statement for children, young people and adults "Promoting a Safer Church" and commit to the implementation of this policy.

- The Trustees, together with the Warden, carry a duty of care for the safety of those who attend Launde as visitors or guests.
- 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.
- Trustees, staff and volunteers of Launde Abbey commit ourselves to respectful care for all adults with whom we have contact and the safeguarding of people who may be vulnerable, ensuring their well-being in the life of Launde Abbey.
- We commit ourselves to promoting safe practice by those in positions of trust.
- We commit ourselves to promoting the inclusion and empowerment of people who may be vulnerable.
- It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- Launde Abbey is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- Launde Abbey adopts the Practice Guidance issued by the Church of England and the Diocese of Leicester Safeguarding Handbook.
- Ensure that only authorized people work with people who may be vulnerable, that they agree to abide by these recommendations and the guidelines established by Launde Abbey and that all work with such people is carried out within appropriate accountability structures.

In this light, Trustees will:

- nominate a named individual to act as the Safeguarding Coordinator to speak on behalf of vulnerable people both within the organisation and to outside bodies. Ideally the appointed person should have some experience in this field, and should be recruited using the Safer Recruitment Policy.

- ensure that the Adult Safeguarding policy is supported by robust procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and vulnerable adults appropriately;
- carefully follow the procedures laid down for the recruitment and selection of personnel;
- provide effective management for personnel through supervision, support training and development
- ensure general safety and risk management procedures are adhered to;
- have clear procedures for dealing with concerns and complaints;
- manage personal information confidentiality in line with good practice and the Data Protection Act;
- safeguard adults by implementing a code of behaviour for all involved with the organisation.

We will review our policy, procedures, code of behaviour and practice at regular intervals, at least once every year.

**This policy statement will be renewed annually and was agreed by the Trustees of Launde Abbey on**

**Date:** .....

**Signed:** .....  
**The Rt. Revd. Guli Francis-Dehqani (Chair of Trustees)**

**Signed:** .....  
**The Ven. David Newman (Warden)**

## Procedures for Implementing the Adult Safeguarding Policy.

A copy of the policy and procedures will be given to all Launde trustees, staff (whether employed directly by Launde or another body), and volunteers. They should sign and return Declaration 1 saying that they have read and understood the procedures, and agree to abide by them.

### 1. Contacts for safeguarding at Launde Abbey.

Our Vulnerable Adults Safeguarding Coordinator to whom anyone can talk about worries and concerns to do with the safeguarding of vulnerable adults is:

Name           Revd. Cathy Davies  
Address       Assistant Warden,  
                  Launde Abbey,  
East Norton,  
                  Leicestershire.  
                  LE7 9XB.  
Tel:            01572 717254 Mob: 07432 137280  
Email:         [revcathy.davies@gmail.com](mailto:revcathy.davies@gmail.com)

The Warden may also be contacted:

Name           Ven. David Newman  
Address       Warden,  
                  Launde Abbey,  
                  East Norton,  
                  Leicestershire.  
                  LE7 9XB.  
Tel             01572 717254 Mob: 07817 664189  
Email         [warden@launde.org.uk](mailto:warden@launde.org.uk)

The Leicester Diocesan Safeguarding Advisor is:

Name           Rachael Spiers  
Address       St Martin's House,  
                  7 Peacock Lane,  
                  Leicester LE1 5PZ  
Tel:            0116 261 5341  
Email:         [rachael.spiers@leccofe.org](mailto:rachael.spiers@leccofe.org)

### 2. Definitions

## **What is meant by 'Vulnerable Adult'?**

Adult means a person who is 18 years of age or over.

The definition of a 'vulnerable adult' referred to in Promoting a Safer Church is taken from the Safeguarding and Clergy Discipline Measure (2016) and refers to:

"a person aged 18 years or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical, mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to temporarily or indefinitely impaired."

## **What is abuse?**

Launde Abbey recognises the following as definitions of abuse, which includes significant harm and exploitation:

### **i. Physical Abuse**

Physical abuse causes harm to a vulnerable adult's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

### **ii. Neglect**

Neglect is the persistent or severe failure to meet a vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the vulnerable adult's health or development.

### **iii. Sexual Abuse**

Sexual abuse involves a vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the vulnerable adult to be aware that the activity is sexual and the apparent consent of the vulnerable adult is irrelevant.

### **iv. Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

## **3. Lead Responsibility for protection of vulnerable adults**

- i. The Safeguarding Coordinator nominated by the Trustees will take lead responsibility for vulnerable adults' protection issues at Launde Abbey
- ii. Their key duty is to raise awareness within the organisation of issues relating to the welfare of vulnerable adults and to promote a safe environment for vulnerable adults.

- iii. The Safeguarding Coordinator should also monitor the implementation of the Policy Statement on the Safeguarding of Adults, and report to the Trustees at least once a year.
- iv. The Safeguarding Coordinator will receive appropriate training and should keep up to date with developments in vulnerable adults' protection issues.
- v. The Safeguarding Coordinator will be the main contact point for vulnerable adults' protection issues and will maintain contact details for relevant organisations available for employees and volunteers. This list will usually include provisions such as the NSPCC Helpline 0800 800 5000 and the local police vulnerable adults' protection unit.

#### 4. Code of Behaviour

The Trustees commit to the following Code of Behaviour which all those who work with vulnerable adults at Launde Abbey are expected to follow:

*You should:*

- treat everyone with fairness and respect and provide an example that you would wish others to follow;
- consider whether the pastoral situation requires you to work openly, avoiding private or unobserved situations and working in isolation. Aim to ensure that you are not the only adult present and are at least within sight or hearing of others;
- consider leaving the door open if you find yourself in a room alone with a vulnerable adult, or whether to seek the assistance of a chaperone;
- where it is necessary to see someone alone, ensure that others know and consider inviting them to politely interrupt at any time;
- maintain a safe and appropriate distance and be aware that physical contact may be misinterpreted;
- respect each person's right to privacy;
- exercise caution when discussing sensitive issues with vulnerable adults;
- ensure that if any form of manual/ physical touching is required, it should be given in an open observable environment. The reason such touching is necessary should be explained to the person concerned and their informed agreement gained;
- challenge unacceptable behaviour by any personnel and report all allegations or suspicions of abuse as detailed in these Policy and Procedures;
- keep the welfare of the vulnerable adult as the first priority.

*You should never:*

- spend excessive time alone with children, young people or vulnerable adults away from others;
- discuss their personal life without prior agreement;
- give out their personal contact details (personal phone or mobile number, email or

home address);

- become 'friends' on social networking sites;
- leave groups of vulnerable adults unsupervised;
- allow vulnerable adults to use inappropriate language without challenging it;
- do things of a personal nature that vulnerable adults can do for themselves;
- allow allegations made by a vulnerable adult to be ignored, not recorded or not acted upon;
- engage in rough physical or sexually provocative games;
- make sexually suggestive comments, even in fun;
- allow or engage in any form of inappropriate touching;
- reduce a vulnerable adult to tears as a form of control.

## **5. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

If an adult tells a member of staff or volunteer about possible abuse:

- i. Listen carefully and stay calm.
- ii. Do not interview the vulnerable adult, but question normally and without pressure, in order to be sure that you understand what the vulnerable adults is telling you.
- iii. Do not put words into the vulnerable adult's mouth.
- iv. Reassure the vulnerable adult that by telling you, they have done the right thing.
- v. Inform the vulnerable adult that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- vi. Note the main points carefully.
- vii. Make a detailed note of the date, time, place, what the vulnerable adult said, did and your questions etc.
- viii. Staff should not investigate concerns or allegations themselves, but should report them immediately to the Safeguarding Coordinator or Warden.

## **6. Reporting allegations of abuse against members of staff or volunteers.**

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers and speakers. The word "staff" is used for ease of description.

- i. Launde Abbey recognises that an allegation of abuse against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
- ii. Launde Abbey recognises that the welfare of the vulnerable adults is the paramount concern. It is also recognises that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence

and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

- iii. All information, concerns or allegations should be passed without delay to the Safeguarding Coordinator. They will need to listen carefully, possibly discussing the matter with the adult concerned and making a decision about whether these concerns should be passed to an outside statutory body such as the police or the local authority Adult Services. The lead person should always liaise with and seek advice from the Diocesan Safeguarding Advisor in the Diocese of Leicester and inform the Chair of Trustees.
- iv. If there is clear evidence that the vulnerable person has suffered abuse, then this should be reported as soon as possible to local authority Adult Services as the lead agency. All Adult Services Departments (or similar) have policies about the safeguarding of vulnerable peoples and will work in multi-agency collaboration with the health service and police.
- v. Everyone should be alert to any situations where those working with vulnerable adults are themselves at risk. Those who work with vulnerable people often find themselves in challenging situations and need support, prayer and encouragement. Sometimes workers may be confronted with difficult behaviour on the part of those with whom they are working; they may have to face difficult decisions about incidents that may need to be reported to the statutory authorities. Trustees, staff and volunteers should always implement the agreed Code of Behavior in order to reduce such risks.
- vi. Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved; sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful and then the matter should be dealt with through training or discussion. The choices of the vulnerable adult concerned should if at all possible be accepted. The response to any concerns should always be proportionate and appropriate to the issue. The Safeguarding Coordinator at Launde will always consult the Diocesan Safeguarding Advisor before making these critical decisions and inform the Chair of Trustees.

## **7. Safer Recruiting.**

When appointing or recruiting staff and volunteers, Launde Abbey will follow the guidelines set out in the Church of England Practice Guidance for Safer Recruitment, July 2016 (or any subsequent update). It can be downloaded from:

<https://www.leicester.anglican.org/wp-content/uploads/2014/05/Safer-Recruitment-Practice-Guidance-2016.pdf>

## **8. Health & Safety and First Aid.**

Health and Safety will be managed as part of all activities. All buildings and locations where activities with vulnerable adults may take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the Trustees or other appropriate organisation. Health and Safety issues observed by those working with vulnerable adults should be reported to the person at the Abbey with responsibility for Health and Safety. A First Aid kit and accident book will be available on site and will be checked monthly and updated as necessary. Launde Abbey Health and Safety procedures should be followed at all times.

### **9. Implementation of the Policy and reporting to the Trustees.**

The Vulnerable Adults Safeguarding Coordinator will be responsible for ensuring the practical implementation of the safeguarding policy and procedures. The Trustees retain ultimate responsibility for safeguarding and for shaping policy and procedures.

The Safeguarding Coordinator will report annually to the Trustees on safeguarding matters, and also after any incident with safeguarding implications (taking care to preserve confidentiality as necessary).

**These procedures for implementing the Launde Abbey Adult Safeguarding Policy will be reviewed annually and were agreed by the Trustees of Launde Abbey on:**

**Date:** .....

**Signed:** .....  
**The Rt. Revd. Guli Francis-Dehqani (Chair of Trustees)**

**Signed:** .....  
**The Ven. David Newman (Warden)**

**Launde Abbey**

**Adult Safeguarding Procedures  
Declaration**

*for trustees, staff and volunteers*

Name : .....

Role at Launde : .....

**I declare that I have read and understood the Launde Abbey Policy and Procedures for the Safeguarding of Adults, and I agree to abide by these policy and procedures whilst a part of the Launde Abbey team.**

**Signed:** .....

**Date:** .....

**Please return one copy of this signed declaration to the Launde Abbey Vulnerable Adults Safeguarding Coordinator.**