

## Safeguarding policy- Adults

Grace Church Manchester is committed to providing a safe, caring and nurturing environment where all people, especially adults at risk of harm can worship, learn, and grow in faith together. We believe that safeguarding is everyone's responsibility and that the welfare of each person is paramount. This policy sets out our commitment to preventing abuse and responding promptly, compassionately, and appropriately to any safeguarding concerns. This policy should be read in conjunction with our code of good practice documents, which can be found in the church's google drive account.

This policy has regard to the following guidance and advice:

- On behalf of the voiceless: A theology of safeguarding by Dr Krish Kandiah
- Thirty-one: Eight, *Safe & Secure*
- <https://www.nhs.uk/social-care-and-support/help-from-social-services-and-charities/abuse-and-neglect-adults-at-risk/>
- <https://thirtyoneeight.org/help-and-resources/help-guides/safeguarding-adults/>

### Church details:

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](mailto: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 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

Grace Church Manchester recognises that safeguarding of adults means working to stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted by having regard to their views, wishes, feelings and beliefs in deciding any action. Grace Church Manchester recognizes that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

## **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

Abuse can happen anywhere, for example:

- In the home
- In supported housing
- At a carer's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In places of worship

## **Types of abuse**

The Care Act (2014) gives guidelines on the types of abuse associated with adults;

- Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.
- Sexual abuse is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.
- Domestic Abuse Includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.
- Psychological or emotional abuse acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.
- Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability.
- Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.
- Organisational abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.
- Neglect or acts of omission are the repeated deprivation of help that an adult-needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.
- Self-Neglect includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

## **Principals and aims**

### **It is the aim of Grace Church Manchester 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 Grace Church Manchester 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.

### **Confidentiality**

Every effort will be made to ensure that confidentiality is preserved; although this may well be subject to what may be an overriding need to protect someone who has been, or is at risk of, abuse. Everyone working with adults at Grace Church must be clear that it may not be possible to keep information about suspected or actual abuse confidential. The needs of the person and any potential risk to others means that any such suspicion must be reported to the DSL immediately.

### **Responding to concerns**

Internal investigations into concerns should not be carried out by members of church community.

- If the adult is in immediate danger or needs urgent medical attention, call **999**.

Any concerns should be reported immediately 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

All concerns should be recorded on 'IKnowSafeguarding' as soon as possible by the anyone who has had contact with the adult or where information has been shared. IKnowSafeguarding is a UK-based safeguarding software platform. This platform allows anyone to securely record safeguarding concerns and provides the means to note down the date/time, what happened, what was said. All congregants can access this platform via a QR code on our website or information is found at our

welcome table. The DSL and DDSL are the only members of the church that have access to the records.

If the concern implicates the Designated Safeguarding Lead and the Deputy, 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.

- **Manchester Adult Social Services:** 0161 872 5050
- **Greater Manchester Police:** Call: 101 or complete an online form <https://www.gmp.police.uk/contact/af/contact-us-beta/contact-us/>

The DSL 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.

Where there are concerns about abuse towards an adult. 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.

### **Acting in the best interests of the concerned adult**

Grace Church Manchester recognises that in normal circumstances, an adult has the right to follow a course of action that others may judge unwise or eccentric, including one which may lead to them being abused. Grace Church also recognised that there are exceptions to allowing a person to make choices about their safety from abuse and neglect which include:

- Where the person lacks mental capacity to make such a choice
- Where the rights or safety of others would be compromised in allowing the person to exercise their right in making choices about their safety from abuse and neglect.

Any decision concerning mental capacity will follow an assessment carried out by doctors and/or Adult Social Care.

### **Guidelines for those in positions of trust who provide pastoral care**

It is important that anyone at Grace Church Manchester seeking pastoral care should know exactly what to expect in terms of good conduct, that those caring for them are accountable and that any boundaries set are respected at all times. In addition:

- Those providing pastoral care should avoid any behaviour that may give the impression of favouritism
- Workers should be aware of the limits of their own abilities and competencies. They should seek further help when dealing with situations outside their expertise

- Clear guidelines should be put in place where workers are involved in any aspect of personal finance, to ensure financial integrity. This is important when, for example, collecting the benefits or pension of, or doing the shopping for, an adult with care and support needs.

## **Resources and important contacts**

**Age UK-** 0800 678 1174 [www.ageuk.org.uk](http://www.ageuk.org.uk)

**Action on Elder Abuse-** 080 8808 8141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

**Care Quality Commission-** 03000 616161 [www.cqc.org.uk](http://www.cqc.org.uk)

**Through the Roof-** Equipping churches to provide opportunities to those with disabilities.

01372 737040 [www.throughtheroof.org](http://www.throughtheroof.org)

**Restored-** An international Christian alliance working to transform relationships and end violence against women.

0208 943 7706 [www.restoredrelationships.org](http://www.restoredrelationships.org)

**National Autistic Society-** Supporting people and families living with autism. 08 08 800 4104

**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

**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, considering 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.

| Role                 | Name                                                                                                  | Date       |
|----------------------|-------------------------------------------------------------------------------------------------------|------------|
| DSL                  | Laura Likissa                                                                                         | 01/06/2026 |
| DDSL                 | Grace Fulford                                                                                         | 16/07/2026 |
| Safeguarding Trustee | Sophie Craggs                                                                                         | 29/6/26    |
| Minister             | <br>Peter Horlock | 16/07/26   |