



RETIRED BAPTIST MINISTERS  
HOUSING ORGANISATION

# Safeguarding Policy and Procedures

## Introduction

The purpose of the Retired Baptist Ministers Housing Organisation (RBMHO) is to provide housing for retired ministers and their spouses who would otherwise be unable to secure such accommodation from their own resources.

The Trustees of RBMHO recognise that their tenants will include a number of “adults at risk” as defined below.

*‘Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation’. [Note 1]*

The Trustees therefore recognise that they do have safeguarding responsibilities in relation to our tenants and staff.

## Our safeguarding responsibilities

The Trustees are committed to ensuring that

1. They, along with the staff, do what they can to help prevent the abuse of tenants
2. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures.
3. Staff and Trustees are provided with appropriate training
4. One of their number will monitor the implementation of the safeguarding policy and procedures on behalf of the Trustees. This person will also review any concerns raised by staff about a tenant and work with the staff to ensure the correct procedures are followed.

## Putting our policy into practice

- A copy of this document will be available on the RBMHO website and will be given to each tenant as part of their Welcome Pack
- Staff members will be given a copy of this document and asked to sign to confirm that they will follow the agreed procedures.
- The policy and procedures will be monitored and reviewed annually – normally prior to the July Trustees Meeting - and any necessary revisions adopted into the policy and implemented through our procedures.

## **Procedure for recognising, responding to and reporting abuse**

In their interactions with Tenants, Staff may become aware of a potentially abusive situation. There may also be times when they are contacted by someone else who suspects that a tenant is being abused. When this happens the following procedure should be followed.

1. A hand-written record should be made as soon as possible. This should be legible and state the facts accurately including the name and address of the tenant concerned. It should also include (as appropriate)
  - The nature of the concerns/allegations/disclosure
  - a description of any bruising or other injuries that have been noticed
  - an exact record of what the adult at risk has said, using their own words where possible

It should then be signed and dated and kept in a secure place.

2. The member of staff will contact the Safeguarding Trustee (SGT) who will assist in deciding on the next course of action. If it is felt necessary the member of staff and/or the SGT will contact a member of the BUGB Safeguarding Team for their advice.

As a result they may then decide to

- a) Note the concern and monitor the situation
  - b) Arrange to visit the tenant concerned
  - c) Ask the relevant Regional Minister or Association Safeguarding Lead to investigate further
  - d) Make a formal referral to the police or local Social Services team (See Note 2)
3. A record should be kept of all safeguarding incidents and should be considered in the annual review of the organisation's safeguarding policy. All original reports should be retained safely and securely and a written record should be made of the actions taken.

## **Notes**

1. Definition used in the BUGB Model Safeguarding Policy
2. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice
  - there is a risk of harm to others
  - in order to prevent a crime