

Code of Safer Working Practices with Adults



You should not:

- invade the privacy of an adult who is washing and toileting
- use any form of physical punishment or restraint (apart from car seat belts)

be sexually suggestive about or to an adult, or scapegoat, ridicule or reject an adult or group

- permit abusive peer activities (e.g. initiation ceremonies, ridiculing or bullying)
- show favouritism to any one adult or group
- allow an adult to involve you in behaviour that is overtly physical or sexual
- allow unknown adults access to adults deemed at risk of harm (visitors should always be accompanied by a known person)
- allow strangers to give lifts to adults in your group.

Visiting adults at home

Most visits to adults in their own home will be straightforward as they will be well known to the church. However, when visiting someone new for the first time, visitors should let someone else know whom they are visiting (and when). Here are some guidelines you may want to consider:

- Visiting in twos may be advisable, especially if the adult lacks capacity. It is also advisable to take a mobile phone. Do not call unannounced. Call by appointment, telephoning the person just before visiting if appropriate. Be clear about what support can be offered to the adult if they ask for help with particular problems and refer back to the church if uncertain.

- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact.
- Never offer 'over the counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the treasurer.

Pastoral visitors should note the date when they visit people, report their visit to the pastoral secretary and say what is concerning or going well. The pastoral secretary will report safeguarding concerns to the minister and safeguarding officer as appropriate and agree what action should take place and who should record the incident.

Promoting Safer Practice

Safer working practice is critical to good safeguarding.

Church officers will respect all adults and promote their well-being. The Church will create and maintain environments that:

- are safer for all
- promote well-being
- prevent abuse
- create nurturing, caring conditions within the Church.

The Church will challenge any abuse of power within church communities by ensuring church officers adhere to safe working practice.

You should:

treat all adults with respect and dignity

- ensure that your own language, tone of voice, and body language are respectful
- record any incidents of concern and give the information to your group leader, sign and date the record
- share concerns about an adult or the behaviour of another worker with your group leader and/or safeguarding officer.