



SAFEGUARDING ADULTS POLICY

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SAFEGUARDING ADULTS POLICY

Reflect Church believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Reflect Church in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Lead Pastors, trustees, employees and volunteers of Reflect Church. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

In order to achieve this, Reflect Church will:

1. PRACTISE SAFER RECRUITING

Reflect Church is committed to safer recruiting in order to deter people who might abuse vulnerable adults at risk from applying to these roles where they will have access to these groups.

Reflect Church has a Safer Recruiting policy in place to identify and reject applicants who are unsuitable to work with children, young people and vulnerable adults, including conducting interviews, obtaining references and performing DBS checks.

This policy includes a procedure to respond to concerns appropriately either during or after the recruitment process and will not appoint anyone where there are doubts as to their suitability.

For further information please refer to the Reflect Church Safer Recruiting Policy.

2. SEEK AND SUPPLY TRAINING

Reflect Church will provide appropriate support and training to all employees, trustees, contractors and volunteers, to ensure that they:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Safeguarding training will be provided and will be updated annually. A record of all training completed will be held by Reflect Church within each location.

3. RESPOND APPROPRIATELY TO SUSPICIONS OF ABUSE OR NEED

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. In all cases an accurate record of events will be made using the relevant reporting forms.

4. WORK IN PARTNERSHIP WITH OTHER AGENCIES

Reflect Church aims to work in partnership with other agencies in the best interests of the vulnerable adults it is supporting, and will cooperate fully with social care.

Reflect Church will share information with other agencies as necessary, in accordance with current government guidance on information sharing.

5. CONFIDENTIALITY AND INFORMATION SHARING

Reflect Church expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

6. WHISTLEBLOWING:

Reflect Church is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

THIS POLICY WAS REVIEWED: 3rd June 2025

NEXT REVIEW DATE: 3rd June 2026

APPENDIX 1

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

APPENDIX 2

Key Principles of Adult Safeguarding:

In the safeguarding of adults, Reflect Church is guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Reflect Church aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Mental Capacity:

The Mental Capacity Act 2005 defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. Reflect Church will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Newham Adult Social Care should anyone have concerns regarding an adult's capacity.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

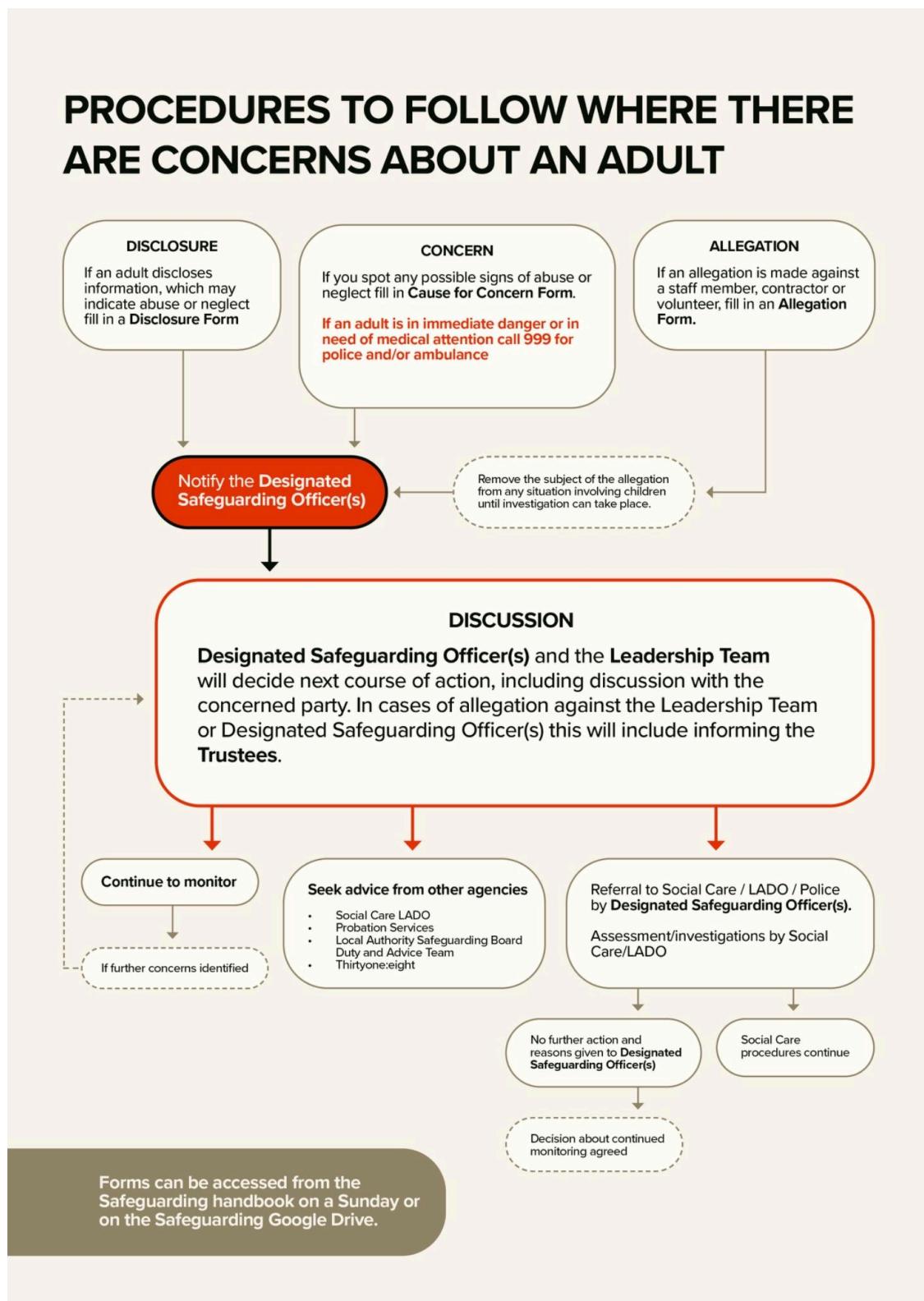
- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

APPENDIX 3



APPENDIX 4

DEALING WITH A DISCLOSURE OR ALLEGATION OF ABUSE

This may be from a staff member, trustee, member or visitor of the church.

If an adult says that he or she is being abused, think they are being abused or at risk of being abused or provides information that suggests that they are being abused, the person receiving that information should:

- Take the disclosure seriously;
- Accept what they are saying;
- Listen carefully;
- Don't interrupt them;
- Try to remember the words used by the adult, and anything they want to happen next;
- Stay calm and avoid reactions such as shock, disbelief or anger;
- Ask questions to establish basic facts;
- Establish if the adult feels safe now, to identify immediate action may be required;
- Establish any emotional support they may need after you leave;
- Talk about the safeguarding adults process and seek consent to make a referral;
- Explain what will happen next and when they can expect to hear from someone;
- Reassure them that they will be involved in any decisions;
- When talking about what will happen next, think about any specific communication needs they may have and how to make sure information is accessible.

Don'ts

- Question their motives for disclosing;
- Interview the person;
- Ask them to repeat the disclosure to someone else;
- Make promises about keeping the information confidential-explain how the information will be shared, who with and why;
- Speculate about the outcome of the safeguarding process.

N.B. It is not any staff member or volunteer's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try and make time to talk.

The staff member or volunteer must not deal with this by themselves. They should immediately report their concerns to a member of the Leadership Team and/or the Designated Safeguarding Officer(s), who will follow Reflect Church procedures.

Adults making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening and supporting a person who has been abused can be traumatic for the adults involved. Pastoral support will be available from the Leadership Team.

Should the allegation concern a member of the Leadership Team or a Designated Safeguarding Officer(s), the Trustees should be informed and depending on the severity of the situation will oversee internal investigations. Also if an allegation against a volunteer or a staff member is of a

very serious nature and is substantiated by the initial investigation, the Reflect Church Trustees will be informed.

RECORDING INFORMATION

It is very important to keep an accurate record of all that has happened, stating facts of any injury, times, dates, explanations and action taken, using the Cause for Concern Form, Report of Disclosure Form or Allegation Form where appropriate.

Any signs of physical injury should be described in detail, and sketched using a copy of the Body Map (Appendix 5). Any comments by the adult concerned, or by an adult who might be the abuser, about how the injury occurred should be recorded, preferably quoting the words actually used, as soon as possible after the comment has been made.

The Designated Safeguarding Officer(s) should maintain a confidential record log in which staff members and volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded regardless of whether Social Care is involved.

Information should be based only on facts. It should not include assumptions.

Be aware that you may be required to give this information to a social worker, the police or the court at some future date.

APPENDIX 5

FORMS AND REPORTS

CAUSE FOR CONCERN FORM

Name of adult:	Date of birth:
Address:	
Postcode:	
Telephone number:	
Nature of concern: (Please give full details of the nature of the concern, ensuring that you record dates, times, frequencies, as appropriate and any relevant conversations.)	
Please continue on additional sheet if necessary	
Name of person making report:	
Signature:	Date:

CAUSE FOR CONCERN FORM (cont.)

This section to be completed by the Designated Safeguarding Officer / Leadership Team:

Date of notification to the Designated Safeguarding Officer / Leadership Team:

Has the concern been discussed within the Leadership Team : Yes/No

Action Taken: (this section might include details of initial enquiries of the child, consultation and/or referral to Social Care, and any contact or explanations from parents/carers etc.)

Please continue on additional sheet if necessary

Any additional information / comments:

Including any follow up or actions needed, feedback from Social Care etc.

Please continue on additional sheet if necessary

Is the adult aware of the concern? Yes / No

Signature:

Parent / carer signature (if appropriate)

Print Name:

Print Name:

Date:

Date:

REPORT OF DISCLOSURE FORM

Name of adult:	Date of birth:
Location when disclosure took place:	
Full details of the disclosure:	
Please continue on additional sheet if necessary	
Date and time of notification to the Designated Safeguarding Officer / Leadership Team:	
Date and time of writing this report:	
Name of person making the report:	Position:
Signature:	Date:

REPORT OF ALLEGATION FORM

Name of adult:	Date of birth:
Location when allegation took place:	
Full details of the allegation:	
Please continue on additional sheet if necessary	
Date and time of notification to the Designated Safeguarding Officer / Leadership Team (please circle as appropriate):	
Date and time of writing this report:	
Name of person making the report:	Position:
Signature:	Date:

BODY MAP

HOW IS THE BODY MAP USED?

The details that should be included on a body map are:

- Information on who noticed the injury, when they noticed it and what their role is in relation to the adult.
- Details of the injury – where it is on the adult, what it looks like, its colour, shape, size and condition.
- Details of all visible injuries, even small marks that may not seem of concern at the time.
- In regards to the condition of the injury, is it deteriorating or getting better?
- Is the adult in distress or indifferent about the injury?
- Information on any explanations behind the injuries.
- Observations of the adult – how are they feeling, what is their behaviour like?
- Information on anything that the adult says about the injury.
- Include both a drawing and a written description of the injury.

WHICH INJURIES SHOULD BE RECORDED ON A BODY MAP?

All injuries, no matter how small, should be included on the body map. What may seem insignificant now may become more important in the future so it is always a good idea to have a record of everything. The most common sites for non-accidental injury are:

- Eyes
- Ears
- Cheeks
- Mouth
- Shoulders
- Chest
- Upper and inner arms
- Stomach/abdomen
- Genitals
- Front and back of thighs
- Buttocks
- Hands
- Feet

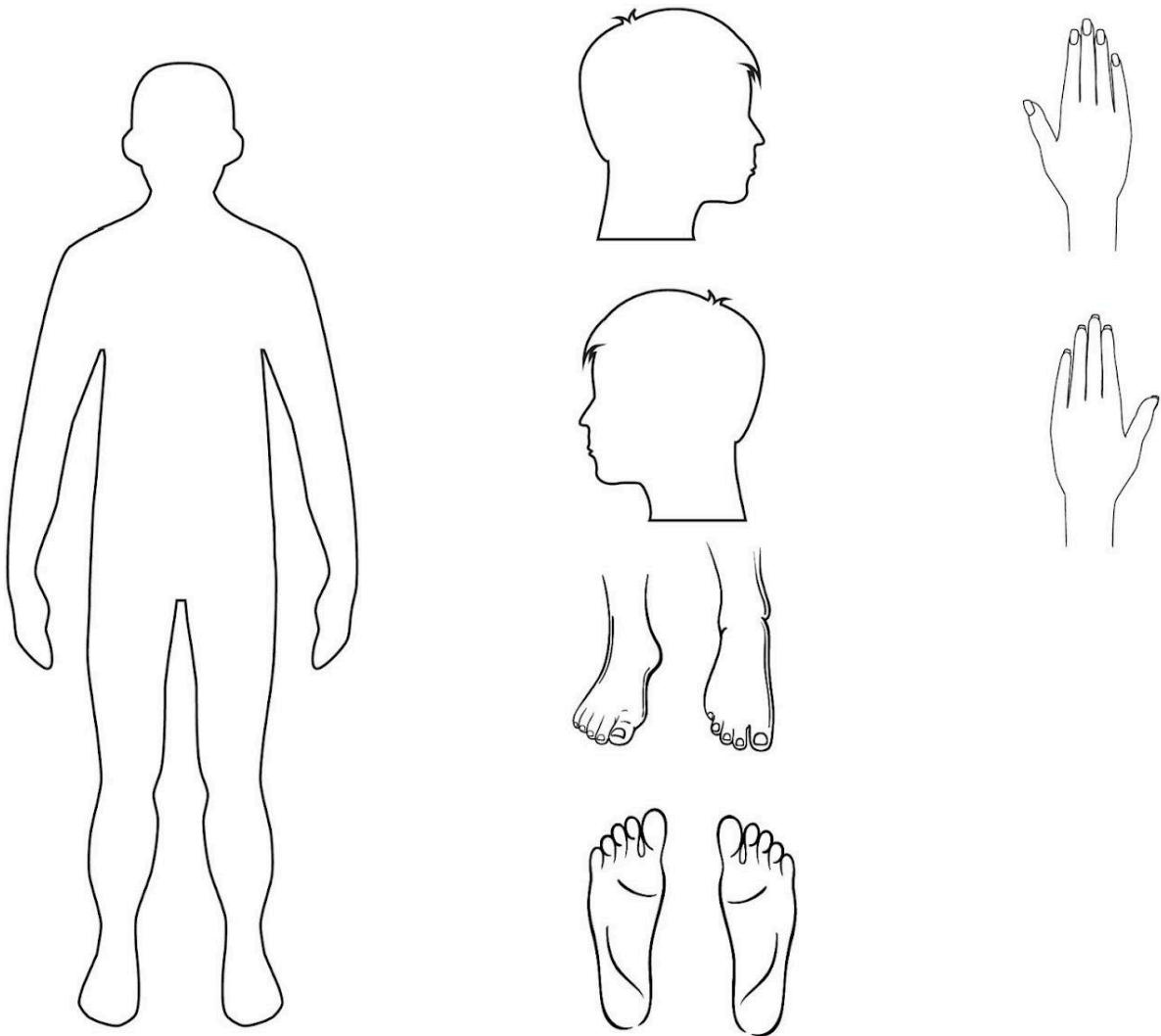
Particular attention should be paid to bruises which have petechiae (dots of blood under the skin) around them, which are found more commonly in adults who have been abused than in those injured accidentally.

Clusters of bruises are also a common feature in abused adults. These are often on the upper arm, outside of the thigh or on the body.

Furthermore, abusive bruises can often carry the imprint of the implement used or the hand.

BODY MAP (cont.)

Name of adult:	Date of birth:
Name/relationship of person making report:	Date recorded:
Observations:	



Note: When recording injuries you should never photograph the person.

REFLECT CHURCH CONTACT DETAILS

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