

# **LORD'S WORK TRUST**

## **Safeguarding Policy & Code of Conduct**

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### **SECTION A: INTRODUCTION AND CONTEXT**

#### **1. Introduction**

This document sets out the policy and procedures adopted by the Lord's Work Trust in relation to Safeguarding. An explanation of the terms used in this document (such as "we", "Trust", "Beneficiary" etc) is contained in Appendix 2. We may update this policy from time to time. The current version at any time will be the version published on our website.

#### **2. Putting our Work into Context**

The following sets out how we operate and provides important context as to our approach to Safeguarding and associated responsibilities.

##### **2.1 Our Purpose**

We are a Christian Charity that facilitates the onward transmission of donations being made by individual Christians and assemblies of Christians (local churches) (together referred to in this Policy as 'Donors') to Christian work (including, but not limited to, work to advance the preaching and teaching of the Bible, the Word of God, and relieve poverty and its effects) in the United Kingdom and abroad.

##### **2.2 Our Legal Responsibility**

While Donors will often express their wish as to where funds should be directed, other Donors provide no specific instruction or direction as to where funds should be sent. In both cases however, by law, our Trustees have the legal responsibility and discretion as to where all funds are ultimately sent. Our Trustees are therefore required to carefully consider and take full responsibility that the allocation of all funds is in accordance with their fiduciary and legal obligations.

##### **2.3 Our Relationship with Donors & Beneficiaries**

We primarily receive donations from those associated with assemblies of Christians (local churches) and we primarily transmit funds on their behalf to financially support evangelical Christian work carried out by missionaries and Christian workers associated with such local churches. Such assemblies are autonomous and therefore we have no denominational connection or tie. Neither do we employ missionaries or Christian workers. In this context, such workers are commended (i.e.

recommended and sent to their field of service) by particular assemblies (local churches). In accordance with Biblical principles, it is generally recognised that the missionaries and Christian workers commended by such assemblies (local churches) are accountable for their work and conduct to their commending assemblies (local churches).

## **2.4 How We Operate**

Christian workers do not generally act as our Representatives, although they may, in the exception, agree to represent us for particular purposes in particular locations. We do not engage in fundraising, although we do seek to promote a knowledge of the work engaged in by Beneficiaries, through publications and other means.

These Christian workers do not receive a salary but live in dependence upon God to supply their daily needs. Accordingly, at our discretion, we allocate funds to charitably support the living costs of these workers and also to allow the advancement of their work. Occasionally we also sponsor particular Projects where we may fund specific infrastructure. In such circumstances, any person we appoint to represent the Trust will be designated as a Responsible Individual.

## **2.5 Our Beliefs**

Our Trustees, as individual Christians, seek at all times to be guided by the Bible, the Word of God. The values and ethos of the Trust are similarly a reflection of the teaching contained in the Bible. Our commitments under this Policy are the right things to do because they are also based on clear teaching contained in the Bible. For example:

***‘See that you do not despise one of these little ones. For I tell you that in heaven their angels always see the face of my Father who is in heaven’ Matthew 18v10***

***‘Abstain from every form of evil’ 1 Thessalonians 5v22***

***‘But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control’ Galatians 5v22***

## **2.6 This Policy does not cover:**

- Sexual harassment in the workplace.
- Safeguarding concerns in the wider community not related to Responsible Individuals or Projects.

## **2.7 Related policies and procedures**

This Policy should be read alongside our other organisational policies and procedures, including:

- Recruitment policy and procedures
- Photography and image sharing guidance
- Records retention and management policy
- GDPR Policy
- Complaints policy
- Whistleblowing policy

## SECTION B: SAFEGUARDING AND OUR COMMITMENT TO IT

### 3. What is Safeguarding?

In the UK, Safeguarding means proper protection of people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. In the Trust's work, we understand it to mean protecting people, including children and vulnerable adults from harm that arises from coming into contact with Responsible Individuals of the Trust.

### 4. Our Commitment

Everyone has a right to live their life free from abuse and neglect. We have a **zero tolerance** to all forms of abuse. We will not tolerate abuse and exploitation by Responsible Individuals or Beneficiaries. We are therefore committed to Safeguarding as an integral part of our work. This Policy lays out the commitments made by us and the principles we will follow to achieve this.

Safeguarding is a shared responsibility. Every Responsible Individual and Beneficiary has an important role to play. This is supported with consistent policies promoting good practice among Responsible Individuals and Beneficiaries.

### 5. Our Objectives

Our objectives in preparing this Policy are to:

- safeguard the welfare of children and vulnerable adults
- work to prevent abuse from occurring
- seek to protect and respond well to those that have been abused.

### 6. The Scope of this Policy

This policy will address the following areas of Safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of Safeguarding may have different policies and procedures associated with them. We commit to addressing Safeguarding throughout our work, through the three pillars of prevention, reporting and response.

This Policy informs Responsible Individuals and Beneficiaries of their responsibilities in relation to Safeguarding. It also informs other people, including Donors, of our position on Safeguarding.

## **SECTION C: WHAT WE WILL DO & WHAT WE EXPECT**

### **7. What We Will Do**

#### **7.1 Undertake Our Activities in a Way that Protects People**

- We will, so far as reasonably possible, design and undertake our activities in a way that protects people from any risk of harm that may arise from their coming into contact with us. This includes the way in which information about individuals in our programmes is gathered and communicated.
- We will aim to ensure that Responsible Individuals adhere to safe and conducive working practices and are supported when challenging bullying and abusive behaviour. We will work to ensure that, wherever possible, processes are in place which enable confidential communication with Beneficiaries.

#### **7.2 Safely support all those with any responsibilities related to children and adults within the Trust**

- We will take reasonable care to ensure that only appropriate bodies or persons are financially supported by us, in accordance with this Policy and that financial support is provided in a way that satisfies us and our legal obligations.
- We will work to ensure that Responsible Individuals have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse (acting proportionately in relation to the role of each Responsible Individual). This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with our Safeguarding Policy, and making this available to all Responsible Individuals.

#### **7.3 Respond promptly to every safeguarding concern or allegation**

- Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or historic abuse to us will be responded to respectfully, promptly and actively and in accordance with the Trust's Safeguarding Policy and any practice guidance.
- All safeguarding work will be recorded in line with this Policy. All suspicions, concerns, knowledge or allegations will be reported via the designated safeguarding officer to the relevant statutory authorities, where this is considered appropriate. This will be done irrespective of the status of the person. All allegations of criminal behaviour will be reported to the relevant law enforcement authorities.
- The Trust and its representatives will cooperate with regulators and law enforcement authorities in all cases. Where appropriate the Trust will instigate its own inquiry into any suspicions, concerns, knowledge or allegations made.

#### **7.4 Support for those affected by abuse**

We will seek wherever practical, either directly or indirectly, to offer appropriate pastoral care and support to those who have been affected by abuse, who have direct contact with the Trust or its Responsible Individuals.

#### **7.5 Duty towards those who are the subject of concerns or allegations of abuse and other affected persons**

In our response to suspicions, concerns, knowledge or allegations of abuse we will respect the rights under criminal and civil law of a Responsible Individual.

## 7.6 External Complaints

We will accept complaints from external sources such as members of the public and official bodies.

## 8. What We Expect: Responsibilities in relation to children or adults at risk

8.1 Responsible Individuals and Beneficiaries are expected to maintain the highest standards of personal holiness and probity in accordance with the Biblical expectations of Christian behaviour, upholding the sanctity of marriage at all times.

***'But sexual immorality and all impurity or covetousness must not even be named among you' Ephesians 5v3***

8.2 Responsible Individuals and Beneficiaries are therefore expected to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Respect all children, young people and vulnerable adults and promote their well-being.
- Take all reasonable care and consideration to ensure that all those financially supported by us create and maintain environments that:
  - are safe for all
  - promote well-being
  - prevent abuse
  - provide nurturing, caring conditions for children, young people and vulnerable adults
  - reflect the aims of the Trust as set out in its Safeguarding Policy and Procedures.
- Report any concerns or suspicions regarding safeguarding violations by any of our Staff, our Trustees, other Responsible Individuals or other Beneficiaries to the Secretary of the Trust or to the Lead Safeguarding Trustee, as set out under Section D(12) below.
- Be aware of situations that may present risks and manage these
- Plan and organise events so that risks are minimised or mitigated

8.3 Once again, these objectives and the commitment to ensure their adherence are emphasised repeatedly in the Bible and expected wholeheartedly from all Christians who follow the teaching contained in the Bible. For example:

***'As we have opportunity, let us do good to everyone' Galatians 6v10***

8.4 Responsible Individuals and Beneficiaries **must not**:

- Sexually abuse or exploit children or vulnerable adults or otherwise subject a child or vulnerable adult to physical, emotional or psychological abuse, or neglect.
- Develop relationships with children or adults at risk which could in any way be reasonably deemed exploitative or abusive;
- Engage in any commercially exploitative activities with children including child labour or trafficking.
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.

- Otherwise act in ways that may be abusive or may place a child or vulnerable adult at risk at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate or abusive
- Offer benefits such as food, favours, clothes, jobs or money in exchange for sexual favours
- Show favouritism to any individual in order to secure any kind of favour in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. inappropriately holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered inappropriate or abusive in ways described in this document.

### **8.5 Consent and Confidentiality**

- If a Responsible Individual, Donor or Beneficiary has concerns regarding actual or potential abuse, they should **never** give an assurance of confidentiality. Instead, they should explain that they are worried about a risk of abuse and would like the actual or potential victim's consent in order to discuss the matter discreetly with the Trust Secretary or Lead Safeguarding Trustee.
- The Trust aims to obtain consent to share information. We prefer for the person or people involved in a referral to be engaged with it being made.
- However, Safeguarding issues present major challenges to consent and confidentiality; it is likely that someone being abused will fear information being passed on to others, possibly including law enforcement agencies.
- The need to break confidentiality is rare but applies where the welfare of another person is at risk and where it is deemed appropriate to make a referral to the Secretary or the Lead Trustee for Safeguarding regardless of consent, in order to protect the wellbeing, safety and human rights of a person or people.
- Allowing for the caveats above, it is essential that, wherever possible, confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.
- We reserve the right to inform, where appropriate and without being prejudicial to any legal or due process, the commending assembly (local church) of those involved in any Safeguarding allegations.
- Personal details do not have to be provided when reporting concerns. However, such information will assist the Trust in taking forward any concerns and enable the Trust to provide a response on the outcome. If you ask the Trust not to disclose your identity we will not do so without your consent, unless required by law.
- Implementation of the Safeguarding Policy (Section D) seeks to enact its obligations and put into practice the principles of the Trust as they relate to children, young people and vulnerable adults.

### **8.6 Reporting and Responding**

The Trust undertakes its Safeguarding responsibilities and obligations carefully, diligently, biblically and proportionately.

**What to do when you suspect alleged abuse:**

- It is important that anyone directly or indirectly associated with the Trust has the confidence to come forward to speak or act if they have concerns.
- Actual, potential or suspected incidents of abuse **MUST** be reported immediately. Any reports should be made to the Trust Secretary in the first instance. If there is a conflict of interest, a report can be submitted to the Lead Trustee for Safeguarding.
- The Secretary will always refer and discuss all complaints with the Lead Trustee for Safeguarding and they will ensure that any matter is responded to appropriately and in a prompt manner.
- No Responsible Individual, Donor, Beneficiary, missionary or Christian worker will prejudice their own position or standing with the Trust by responsibly reporting potential or suspected abuse.
- It is important to note that where those associated with the Trust report concerns, it is **NOT** their responsibility to decide if abuse is taking place but it **IS** their responsibility to pass these concerns on to the Secretary or the Lead Trustee for Safeguarding.

## SECTION D: HOW WE IMPLEMENT THIS POLICY

### 9. Beneficiaries & Responsible Individuals

#### 9.1 Beneficiaries

- We will ensure that Beneficiaries are informed of the Policy, including the Code of Conduct, and are given access to these through our website. We shall also ensure all communications reference them. A copy of the Safeguarding Policy will be provided on request.

#### 9.2 Responsible Individuals

In addition to the above, we will require Responsible Individuals to:

- Read carefully the Trust's Safeguarding Policy, including the Code of Conduct in Appendix 1. This sets out our approach to Safeguarding and our expectations on this matter.
- Sign and return a Statement of Understanding confirming that you support both the legal requirements and biblical principles set out in the Trust's Safeguarding Policy.
- We will ask Responsible Individuals to review and re-sign at least once every two years.
- Safeguarding Training (online and by means of correspondence) will be periodically refreshed at appropriate intervals.
- At our discretion, we may seek periodic confirmation from a Responsible Individual's commending assembly (local church) that they continue to have confidence in Workers commended by them in terms of their adherence to this Policy.
- At the discretion of the Trust and depending on the nature of the work or Project that the Responsible Individual is engaged in, we may seek to obtain reassurance by means of a criminal record check and/or child protection disclosure from the relevant authorities.
- We will always be available to provide support and guidance on any matter as it relates to Safeguarding and the Trust.
- We will keep a register of all Responsible Individuals and Beneficiaries.
- We will reserve the right to ask Responsible Individuals to provide us with details in writing of **HOW** our Safeguarding Policy will be assured to the satisfaction of the Trust. In these circumstances, the requested assurance and its acceptance will be a condition of financial support by the Trust.

For our **Trustees and Staff**, we will:

- Implement appropriate safeguarding procedures when recruiting, managing and deploying our Trustees and Staff.
- Ensure our Trustees and Staff receive proportionate training on Safeguarding at a level commensurate with their role in the organisation.



### 9.3 Projects

- Where a Responsible Individual is associated with a Project in which the Trust is involved or has provided financial support, the Trust would expect regular updates on progress. These would include details on how the funds have been spent, along with photographic evidence if possible. Details of each Project will be held separately on file for inspection by the Trust's auditors.
- The provision of regular Project updates will be a condition of financial support by the Trust, as required by legislation.
- The Secretary or Trustees may decide directly or through a third party to inspect any Project and carry out a site audit to confirm that all funds have been used appropriately.
- The Trust will consider carefully the appointment of any Responsible Individual to a particular Project in which the Trust is involved.

### 10. Responding to Concerns

#### We will:

- Ensure that, if appropriate, the Secretary or Lead Safeguarding Trustee take reasonable steps to contact you by telephone to discuss the concerns. The Secretary, in consultation and agreement with the Lead Trustee for Safeguarding will then decide on a suitable course of action and potential investigation, including whether the police or other regulatory authorities need to be notified, for example, by making external referrals to Child or Adult Social Care.
- Where a concern arises in respect of any Responsible Individual, the Secretary may, directly or indirectly, conduct a factual investigation on behalf of the Trust.
- Where a Beneficiary is the subject of a report to us about potential or suspected abuse, at our discretion, and taking all known information into account, including any input from the relevant authorities, we may decide to reduce or suspend channelling any support, financial or otherwise, until the matter is clarified or concluded.
- Where, in respect of a Beneficiary, abuse is established by competent court or other competent authority in the relevant jurisdiction, we will no longer channel financial support to the relevant Beneficiary.
- In addition, at our discretion, and taking all known information into account, including any input from the relevant authorities, where we have reasonable cause to suspect that a Beneficiary has not adhered to this Policy or our Code of Conduct, or we lose confidence in their suitability to work with the Trust in accordance with this Policy, we reserve the right to terminate financial support through us to the said Beneficiary.

### 11. Reports and Records

- Any information passed to us will be written up in a Report by the Secretary as soon as possible after the concern is raised (within three working days if possible).
- Any written records taken must be kept securely in a locked place or in a confidential and encrypted electronic folder.

- We will securely store written records of any Safeguarding concerns for as long as necessary for the purpose for which each written record was obtained, as legally required or lawfully permitted.
- The Secretary will make a record of any conversation. If the concern is emailed, the Secretary will confirm receipt as a matter of priority.
- The Secretary will ensure that reports are made to the Office of the Scottish Charity Regulator (OSCR).

## 12. Contacts

The Safeguarding contact details for the Trust are as follows:

Secretary	Mr Leonard Currie	07944 679797	l.currie@lwtrust.co.uk
Lead Trustee for Safeguarding	Mr Gordon Stewart	07471 479227	stewart031966@icloud.com

## 13. Support and Training

- The Lead Trustee for Safeguarding is responsible for the Trust's Safeguarding Policies, and will work closely with the Secretary to ensure a thorough understanding of the key issues is achieved and the correct procedures and legal advice is followed.
- The Trust Secretary will arrange for:
  - An annual review, including suggested updates to the Safeguarding Policies to reflect legislative and other changes;
  - Periodic training for all Trustees and Responsible Individuals;
  - Monitoring the policy's implementation;

## Appendix 1 : CODE OF CONDUCT

The behaviour of every Christian should be guided by the Bible, the Word of God. It is required that the conduct of all Responsible Individuals, including Trustees, should willingly and diligently adhere to the following principles and be governed by the corresponding Scriptures. These guiding principles, that should be exemplified personally, are also core values of the Trust.

1. I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with the Trust's beliefs, values and aims.

***'Let your manner of life be worthy of the gospel of Christ' Philippians 1v27***

- b. I will treat all people fairly and with respect and dignity

***'Show no partiality as you hold the faith of our Lord Jesus Christ' James 2v1***

- c. I will ensure that my personal conduct does not compromise the Trust's values and does not impact on or undermine my ability to undertake the role for which I am appointed.

***'Be kind one to another, tenderhearted, forgiving one another, as God in Christ forgave you' Ephesians 4v32***

- d. I will not say or do anything that would damage the reputation of the Trust or which may bring the Trust into disrepute.

***'Let your speech always be gracious.....so that you may know how you ought to answer each person' Colossians 4v6***

- e. I will not abuse my position as a representative of the Trust by requesting any personal service or favour, including physical or sexual favours from others in return for any assistance by the Trust or from the Trust's resources.

***'For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honour' 1 Thessalonians 4vs3-4***

- f. I will maintain purity in accordance with the teaching of the Bible in relation to the sanctity of marriage and appropriate Christian conduct, avoiding all inappropriate sexual behaviour and sexual relationships.

***'As He who has called you is holy, you also be holy in all your conduct' 1 Peter 1v15***

- g. I will abide by the Trust's Safeguarding Policy.

***'But all things should be done decently and in order' 1 Corinthians 14v40***

- h. I will ensure that my individual behaviour and relationships with others are not exploitative, abusive, corrupt or irresponsible in any way and will make an appropriate report of any such individual behaviour of others to the Secretary of the Trust or the Lead Trustee for Safeguarding (as set out in the Safeguarding Policy of the Trust)

***'As we have opportunity, let us do good to everyone' Galatians 6v10***

- i. If I become aware of any form of illegal activity relating to the Trust, its beneficiaries or Responsible Individuals or where there is a safeguarding risk, I will make it known immediately to the Secretary of the Trust or the Lead Trustee for Safeguarding (as set out in the

Safeguarding Policy of the Trust). I will also ensure law enforcement authorities are notified as appropriate if criminal behaviour is involved.

***'Repay no one evil for evil, but give thought to do what is honourable in the sight of all' Romans 12v17***

- j. I will refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of my capacity as a Responsible Individual.

***'But set the believers an example in speech, in conduct, in love, in faith, in purity' 1 Timothy 4v12***

This Code should be read in conjunction with the Trust's other policies, including the Safeguarding Policy.

## Appendix 2: The Terms used in this Document

In this Policy the following words have the meanings set out here:

“Beneficiaries”	Anyone who receives financial support from, or through, the Trust
“Code of Conduct”	The Code of Conduct set out in Appendix 1 to this Policy.
“Staff”	Any salaried staff directly employed by LWT
“Trustees”	Trustees of the Lord’s Work Trust as appointed from time to time
“Policy”	The statements & policies contained within this document, including the Code of Conduct.
“Projects”	Any well defined activity being carried out or coordinated by a Responsible Individual in a particular location or locations and suitable to be considered for Trust support.
“Representatives”	<p>Anyone we formally recognise as representing LWT from time to time for any particular work, in a particular location.</p> <p>A matrix of criteria will normally be used to determine whether someone is eligible to be a Trust Representative. These are:</p> <ul style="list-style-type: none"><li>▪ Ongoing Commitment – Support likely to be needed for at least 2 years</li><li>▪ Quantum – The level of likely support is significantly higher than normal living costs</li><li>▪ Risk – Involvement with Vulnerable Adults</li><li>▪ Knowledge – How well are the individuals known to the Trust?</li><li>▪ Maturity of Country – local circumstances</li></ul>
“Responsible Individuals”	The Trustees, Staff and Representatives of the Trust
“we”, “us”, “our”, “LWT” or “the Trust”	The Lord’s Work Trust (Scottish Charity number: SC008740)

### Appendix 3 : Do's and Don'ts

If there are suspicions that someone is at risk of harm or abuse, the following guidance should be considered.

<b>Do</b>	<b>Don't</b>
Be supportive	Be dismissive
Take what the child or vulnerable adult says seriously	Delay
Reassure them that it was right to tell someone	Promise to keep secrets
Explain what will happen next i.e. that you will refer to the Trust Secretary	Express any of your own opinions
Write down word-for-word immediately afterwards what was said (time, place, other observations): Sign and date this record	Discuss with anyone else what was told to you, other than the Trust Secretary
Pass the referral to the Trust Secretary	Start to investigate
Seek support from the Trust Secretary	Contact the alleged abuser or other people mentioned
Ask the individual to clarify anything you might have misunderstood	Ask closed questions or repeatedly question the individual

## Appendix 4 : Glossary

Any examples given are illustrative rather than exhaustive.

- **Abuse** is the intentional or unintentional misuse of power and control that one person has over another; it does not matter whether the perpetrator intended the abuse to take place or not.
- **Physical abuse** or physical injury, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- **Emotional abuse** where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection, resulting in adverse effects on behaviour and emotional developments of a person.
- **Sexual abuse** where **exploitation** of a person occurs. This includes rape, incest and all forms of sexual activities including pornography. Exchanging of benefits, for example goods, food and money in exchange for sexual favours.
- **Neglect**, where basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a person from exposure to any kind of danger, resulting in serious impairment of a person's health or development.
- **Sexual Harassment** is unwanted behaviour of a sexual nature which: violates your dignity, makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment.
- **Financial abuse** is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation; it may include theft, fraud, internet scamming, exploitation, pressure in connection with wills, or the misappropriation of property, possessions or benefits.