



**H02b Safeguarding Adults Policy  
Version 231128**

## **H02b CITY LIFE CHURCH SAFEGUARDING ADULTS POLICY**

*The vision of **City Life Church** is simply to love God, love one another and love the world. We seek to provide a place of belonging and growth for our members, employees, volunteers and for those accessing our services. **City Life Church** is committed to develop and maintain a culture of safeguarding and to promote the welfare of children, young people and adults at risk.*

*Our projects and partnerships have at their heart, God's love for all people, especially the vulnerable and the disadvantaged.*

### **Foreword**

Developing a culture of safety through strong safeguarding practices is a key part of realising our vision and upholding our values.

Our safeguarding processes are designed to help everyone work together to ensure that adults at risk are safe when accessing any of our projects or services. We ask everyone who volunteers with or works for our charity to be familiar with our policy and procedures and to complete safeguarding training. As part of our commitment to providing a safe environment for all, we need to ensure we are recruiting employees and volunteers safely by following appropriate procedures and ensuring all necessary checks are made. We are grateful to all who volunteer and work with our charity for supporting us with these essential processes.

### **Policy Statement:**

The purpose of this policy is to demonstrate the commitment of City Life Church to safeguarding adults and to ensure that everyone involved in City Life Church is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

### **Scope:**

This policy applies to anyone working on behalf of City Life Church, including senior leaders and managers and the board of trustees, employees and volunteers. . This includes various projects, and City Life Church overseas trips and visits.

### **Definition of an Adult at Risk**

An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) AND;

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## H02b Safeguarding Adults Policy Version 231128

- is experiencing, or at risk of, abuse or neglect, AND;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Adult safeguarding is *“working with adults with care and support needs to keep them safe from abuse or neglect. Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.”*

### Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect adults at risk in England.

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018
- The Health and Care Act 2022
- Mental Capacity Act 2005
- Voyeurism (Offences) Act 2019
- Equality Act 2010

Many other pieces of legislation also affect adult safeguarding, including legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with murder/attempted murder; physical assault; sexual offences; domestic abuse/coercive control; forced marriage; female genital mutilation; theft and fraud; modern slavery and human exploitation; hate crime; harassment; listing and barring of those unsuitable to work with adults with care and support needs.

### Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

#### Policies:

- C03 Data Handling
- E06 Conduct Policy
- E32 Complaints Policy
- E33 Whistleblowing Policy
- E38 Substance Abuse Policy
- E39 Domestic Violence Policy
- H01 Health and Safety Policy
- H02a Safeguarding Children

#### Procedures:

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## **H02b Safeguarding Adults Policy Version 231128**

- Roles and Responsibilities
- A06 Identifying and Responding to Concerns about Adults
- A08 Managing allegations against staff or volunteers
- A10 Supporting known offenders
- A12 Supervision
- A13 Preventing extremism
- A14 Records Retention Table
- A30 Safer recruitment of staff
- A36 Safer recruitment of volunteers
- A37 Training and Development

### **Aims /Guidance:**

We are committed to safeguarding adults in line with national legislation and relevant national and local guidelines. We will safeguard adults by ensuring that our projects and services are delivered in a way which keeps all adults safe.

We are committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our projects and services, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

We are committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

We believe everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

We acknowledge that safeguarding is everybody's responsibility and are committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

We recognise that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## **H02b Safeguarding Adults Policy Version 231128**

We recognise that there is a legal framework within which we need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by City Life Church will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

### **Commitments**

In order to implement this policy, we will ensure that:

- Everyone involved with City Life Church is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with our Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Handling Policy (GDPR).
- We will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All trustees, employees and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- Safe recruitment practices are used, and the suitability of volunteers and staff are continually assessed to prevent the employment/deployment of unsuitable individuals in this organisation.
- Information about anyone found to be a risk to adults is shared with the appropriate bodies, for example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- Planning of activities and events includes an assessment of, and risk to, the safety of all adults from abuse and neglect and a designated person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Trustees and Senior Leadership Team on an annual basis.

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## **H02b Safeguarding Adults Policy Version 231128**

- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed annually.

### **Implementation**

We are committed to developing and maintaining our capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Trustees detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- Appointment of:
  - Designated Safeguarding Lead for the Charity
  - Trustee with responsibility for safeguarding
  - Safeguarding sub-committee
- A process for forming a Case Management Group on a case-by-case basis within clear terms of reference.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Employees and Volunteers that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address relevant areas and which are consistent with this Safeguarding Adults policy.

### **Safeguarding on overseas trips**

Field experience includes all types of trips which involves travel to an overseas office or project which includes face-to-face interaction with project participants, children and adults. This activity increases risk of potential harm. This includes all short-term visits.

Participants in all trips are subject to satisfactory completion of all vetting processes that will be undertaken. Such requirements include:

- Safer recruitment procedures followed
- Signed code of conduct
- Two references
- Briefing/ training on safeguarding expectations and processes that includes cultural considerations
- Briefing will include policy on the use of photographic material

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## **H02b Safeguarding Adults Policy Version 231128**

### **Working with partners in the UK and Overseas**

The diversity of organisations and settings means there may be variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. This could include some of the following considerations:

1. policy stipulations
2. safe recruitment of employees/volunteers within the partnering organisation
3. trained and supported at suitable levels given their roles and responsibilities within the organisation
4. appropriate safe working arrangements (a few examples include risk assessment for activities, appropriate online and offline contact/interaction etc)
5. reporting protocols on safeguarding concerns/incidents both at a local level where appropriate and also with commissioning organisations (and to regulatory bodies in relevant countries especially if beneficiaries have suffered harm)

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

### **Supporting information**

#### **Sources of further information**

Care Act Fact Sheets (last updated 19 April 2016)

<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets>

**Southampton City Council Adult Social Care Service**

023 8083 3003

#### **Southampton City Council Adult abuse or concerns reporting form**

<https://www.southampton.gov.uk/health-social-care/adults/help-for-vulnerable-adults/>

#### **Southampton City Council Children Resource Service (formerly MASH)**

023 8083 3004

#### **Southampton City Council Child Protection and Children in Need online referral form**

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



## H02b Safeguarding Adults Policy Version 231128

Care and Support Statutory Guidance, Department of Health and Social Care, published 2014, updated 2 November 2022 (last accessed 09 January 2023)

Safeguarding Adults. 4LSAB Multi-Agency Policy, Process and Guidance covering the four Local Safeguarding Adults Boards of Southampton. Hampshire, IOW and Portsmouth  
<https://www.hampshiresab.org.uk/wp-content/uploads/4LSAB-Adult-Safeguarding-Policy-Process-and-Guidance-June-2020-6.pdf>  
<https://www.hampshiresab.org.uk/professionals-area/hampshire-4lsab-multiagency-safeguarding-adults-policy-guidance/>

[\(last accessed 01 January 2024\)](#)

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>  
<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>  
(last accessed 01 January 2024)

### References

'Safeguarding Adults Policy (Template)'  
<https://www.anncrafttrust.org/resources/safeguarding-adults-policy-procedures-templates/>  
Last accessed 09 January 2023

'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight

### Contact details

#### Designated Safeguarding Lead

Paul Woodman | 07387108669 | paulw@citylife.org.uk

#### Trustee for safeguarding and child protection

Naomi Sebborn | 07812 054059

| naomi@citylife.org.uk

#### City Life Church Leadership Team

care@citylife.org.uk

#### Thirtyone:eight helpline

0303 003 1111

Thirtyone:eight is an independent Christian safeguarding charity, of which City Life Church is a subscribing member.

#### NSPCC Helpline

0808 800 5000

#### [Southampton City Council Child Protection and Children in Need online referral form](https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/)

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight



**H02b Safeguarding Adults Policy  
Version 231128**

**Southampton City Council Children Resource Service (formerly MASH)**  
023 8083 3004

**Call 999 if there is an emergency and a child is in immediate danger**

**Monitoring & Review:**

*The Safeguarding Sub-group are responsible for reviewing this policy annually and this will be approved by the board of Trustees before implementing.*

*The Designated Safeguarding Lead and the Safeguarding Sub-group will ensure that this policy is implemented by staff members and volunteers. This will be followed by City life Church and any concerns or feedback will be shared with the Safeguarding Sub-group.*

Owner: Paul Woodman  
Approved: 12/01/2024  
Next review due: November 2024

**Version Tracker**

Version	Approved	Main Changes
240112	12/01/2024	Updated Safeguarding Trustee Reviewed reference websites and updated review dates.
231128	7/12/2023	Removed Bible verse. Updated formatting
230222	22/02/2023	Legal framework: Added Voyeurism Act 2019 and Equality Act 2010 added Health and Care Act updated Supporting documents: Policies and procedures added Supporting information: Sources of Further Information updated Safeguarding on overseas trips: 'background checks' replaced with 'safer recruitment procedures' Dave Barclay replaces Rossie Rowland as the Safeguarding Trustee
220504	04/05/22	Updated SCC contact details. Removed Bible verse
211125	25/11/2021	Paragraphs added to section: 'Policy Statement' Section added: 'Safeguarding on overseas trips' Section added: 'Working with partners in the UK and overseas'

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight





**H02b Safeguarding Adults Policy**  
**Version 231128**

		Wording change: 'staff' to 'employees' References moved from footer to new section
2021.2		<ol style="list-style-type: none"><li><b>1. Policy change of DSL roles:</b> single DSL for entire charity. Removal of two roles: DSL for CLEAR and Deputy DSL. Single DSL for charity.</li><li><b>2. Addition to Contact Details:</b> "Call 999 if there is an emergency and a child is in immediate danger."</li><li><b>3. Removal of safeguarding poster.</b> Safeguarding poster relocated to appendices of Procedures A04 and A06 (A04 Identifying and responding to concerns about children; A06 Identifying and responding to concerns about adults).</li></ol>
2021.1		Safeguarding adults and safeguarding children separated into distinct policies

**Actions:**

This policy must be shared with all City Life Employees, Trustees & Volunteers

Adapted from and 'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight