



Seventh-day
Adventist[®] Church
BRITISH UNION CONFERENCE

Safeguarding Policy, Procedures and Guidance for the Seventh-day Adventist Church in the United Kingdom



Executive Summary

British Union Conference of the Seventh-day Adventist Church
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SUMMARY OF THE CHURCH'S SAFEGUARDING POLICY

INTRODUCTION

The British Union Conference of Seventh-day Adventists (BUC) is committed to safeguarding the welfare of children and adults at risk of harm across the Conference. We recognise our duty and responsibilities as a church to provide an environment which seeks to eliminate the risk of abuse. We will take all reasonable steps to safeguard the welfare of children and adults at risk. Safeguarding covers the specific actions we take to protect these vulnerable individuals. The Seventh-day Adventist Church is committed to being to be an organisation that is as diverse, equal and inclusive as we can make it within the biblical values of love, compassion, truth and justice.

- (a) In affirming the dignity and worth of each human being we will not condone neglect, bullying or any form of physical, sexual, emotional or spiritual abuse of any individual whether in the church or in the community.
- (b) The Seventh-day Adventist church has a responsibility to protect children and adults at risk who are involved in any of its programmes. We will do so through the creation of safe environments, and the provision of training, advice and support to all staff and volunteers.
- (c) The church will demonstrate senior management commitment to safeguarding and maintain arrangements to reflect this, with clear lines of accountability.
- (d) The church will report to the appropriate agency all allegations of abuse and will cooperate fully with other professional agencies who will identify the perpetrators and to protect children and adults who may be at risk.
- (e) The church will help persons in need to identify and access the range of professional services. It will assist families in grief over relationships that cannot be restored. It will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and domestic abuse.
- (f) When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, the church will provide a ministry of reconciliation, but intervention by appropriate agencies must occur to hold the perpetrator accountable for his or her actions and to safeguard children and adults.
- (g) The church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct. We will carefully select and support all those with a responsibility towards our children and adults who may be at risk.
- (h) The church will respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all individuals are value to the community of faith.

1. SAFEGUARDING STRUCTURE

Safeguarding Roles Within Each Church/Organisation

Each church or organisation is called to appoint the following safeguarding roles to coordinate and manage safeguarding activities locally:

1. The **Safeguarding Person** is the designated church/department officer who leads on safeguarding matters on behalf of the church or department. They ensure our safeguarding policy and guidance is followed and provide the support, guidance and training to staff and volunteers. The DSL acts as an advocate on behalf of children and adults in need of protection, keeping accurate records relating to safeguarding concerns. DSLs work in partnership with statutory and other agencies. In larger settings one or more deputies should be appointed. This should be someone appointed to serve on the church board unless it is their professional discipline
2. A **Responsible Person** is each head of a department, whether an employee or church member who has been appointed by the local church/management to be responsible for a specific sphere of activity involving children and adults. Within their role the responsible persons would ensure that the right staff are appointed and follow safe working practices.
3. The **Disclosure Clerk** is responsible for undertaking the safeguarding administrative tasks within a church. These include organising the DBS/PVG/AccessNI/NVB checks for church officers, issuing role descriptions and keeping up-to-date records of these activities. They will be responsible for periodic returns to the conference and will receive training for their role from the Conference secretariat.

2. DEFINITIONS OF ABUSE

Abuse is form of maltreatment of a child/adult at risk. Somebody may abuse or neglect a child/adult at risk by inflicting harm, or by failing to act to prevent harm. Abuse may take place in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child or children.

Physical Abuse - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse - The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect is the most frequent form of abuse and may involve:

- ignoring medical, physical or emotional care needs
- failing to provide access to health, care and support or educational services
- withholding necessities of life, such as food, medication and heating
- self-neglect (this can cover a wide range of behaviour such as neglecting your personal hygiene, health or surroundings, and can include behaviours such as hoarding).

Sexual Abuse - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Spiritual Abuse – Emotional/psychological abuse in a religious context.

Financial Abuse – one intimate partner has control over the other partner's access to economic resources, which diminishes the victim's capacity to support themselves and forces them to depend on the perpetrator financially.

Domestic Abuse – A pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence.

3. PROMOTING A SAFER ENVIRONMENT

The Seventh-day Adventist Church commits to safely recruiting and supporting all those with any responsibility for children and adults within the Church. The Church will select and scrutinise all those with any responsibility for children and adults within the Church, in accordance with the Church's safeguarding policy and practice guidance. It will train and equip church officers to have the confidence and skills they need to care for and support children, young people and adults and to recognise and respond to abuse. This will be done by providing consistent and accessible safeguarding training.

Safeguarding policies throughout the Church are active statements underpinning safeguarding work.

Creating Safe Environments

Creating safe environments for our church family is a matter of applying good working practices across all our activities. The means we should:

- (a) Arrange, as far as possible, that no adult is left alone with a child or young person without the activity being observed by others. This may mean that doors will have to be left open or that small groups work simultaneously in the same room.
- (b) Organise and monitor activities so as not to allow individuals to create relationships or arrangements that exploit or abuse a worker's position of trust in relation to an individual, e.g., an elderly person feeling obliged to pay the debts held by someone helping them.
- (c) In a one-to-one situation with a child or adult at risk, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the child or adult at risk should know they are there.
- (d) As far as possible, ensure that there are always at least two adults working with a group of children or vulnerable persons, especially when it is the only activity taking place on the premises. Consideration must

be given to matching the gender of the workers with that of the group. The two-adult provision applies in changing areas and toilets, even if only one or two children are present.

- (e) Never do anything of a personal nature for children or adults that they can do for themselves. Be mindful of how and where one touches minors and adults at risk. Always seek consent before any physical touching.
- (f) Arrange when transporting children or young people by car or minibus to have more than one passenger in the vehicle. Vehicles must have appropriate seating for children (to keep them physically safe), drivers must be fully insured and age-appropriately authorised to drive the vehicle. Require leaders/workers to keep others informed if they have to drive a minor home on his/her own.
- (g) Provide an adequate number/ratio of adults to supervise events for children/young people according to the activity and especially where overnight activities are involved. There should always be more than one adult for any group and they should reflect the gender of the group. Helpers under 18 years old count as children and not adults in the ratios below. For further guidance see the OFSTED Guidelines www.ofsted.gov.uk or its equivalent within your country. An example of a minimum ratio is provided below.

For 0 to 2 years – one adult to every three children (1:3)
For 2 to 3 years – one adult to every four children (1:4) (1:5 in Scotland)
For 3 to 8 years – one adult to every eight children (1:8)
For over-8s – one adult for the first eight children, then one for every additional ten children.

- (h) Any activities involving children or vulnerable adults outside of church, or taking place online should be risk assessed and accordingly managed.
- (i) In the event of any injury to a person, accidental or otherwise, ensure that it is recorded on an Accident Form and that the record is witnessed by another adult. Ensure that any necessary health and safety actions are undertaken.

Who Requires a Criminal Records Check?

A safer recruitment process will be followed in all cases which involves a number of steps and measures including, but not solely reliant on, relevant vetting and barring checks.

Vetting and barring checks helps churches make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Any individual working or intending to work with children and/or adults at risk, must have a criminal record check. Staff and volunteers who wish to work with children or adults at risk of harm within the Seventh-day Adventist Church require an enhanced disclosure which shows details of spent convictions, unspent convictions and cautions that have not been filtered. This includes a check of local police records.

In deciding who requires a criminal records check the following question should be considered:

Does the role mean that the relevant individual either supervised/unsupervised on a frequent/infrequent basis, teaches, trains, instructs, cares for or supervises children/adults at risk or provides advice/guidance on physical, emotional or educational well-being to children?

Regulated Activities with Children

In simple terms, regulated activity is work that a barred person must not do.

In England, Northern Ireland and Wales, regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30-day period or overnight).

Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on wellbeing, or driving a vehicle only for children.

Working for a limited range of specified places with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).

Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include:

- engaging in intimate or personal care of children.
- health care by, or under the supervision of, a registered health care professional.

In Scotland, regulated work with children can be paid or voluntary. It usually involves:

- working directly with children
- teaching or supervising children
- providing personal services to children
- caring responsibilities

The frequency and intensity requirement does not apply.

Regulated work can also apply to certain positions of trust within organisations, for example being a trustee of a children's charity.

For more information about the definitions of regulated activity and regulated work, please see Appendix 20: Legislation for the Protection of Children and Adults at Risk in your respective countries.

Regulated Activity – Adults

The new legal definition of regulated activity for adults no longer uses the term 'vulnerable adults' and no longer requires the activity to meet a minimum frequency threshold. The definition now focuses on the nature of activities, which, if required by an adult, will define them to be vulnerable. The following activities fall under the category of regulated activity:

- Health care – any health care professional providing health care to an adult or anyone who provides health care to an adult under the supervision of a health care professional.
- Personal care – providing assistance, supervision, or advice in relation to activities including eating and washing.
- Social care
- Assistance with cash, bills, or shopping
- Assistance in the conduct of a person's own affairs
- Transporting an adult because of their age, disability, or illness to or from their home and a place where they will receive health care, personal care, or social care.

Any staff or volunteer who wish to engage in any of the above activities is required to have a DBS check.

4. WORKING SAFELY

Good Working Practices

To safeguard keep our church family, we need to adopt working practices that lessen the opportunity for harm to our children and adults. This involves:

- Planning the work of the department to prevent abuse.
- Using supervision to prevent abuse.
- Teaching children to be appropriately aware of how to remain safe and who to approach to report abuse or concerns.
- Recognising and responding to concerns or disclosures of abuse.
- Undertaking risk assessments and implementing risk mitigation measures for all church activities.

The Church also promotes best practice in the taking of photographs and filming and the use of digital technology and social media across all its activities.

BUC Behaviour Code for Working With Adults At Risk Of Harm

The BUC believes that Christians are called to represent Christ in all aspects of their behaviour. The Church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct.

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The Role of Staff and Volunteers

In your role at [name of organisation] you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of Staff and Volunteers Working with Children

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to [insert name/role of person to report to]
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting Children & Young People

You Should:

- Listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible ○ if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.
- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
- if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
- unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Unacceptable Behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Engaging in behaviour that is in any way abusive (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.) including having any form of sexual contact with a child or young person
- Developing inappropriate relationships with children and young people

- Acting in a way that can be perceived as threatening or intrusive
- Patronising or belittling children and young people
- Making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Making inappropriate promises to children and young people
- Passing on your personal and/or social media contact details and any contact that breaches Seventh-day Adventist's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Responsibility of Staff and Volunteers working with adults at risk of harm

Be Accountable

- Be honest with yourself and others about what you can do, whether or not the adult is being provided with any services.
- Recognise your abilities and limitations.
- Only carry out or delegate tasks agreed in your role description.
- Be able to justify and be accountable for your actions
- Ask your leader/supervisor for guidance if you feel inadequately prepared to carry out any aspect of your role.
- Tell your leader/supervisor about any issues that might affect your ability to perform your role.
- Always establish and maintain clear and appropriate boundaries in your relationships with people.
- Never accept any offers of loans, gifts or benefits from anyone you are supporting or anyone close to them.
- Comply with United Reformed Church (URC) policies and procedures.
- Tell your leader/supervisor or person in charge of safeguarding if you are concerned that another worker is acting outside of this code of conduct.

Promote the Privacy, Dignity, Rights and Wellbeing Of People

- Always protect the rights of people and treat them with dignity, respect, and compassion.
- Ensure that a vulnerable adult is not treated, without justification, any less favourably than the way in which a person who is not an "adult at risk" would be treated in a comparable situation.
- Always act in the best interest of people, with their present and past wishes and feelings being considered.
- Put the needs, views and wishes of people first, helping them to control and choose the help and support they receive.
- Always gain consent before providing help and support. You must respect a person's right to refuse if they can do so, but also report any concerns if you feel that someone does not have the capacity to consent.
- Always maintain the privacy and dignity of people who have help and support, and their carers.
- Promote people's independence, while helping them maintain existing family and social contacts.
- Always make sure that your actions do not harm an individual's health or wellbeing.
- You must never abuse, neglect, harm or exploit anyone.
- Challenge and report dangerous, abusive, discriminatory or exploitative behaviour.
- Always take comments and complaints seriously; respond to them in accordance with Good Practice 5 and inform your leader/supervisor/safeguarding designated person.

Work Effectively with Other Volunteers/Colleagues

- Understand and value your contribution and the vital part you play in the church.
- Recognise and respect the roles of other church workers/colleagues and those from other denominations and agencies; work in partnership with them.
- Work openly and co-operatively with other church workers/colleagues, including those from other denominations and agencies, and treat them with respect.
- Work openly and co-operatively with people who have help and support, including their families or carers, and treat them with respect.
- Honour your commitment to the church and be reliable, dependable and trustworthy.

Effective Communication

- Make efforts to assist and facilitate communication, using whatever method is appropriate to the needs of the individual.

- Always explain and discuss any help and support you are offering/providing with the person; only continue if they give consent.
- Communicate respectfully with people in an open, accurate, effective and straightforward way.
- Communicate effectively with other church workers/colleagues as appropriate.
- Maintain clear and accurate records of the help and support the church provides, as appropriate.
- Recognise both the extent and the limits of your role, knowledge and ability when communicating with people who have help and support.

Respect People's Right to Confidentiality and Decision-Making

- Treat all information about people who need help and support, and their carers, as confidential.
- Ensure people participate as fully as possible in any decisions being made, with support in place to help that participation in a way understood by the adults.
- Only discuss or disclose information in accordance with legislation and URC policy.
- Always seek guidance from your leader/supervisor regarding any information or issues that you are concerned about.

Unacceptable Behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Engaging in behaviour that is in any way abusive including having any form of sexual contact with adults at risk
- Developing inappropriate relationships with children and adults at risk
- Acting in a way that can be perceived as threatening or intrusive
- Patronising or belittling adults at risk
- Making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of adults at risk
- Making inappropriate promises to adults at risk
- Passing on your personal and/or social media contact details and any contact that breaches Seventh-day Adventist's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

To fulfil our mission, we must reflect Christian care and compassion treating all with dignity and respect as individuals created in the image of God. Christians should always ensure that their behaviour properly reflects their high calling.

Any behaviour that falls contrary to the Church's code of conduct will be addressed in accordance with the directions within the Church Manual.

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

5. RESPONDING TO CONCERNS

Life circumstances as well as illness can contribute to placing an adult at risk of harm. In those situations, the Church is committed to working together across its departments and with external organisations, to support and protect adults who are unable to safeguard themselves, their property and their rights. Similarly, children rely on adults for their protection and well-being. Their age and developmental stage can make them dependent and therefore vulnerable to forms of treatment that are abusive or neglectful. The Church is committed to early action in the recognition and response to concerns where individuals may be at risk of, or experiencing, any form of maltreatment.

The church is not an investigative agency and therefore employees/volunteers must understand their role when working in child or adult-centred programmes of the church. **Under no circumstances should any person attempt to carry out any 'investigation' into the allegation or suspicions of abuse.** This is the responsibility of local

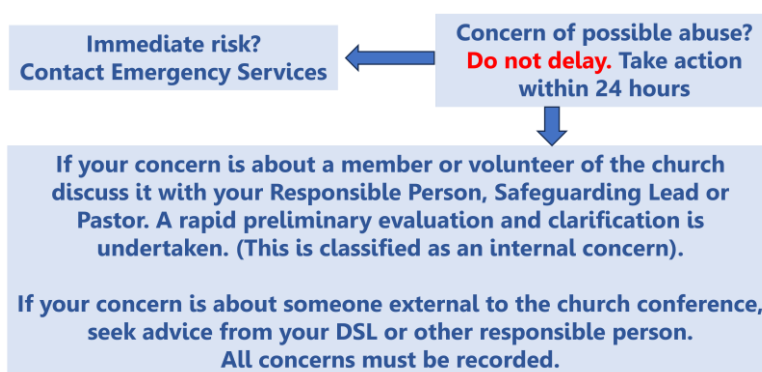
statutory services, whose task it is to investigate the matter, under specific legislation and statutory guidance. Our role is to recognise concerns; undertake a rapid preliminary evaluation solely for the purpose of clarification and refer child or adult protection matters to our local statutory agencies.

What can the church do to safeguard children and adults at risk?

By 'safeguarding' and 'protection' we simply mean acting to safeguard our church family and this is a responsibility we all share. To meet this means each of us must undertake our roles to the highest standards of Christian conduct. Within our mission there already exist the commands to care for those in need. We must make ourselves aware of the protection procedures so we know how to respond and where to turn for advice or guidance where there are safeguarding concerns. We should then report any concerns without delay so that the appropriate support or protection is made available. Early help and support can prevent situations becoming or continuing to be harmful or exploitative.

Always remember that the welfare of the child or adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. In all situations, informed and timely action should be taken. Do not delay; follow your country procedures and the flowchart therein on how to respond to concerns. If you happen to witness and incident of abuse or conduct by a third party or any other behaviour that warrants concern, and you wish to remain anonymous, the flowchart outlines how you can report your concerns; or you may use a listening line, e.g. [Cornerstone Counselling Services](#) (SEC Listening Line) - 020 7423 8050 or [Thirtyone:eight](#) - 0303 003 11 11

The Union/Conference/Mission will not tolerate Malicious reporting and will implement sanctions to deal with individuals who engage in such conduct.



The Designated Safeguarding Lead (DSL) with the pastor will evaluate all concerns and refer these on where needed. The above process should also be used for the reporting of complaints and grievances. Where the allegation or concern involves the DSL or the pastor the person who is the subject of the allegation will be excluded from the evaluation process. Under no circumstances should the person who is the subject of the allegation be informed until after any allegation has been discussed and agreement reached with the statutory authorities. Further action will be decided in discussion and agreement with the statutory agencies.

Listening to Those Who Raise Concerns

- Don't promise confidentiality
- Find a suitable place
- Proceed at the individual's pace
- Listen and accept what the person is telling you
- Reflect back what you hear or observe
- Ask open questions
- Summarize what the person has told you
- Clarify what will happen next

Recording

Safeguarding records are needed in order to:

- ensure that what happened and when it happened is recorded
- provide a history of events so that patterns can be identified
- record and justify the action/s of advisers and church workers
- promote the exercise of accountability
- provide a basis of evidence for future safeguarding activity or formal proceedings
- allow for continuity when there is a change of personnel.

All records must be kept in a secure place and only shared in accordance with legislation, government guidance, Methodist Church policy, procedure and guidelines.

- When making records the following practice should be followed:
- Wherever possible, take notes during any conversation (or immediately after if more appropriate).
- Ask consent to make notes, taking age and understanding into account.
- Explain why you want to take notes, and that they can have access to the information they have shared with you.

Allegations Against Children and Young People

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child in a position of power has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

6. CARING FOR THOSE AFFECTED BY ABUSE

Pastoral Care for the Victim/Survivor and their Family

Abuse is traumatic for those who are victims and their family members. It destroys the essential basis of trust and safety, especially where the perpetrator is a parent or a trusted church member. Abuse all too commonly breaks up families, and shatters beliefs about Christian conduct and human behaviour. These situations are never without pain and suffering by a child or adult at risk. They significantly challenge our church family in coming to terms with the fact that a professed Christian, and church member, has the capacity to abuse a child or vulnerable adult.

Children may be abused by children or adults who are not family members, but who are known by the child and often the child's family. The abuse inflicted is varied but often sexual or exploitative of a vulnerable person. Whatever has happened to a child or adult, their basic needs as an individual or family remain and they should continue to receive support from our church family.

Victims or witness of abuse can report to their local church DSL, pastor, or other trusted/responsible person. Pastoral care for the victim/survivor and his/her family may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. The church should ensure that:

- It does not become involved with possible inter-family disputes but should always focus on the needs of the victim as a priority.
- It works hard to maintain those links that the child or adult at risk has with the church so that their life within the church remains as normal as possible.

Recognising the confidential nature of the information available to the members of a child/adult protection conference, the pastor should seek an interview with the identified social worker to establish what risk the alleged perpetrator poses to the victim and others when they attend church-based activities.

Pastoral Care for the Alleged Perpetrator

During the difficult period of investigation following an allegation of sexual or other form of abuse, the church should arrange appropriate support for the alleged perpetrator, who is a church member, without compromising the position of the victim/survivor, their family or the church.

- a) Pastoral care for alleged perpetrators may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. It is unlikely that the same person would be able to provide support to meet the conflicting needs of the various parties, i.e. victim/survivor, victim's family, alleged perpetrator. The church may find it helpful if one person is responsible for dealing with the authorities, while another offers support to the victim and his/her family, and a further person gives pastoral care to the alleged perpetrator.
- b) Pastoral care for an alleged perpetrator must not be given at the expense of the victim, the victim's family, or justice. The victim/survivor should not sense that the church is in collusion with or taking the side of the alleged perpetrator.

Agreement of Care

For individuals whose history or behaviour pose a risk to children or adults at risk, an Agreement of Care must be completed. This would serve as a measure of protection for others from further or future concern.

Pastoral Care of Known Abusers

The local pastor and/or elder should:

- Talk to the offender's Probation Officer who should know the person and be able to advise on management.
- Meet with the offender and the church elders and lay out the boundaries that the offender will be expected to keep. Explain what support the church will give. Get the offender to sign an Agreement of Care form. While this sounds formal it helps in dealing with the potential manipulative ways of the sex offender, which might pose a risk
- Inform key people, (elders, the Sabbath School leader, Youth leader, Adventurer and Pathfinder leaders, etc.) for the events that the offender is attending, that the individual should have no contact with children or young people. This is always on a 'need to know' basis. Offenders must never be on their own with children or adults at risk, to whom they pose a threat.
- Inform the offender that a failure to keep to these conditions may lead to him/her being barred from attending the church, and in such circumstances the church leadership may choose to inform the statutory agencies (Probation and Social Services) and any other relevant organisation.
- Provide the Conference/Mission DSL with the details of the offender along with a copy of the completed Agreement of Care.

Pastoral Care for Employed Workers

Pastoral work with children, young people and adults in the aftermath of an incident of child or adult abuse will be extremely stressful. As the main burden of this work will inevitably fall upon the shoulders of the employee, they should be provided with a counsellor while they are working in this specialised area. The employee should not feel guilty in accepting the services of a counsellor but should see it as a necessary support for them to remain objective while working in a highly emotional and stressful situation.

HOW TO RESPOND TO CONCERNS OF POSSIBLE ABUSE

