

PERSONAL CARE

No personal care can be given by staff or volunteers at any time.

Assistance can be given by befriending individuals to ensure they are comfortable and dignity is respected.

It is permissible to provide support, whilst a carer is given personal time to attend hospital, go shopping or simply have time to themselves.

SAFEGUARDING CHAMPION (ASC)

The Presbyterian Church in Ireland promotes good practice by having an Adult Safeguarding Champion.

Their role is:

- To advise within the organisation regarding adult safeguarding and training needs;
- To provide advice to staff or volunteers who have concerns about the signs of harm, and ensure a report is made to HSC Trusts where there is a safeguarding concern.

CONTACT DETAILS

Northern Ireland

The Adult Safeguarding teams can be contacted at the following numbers:

Northern Trust	028 9441 3659
Western Trust	028 7161 1366
South Eastern Trust	028 9250 1227
Belfast Trust	028 9504 1744
Southern Trust	028 3756 4423
Emergency Social Work (Evenings/weekends)	028 9504 9999

PSNI

In an emergency call	999
To report your concerns call	101

Republic of Ireland

Garda	999 or 112
Health Service Executive Confidential Recipient LoCall	1890 100 014
HSE Information line Mon-Sat 8am-8pm	041 6850 300

Taking Care Helpline
+44 (0)28 9041 7235



Taking Care
OF ALL



A pocket guide to the
adult safeguarding guidelines of the
Presbyterian Church in Ireland

TAKING CARE OF ALL

Christ calls us to love, care for and value everyone.

This gospel imperative of loving our neighbour as ourselves leads us to respect all as individuals, treating each with dignity and empowering them to reach their full potential.

The Presbyterian Church in Ireland (PCI) seeks to reflect Christ's compassion for everyone and to safeguard all those who come into contact with the mission and ministries of the Church, by preventing harm and protecting those at risk.

Who are the policy and guidelines for?

Ministers/elders/deaconesses/
pastoral care workers/pastoral team
members/staff/volunteers/leaders

Kirk sessions, presbyteries, General Assembly councils and the General Assembly are responsible to ensure the implementation and compliance of these guidelines.

PCI's Council for Social Witness used a number of resources in the production of these guidelines.

IMPORTANT

- As a Church we have a duty to protect all who are members or participate in the life and work of our church community.
- Harm, abuse or exploitation can happen anywhere, even in churches.
- Safeguarding is everyone's business and should be an integral part of congregational life and should be monitored by kirk sessions.
- The Presbyterian Church in Ireland has a zero tolerance approach to all forms of harm, abuse and exploitation.

The aims of the guidelines are to:

- 1 Raise awareness of types of harm to adults at risk.
- 2 Define what harm is and how it might be recognised.
- 3 Explain what process should be followed within PCI if there is concern that an adult at risk might be experiencing harm.
- 4 Set out how the Presbyterian Church in Ireland aims to prevent harm taking place and protect those who are at risk from harm.
- 5 Promote zero tolerance.
- 6 Influence, prevent and reduce risk of harm.



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Definitions – Northern Ireland “Adults at Risk”

*(Safeguarding Policy – Prevention – Protection & Partnership July 2015)
Department of Health & Social Services
and Department of Justice.*

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 (which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain) – and/or life circumstances (may include, but are not limited to, isolation, socio-economic factors and environmental living conditions).

Definitions - Republic of Ireland “Vulnerable Person”

*(Safeguarding Vulnerable Persons
at Risk of Abuse – National Policy
December 2014)*

A **vulnerable person** is an adult who may be restricted in capacity to guard him / herself against harm, exploitation or to report such harm or exploitation.

Restriction of capacity may arise as a result of physical or intellectual impairment. Vulnerability to abuse is influenced by both context and individual circumstances.

What is meant by abuse?

Abuse or harm includes physical, psychological, financial, emotional, sexual, neglect, exploitation and institutional.

Not too sure if it is harm or abuse?

If it looks, sounds or feels wrong, then it probably is wrong. Trust your gut feeling, if possible seek a second opinion. Remember this is only the starting point – don't jump to conclusions regarding the outcome.

How to respond when an adult tells you of a harmful situation?

Listen and take what they say seriously. If appropriate you can ask who, what, when and where questions to establish the basic facts. But do not ask “why” questions. **Do not** investigate – when needed this is the role of police, social workers and safeguarding staff.

REMEMBER

- Stay calm, listen and hear;
- Express concern and sympathy for what has happened;
- If urgent medical help is required contact the emergency services;
- Reassure the person – they did the right thing in telling you;
- Let the person know that the information will be taken seriously;
- Let the person know what is going to happen next;
- Ensure the safety of the person and any other persons at risk including children;
- Be aware that medical and/ or forensic evidence might be needed;
- Report immediately to the designated person / minister / clerk of session;

- Record the information / disclosure as soon as possible;
- Contact Taking Care Helpline if you require further advice +44 (0)28 9041 7235.

DO NOT

- Stop someone from talking or disclosing to you;
- Press them for more detail or question them on the detail;
- Contact, inform or interview the alleged perpetrator;
- Attempt to investigate yourself;
- Delay in carrying out the correct actions;
- Leave your concerns on a voicemail or email;
- Leave the person at risk of further harm;
- Take action before consulting with the Taking Care office or helpline;
- Gossip or share information with others who do not need to know.

RISK ASSESSMENT

- A risk assessment should be in place for all activities and outings in line with Taking Care guidelines (Section 9).
- We should recognise that adults have the right to take risks and should provide help and support to enable them to identify and manage potential and actual risks to themselves and others.
- Put in place a procedure for reporting, recording and reviewing accidents or incidents which should in turn inform practice and the risk assessment and management procedure.

RELATED DEFINITIONS:

Domestic violence

Domestic violence and abuse is threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

Human trafficking

Human trafficking involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

TRANSPORT / OUTINGS

Great care should be taken to ensure that everyone is adequately supervised during all outings. If using a private car, check that your insurance covers you. If using a mini-bus confirm that the driver is qualified to drive and has the appropriate insurance. Always use a reputable bus hire company that uses modern vehicles.

SAFETY

- If a passenger requires assistance with carrying items to and from the vehicle, the volunteer may assist them and place them inside the home. The volunteer is not required to lift, carry, or provide special assistance that could harm him/ herself or the passenger. You are not expected or advised to move clients, wheelchairs, walking aids in and out of your vehicle.
- It is required that all passengers wear seat belts during the journey.
- Keep all vehicles clean as a matter of safety. Keep the interior of your vehicle clean and free of debris. Litter can pose hazards underfoot or under assistive devices.

VENUES

Check that all venues have suitable access for all members of your group, paying special attention to stairs access, toilet facilities and dietary requirements.