

YOU MUST ...

- treat all vulnerable adults with respect
- promote a safe environment and encourage others to follow your example
- ensure that, whenever possible, there is more than one adult present during your organisation's activities with vulnerable adults, or at least that you are within sight or hearing of others
- respect a vulnerable person's right to personal privacy
- encourage vulnerable people to feel comfortable enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well-intentioned
- be aware that even caring physical contact with a vulnerable person may be misinterpreted
- recognise that special caution is required in moments when you are discussing sensitive issues with vulnerable adults
- operate within the Church's Code of Good Practice

YOU MUST NOT ...

- have inappropriate physical or verbal contact with vulnerable people
- allow yourself to be drawn into inappropriate attention-seeking behaviour
- make suggestive/derogatory remarks or gestures in front of vulnerable people
- jump to conclusions about others without checking facts
- exaggerate or trivialise abuse issues
- show favouritism to any individual
- rely on your good name or that of the Church to protect you
- believe "it could never happen to me"
- take a chance when common sense, policy and practice suggest another more prudent approach

WHAT TO DO ...

If a vulnerable person discloses to you abuse by someone else:

- allow him or her to speak without interruption, accepting what is said, but do not investigate
- alleviate feelings of guilt and isolation, while passing no judgement
- let them know you are glad they have shared this information with you
- advise the person that you **must** pass on the information

If you suspect a vulnerable person is being abused, emotionally, physically or sexually:

- report the matter to your Church Co-ordinator or Diocesan Protection Officer, your Priest or the Provincial Officer

If you receive an allegation about harm or abuse:

- immediately tell your Church or the Diocesan Protection Officer, your Priest or the Provincial Officer
- try to ensure that no-one is placed in a position which could cause further harm.

In all cases:

- record the facts and report these to your PVG Co-ordinator, your Priest and/or the Provincial Officer
- you must refer; you **must not** investigate

General Synod of the Scottish Episcopal Church: Scottish Charity Number SC015962

Scottish Episcopal Church

Safeguarding Vulnerable People
in the Church



A Summary of Good Practice for Paid & Voluntary Workers

The Scottish Episcopal Church recognises the special status of all vulnerable people, particularly those who, because they are affected by disability, mental disorder, illness, infirmity or ageing, are unable to protect themselves from abuse, or more vulnerable to being abused than persons who are not so affected. Because of their vulnerability, such people will be awarded special protection. They are to be respected as persons in their own right, created and loved by God. We, therefore commit ourselves to take all steps within our power to keep vulnerable people safe from harm and from an abuse of trust.

Policy Statement, General Synod June 2006

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