

GCM Adult safeguarding policy

Details of the place of worship / organisation

Name of Place of Worship: Grace Church Manchester

Office Address: Grace Church Manchester
247a Wilmslow Road
Rusholme
Manchester
M14 5LW

Telephone: 0161 531 8476

Email address: admin@gracechurchmanchester.net

Sunday service address: Manchester Academy School, Moss Lane East, Moss Side, M14 4PX

Charity Number: 11082310

Insurance Company: Aviva Insurance Ltd

Adults in need of Safeguarding

The Care Act 2014 defines someone who has a need for safeguarding as an adult who:

- Has need for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or at risk of abuse or neglect
- As a result of care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Adults at risk

An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances.

For the purposes of this policy, an adult at risk is a person with one or more of the following:

- A physical disability or impairment
- A learning disability
- Mental ill-health (including dementia)
- A permanent or temporary reduction in emotional, mental or physical capability due to circumstances in their life, e.g. abuse (in or out of a church context), bereavement etc.
- A drug or alcohol addiction
- Asylum seeker, refugee or immigration status
- Homeless status or living in abject poverty

Identifying adult abuse

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the adult at risk. They could be someone the adult at risk depends on and trusts.

An abuser could be a:

- partner

- relative or other family member
- person entrusted to act on behalf of the adult in some aspect of their affairs • service or care provider
- neighbour
- health or social care worker or professional
- employer
- volunteer or another service user
- person or people who have no previous connection to the victim

Principals and aims

It is our aim to:

- Enable all adults to be part of a Christian community and experience the love of others and of God through Christian community, if they so wish.
- Make church a safe, caring, and welcoming environment for all adults.
- Create an inclusive and empowering environment for adults at risk in the church community.
- Provide pastoral care for those who have been abused in or out of a church context, or point the person to other support services in the city.
- Prevent the risk of abuse, neglect and harassment for adults at risk within the church.
- Ensure workers develop an understanding of themselves and how they relate to others, recognising they are people in positions of trust and therefore they must respect professional boundaries.
- Recognising that pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

To achieve these aims we will:

- Carry out Risk assessments.
- Ensure DBS checks are kept up to date.
- Consider what space is best suited to the needs of the adult at risk- whether this be a one-to-one setting or group scenario.
- Maintain accountability structures whereby those supporting adults at risk feedback pastoral concerns to the safeguarding team or leadership team where appropriate.
- Keep abreast of national and local church policies and advice for safeguarding adults at risk.
- Review and update the policy annually.
- Research and provide opportunities for safeguarding leads to attend training on vulnerable adult issues.
- Point the adult and/or carer to other support services in the city.
- Make reasonable adjustments to church activities to improve access to church for all adults, those with physical disabilities and impairments, and learning disabilities.
- Adhere to the policy for adults who pose a risk.
- In adherence to the complaints policy- deal quickly and fairly with complaints against church workers or volunteers.
- Where activities are provided for adults at risk this will be discussed with the safeguarding team in advance to ensure that appropriate risk assessments, training and DBS checks have been put in place.

Responding to allegations or suspicions of abuse

Under no circumstances should an employee or volunteer carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

- **Laura Likissa** (hereafter the Designated Safeguarding Lead, or DSL) **Tel: 07706 426 132.**

In the absence of the DSL or, if the suspicions in any way involve the DSL, then the report should be made to:

Grace Fulford (hereafter Deputy Safeguarding Lead) **Tel: 07908 856 109**

Sophie Craggs (hereafter trustee safeguarding lead) **Tel: 07856 687 818**

- Where there is an allegation or suspicion of abuse a written and dated record of

concerns should be made as soon as possible and given to the DSL. The purpose of this is so that details are recorded as accurately as possible before they are forgotten so that the concern can be addressed correctly. In the event of a serious safeguarding event they may also be used as evidence. Suspicions must not be discussed with anyone other than the DSL/Deputy and the 'note of concern' should be kept in a secure place.

- If the suspicions implicate both the DSL Designated Safeguarding Lead and the Deputy, then the report should be made in the first instance to:

- **THIRTYONE:EIGHT**, Telephone: 0303 003 11 11
PO Box 133, Swanley, Kent, BR8 7UQ.

- The role of the Designated Safeguarding Lead/ deputy is to collate and clarify the precise details of the allegations or suspicions and pass this information onto statutory agencies who have a legal duty to investigate.

- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from THIRTYONE:EIGHT as above.

- **Local Adult Social Services:** 0161 872 5050

- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the incident. For example: the elders to log that a safeguarding concern is being dealt with, the insurance company to log that there is a possibility of made about a person who has a role with under 18s elsewhere.

- The Eldership will support the DSL/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the

safeguarding agencies, the police, or to seek advice from THIRTYONE: EIGHT, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral, they are expected to contact an outside agency directly to see that their concern

is adequately addressed.

- If any individual has reason to believe that a vulnerable adult is at immediate risk in any way and cannot contact the DSL or deputy then they should immediately contact the police or social services.
- Where there are concerns about abuse towards an adult (including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse). The DSL/deputy will: Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions and the Adult Social Services Team.

Different forms of abuse and possible signs

Physical abuse

Physical abuse is physical force or mistreatment of one person by another which might or might not cause physical injury.

Possible signs:

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.
- Untreated injuries in various stages of healing or not properly treated.
- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, over dosing or under dosing.
- The individual telling you they have been hit, slapped or mistreated.

Emotional abuse

Emotional abuse is any abusive behavior that isn't physical, which may include verbal aggression, intimidation, manipulation, and humiliation, which most often unfolds as a pattern of behavior over time that aims to diminish another person's sense of identity, dignity and self-worth.

Possible signs:

- Feelings of helplessness
- Hesitation in talking openly
- Implausible stories
- Confusion or disorientation
- Anger without an apparent cause
- Sudden changes in behaviour
- The person becoming emotionally upset or agitated
- Unusual behaviour (sucking, biting or rocking)
- Unexplained fear
- Denial of a situation
- The person becoming extremely withdrawn and non-communicative or non-responsive
- The individual telling you they are being verbally or emotionally abused

Financial abuse

Financial abuse involves controlling a victim's ability to acquire, use, and maintain financial resources. Those who are victimised financially may be prevented from working.

They also may have their own money restricted or stolen by the abuser. And rarely do they have complete access to money and other resources. When they do have money, they often have to account for every penny they spend. Can include:

- Exploitation
- Embezzlement
- Withholding pension or benefits
- Exerting pressure around wills, property or inheritance

Possible signs:

- Signatures on cheques etc. that do not resemble the individual's signature or which are signed when the individual cannot write.
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money. • The inclusion of additional names on an individual's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family. • Numerous unpaid bills, overdue rent, when someone is supposed to be paying bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person.
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

Neglect

Neglect occurs when a person deliberately withholds, or fails to provide, suitable and adequate care and support needed by another adult. It may be through a lack of knowledge or awareness, or through a decision not to act when they know the adult in their care needs help. It may impair the health or well-being of an adult.

Possible signs are:

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- Rashes, sores, lice on the vulnerable person
- Inadequate clothing
- Untreated medical condition
- Poor personal hygiene
- Over or under medication
- Lack of assistance with eating or drinking
- Unsanitary and unclean conditions

Sexual abuse

Sexual abuse is unwanted sexual activity or sexual behaviour that happens without consent or understanding.

Sexual violence and abuse can be physical contact or non-contact sexual activities, such as:

- Indecent exposure
- Stalking
- Grooming
- Forced to look at or be involved in producing sexually abusive material
- Forced to watch sexual activities

Possible signs:

- Bruises around the breasts or genital area.
- Unexplained venereal disease or genital infection.
- Unexplained vaginal or anal bleeding.
- Torn, stained or bloody underclothing.
- The vulnerable person telling you they have been sexually assaulted or raped.

Domestic abuse

An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.

Domestic abuse can include, but is not limited to, the following:

- Coercive control (a pattern of intimidation, degradation, isolation and control with the use or threat of physical or sexual violence)
- Psychological and/or emotional abuse
- Physical or sexual abuse
- Financial or economic abuse
- Harassment and stalking
- Online or digital abuse

Possible signs:

- Seems afraid or anxious to please their partner.
- Feel like they have no power over their life.
- Describe feeling like they are 'walking on eggshells' around their partner.
- Check in often with their partner to report where they are and what they are doing or receive frequent phone calls.
- Mention their partners temper, jealousy or possessiveness.
- Have frequent injuries with the excuse of 'accidents'.
- Lack a support/social network and be isolated from family.
- Have very low self-esteem.
- Use alcohol/drugs to cope.

Other possible indicators of abuse

- The vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present.
- Attitudes of indifference or anger towards the vulnerable person.
- Family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act).

- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person.
- Previous history of abuse of others on the part of the caregiver.
- Inappropriate display of affection by the caregiver.
- Flirtations, coyness, etc. which might be possible indicators of an inappropriate sexual relationship.
- Social isolation of the family or restriction of activity of the vulnerable person by the caregiver.
- Conflicting accounts of incidents by the family, supporters or the vulnerable person.
- Inappropriate or unwarranted defensiveness by the caregiver.
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity).
- Obvious absence of assistance or attendance. Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity).
- Obvious absence of assistance or attendance.

Forced marriage

A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK. It is a form of domestic abuse.

If you know of suspect someone is being forced into marriage either in the UK or abroad, you can inform your DSL or contact the Forced Marriage Unit. The Forced Marriage Unit provides support and advice for victims, those at risk and professionals. If someone has been taken abroad the FMU will contact the relevant embassy.

Forced Marriage Unit

fmfu@fcdo.gov.uk

Telephone: 020 7008 0151

From overseas: +44 (0)20 7008 0151

Monday to Friday, 9am to 5pm

Out of hours: 020 7008 1500 (ask for the Global Response Centre)

Possible signs;

- Running away, going missing from home or having a fear of returning home.
- Talking about a family holiday abroad and may seem anxious about this.
- May fail to return home from a visit to the family's country of origin.
- Early and/or unwanted pregnancy.
- Reports of self-harm or suicide attempts, particularly in the early stages of marriage
- Domestic incidents or crimes at the family home. The fact that a victim was forced to marry may only reveal itself years after the marriage has taken place

- Victims appear to be dominated – subject to financial control, no access to mobile phone, internet etc.

Honour based violence

There is no specific offence of 'honour'-based violence. However, 'honour'-based violence is described as an incident or crime "which has, or may have, been committed to protect or defend the 'honour' of the family and or the community."

Honour based violence includes:

- Forced marriage
- Domestic violence (physical, sexual, emotional or financial abuse)
- Sexual harassment and sexual violence (rape and sexual assault or threat of rape and sexual assault)
- Threats to kill
- Social ostracism or rejection and emotional pressure
- Denial of access to children
- Pressure to go or move abroad
- House arrest and excessive restrictions of freedom
- Denial of access to the telephone, internet, or passport/key documentation
- Isolation from friends and own family

Modern slavery

Modern slavery is the act of exercising control or ownership over another person and using this power to exploit them. Human trafficking is a form of modern slavery. It is a criminal act that involves the movement of persons with the intent to exploit them. Trafficking can occur within the same street, within the UK, across county borders, and also internationally.

Modern slavery can take many forms, such as:

- Forced labour – forcing someone to work against their will, often working very long hours for little or no pay, in poor conditions under verbal or physical threats of violence to them or their families
- Sexual exploitation – forcing someone to perform non-consensual or abusive acts against their will
- Criminal exploitation – forcing someone into crimes against their will, such as cannabis cultivation or pick-pocketing
- Debt bondage – forcing someone to work to pay off debts that realistically they will never be able to do due to low wages or increased debts
- Domestic servitude – forcing someone to carry out housework or domestic chores in private households with little or no pay, restricted movement, very limited or no free time and minimal privacy, often sleeping where they work

Possible signs:

- Lacking personal items and identity documents – these may be in the possession of another person.
- Fearful or withdrawn behaviour, or efforts made to disguise this.
- Having their communication controlled by another person – may act as though they are instructed by or dependent on someone else.
- Tattoos or other marks indicating ownership.
- Physical or psychological abuse, ill health, exhaustion or injury – may look unkempt and malnourished.
- Working and living in the same location or building.
- Dirty, cramped, unhygienic or overcrowded accommodation, including shared houses, caravans, sheds, tents and outbuildings.
- Working in a job different to that specified at the time of recruitment.
- Reluctance or inability to provide details about their personal circumstances – such as work or accommodation addresses.

Radicalisation

Radicalisation is the process through which people come to support increasingly extreme political,

religious or other ideals. This can lead them to support violent extremism and terrorism. People can 'self-radicalise', by reading or listening to extremist literature or speakers. More commonly, there may be an individual or group actively seeking to persuade others to adopt their views. If you are worried that someone is being radicalised you can contact the Prevent advice line on **0800 011 3764** or Call the Police on **999**.

Possible signs:

- Isolation or withdrawal from family and friends
- Obsession with and secrecy around the internet and social networking sites
- Becoming uncooperative and disengaged
- Using abusive, aggressive or extremist views/comments/threats/language
- A fascination with weapons, chemicals, explosives or extremist activity and events
- Significant changes in relationships
- The use of seemingly scripted speech
- Change in behaviour or appearance due to new influences
- Seeking to recruit or 'groom' others to an extremist ideology
- Possession of violent extremist literature

County lines

County lines is when criminals from larger cities expand their drug networks to other areas of the country – usually rural and suburban areas.

The crime is called county lines because dealers use dedicated mobile phone 'lines' to supply drugs. These criminals often exploit vulnerable adults to move and store drugs and money and regularly use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity can still be exploitation even if it appears consensual. It can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.

Vulnerable adults who use drugs, are in financial difficulty or have mental health problems are at greatest risk of being exploited by county lines gangs. These adults are groomed through offers of 'free' drugs, causing them to accumulate debts which can only be paid off by participating in county lines activities (also known as debt bondage).

Sometimes drug dealers will take over the home of a vulnerable person –this is known as **cuckooing**.

Possible signs:

- Becoming more secretive, aggressive or violent

- Meeting with unfamiliar people
- Persistently going missing – someone may go missing from their home or local area when they are trafficking drugs along ‘deal lines’
- Leaving home without explanation or staying out unusually late
- Loss of interest in school, college or work and decline in performance
- Suspicion of physical assault or unexplained injuries – including ‘DIY injuries’, (knife and puncture wounds) which are signs of punishment for drug-related debts
- Using language relating to drug dealing, violence or gangs
- Carrying a weapon.
- Associating with a gang
- Becoming isolated from peers and social networks
- Having a friendship or relationship with someone who appears older or controlling
- Using drugs, especially if their drug use has increased
- Unexplained acquisition of money, drugs or mobile phones.

Female genital mutilation

Female genital mutilation (FGM) is when a woman or girl’s genitals are deliberately cut, injured or changed for no medical reason. It is also known as female circumcision or cutting. It is usually carried out on young girls between infancy and 15 years old, most commonly before puberty starts. It can also be carried out during adolescence or before a young woman gets married. It can also happen to adult women.

FGM is a crime and must be reported to the police. **If someone is in immediate danger of FGM, call the police.** If you know a British national who has been taken abroad for FGM, contact the Foreign and Commonwealth Office on 020 7008 1500.

The law and FGM

FGM is illegal in the UK. Anyone who performs FGM can face up to 14 years in prison. Anyone found guilty of failing to protect a girl from FGM can face up to 7 years in prison.

It's an offence to:

- perform FGM (including taking a child abroad for FGM)
- help a girl perform FGM on herself in or outside the UK
- help anyone perform FGM in the UK
- help anyone perform FGM outside the UK on a UK national or resident
- fail to protect a girl for whom you're responsible from FGM

Communities at particular risk of FGM in the UK often originate from Africa, Asia and the Middle

East. **Possible signs**

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school
- A girl runs away – or plans to run away - from home
- Having difficulty walking, standing or sitting
- Spending longer in the bathroom or toilet
- Appearing quiet, anxious or depressed
- Acting differently after an absence from school or college
- Reluctance to go to the doctors or have routine medical examinations

- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed

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 issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Resources and important contacts

Greater Manchester Crisis Care <https://www.gmmh.nhs.uk/crisis-care/>

Manchester Social Services: +44 (0) 0161 205 7321

Refuge- National Domestic Abuse Helpline: 0808 2000 247

Pankhurst trust/ Manchester Women's Aid: +44 (0) 0161 660 7999

Forced Marriage Unit: +44 (0) 20 7008 0151

National FGM helpline: 0800 028 3550

Forced Marriage Handbook:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879927/Forced_Marriage-survivors_handbook.pdf

The Prevent Duty:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Foreign and Commonwealth Office: +44 (0) 020 7008 1500.

Model Handling, Use, Secure Storage, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Grace Church Manchester complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Certificate information should be kept securely, in lockable, nonportable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Electronic disclosure information is held on a secure password protected system accessible only to those authorised to view it in the course of their duties

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those

who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary, giving full consideration to the General Data Protection Regulation, Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the agreed retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

For disposal of electronic certificate results, the system automatically deletes the result after six months.

Thirtyone:eight acting as an umbrella body

We accept that the Thirtyone:eight Disclosure Service, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep Thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Signed:

DSL:

Laura Likissa

Date: 05/10/24