



Safeguarding Policy: Adults at Risk

Earth Balance Shed

The policy sets out Earth Balance Shed's values in relation to safeguarding and outlines the roles and responsibilities of the Shed's trustees, as well as highlighting what is not their responsibility.

Earth Balance Shed recognises that by providing a Community workshop for the local community, it has a duty of care to protect its members from harm. Earth Balance Shed's trustees set out the following values in safeguarding its members:

- All members have the right to participate in the activities of the Shed, free from of abuse or neglect or fear of abuse or neglect
- All members have the right to have their views, wishes, feelings and beliefs respected and taken into account
- All members have the right to be provided with a safe environment with adequate health and safety procedures in place
- All members have the right not to be discriminated against for their age, gender, sexuality, race or other personal characteristic
- All members have the right to have any allegation they make about abuse or neglect taken seriously and acted on immediately

This document covers "Adults at Risk" ie People aged 18 or over. We do not allow children i.e. under 18's to become members of our Shed. If children do visit the Shed they must be supervised by a responsible adult. **However we recognise that some members may come into contact with children, either whilst visiting the Shed or when we do work within the community, and therefore our Policy to Safeguard Children is given in Appendix 1.**

Earth Balance Shed's Safeguarding Contacts

Below are the Sheds main contacts if you need to report a safeguarding issue as detailed in this policy, or need further information.

Safeguarding Contact (SC): Keith Brotherton **(Lead Role)**

SC Tel: 07826 376287

SC Email: moboealienchild@gmail.com

Safeguarding Contact (SC): Brian Pill

SC Tel: 07813 871852

SC Email: mandbpill@gmail.com

Safeguarding Contact (SC): Adrian Hall

SC Tel: 07952 131571

SC Email: dandahall@blueyonder.co.uk

What is Safeguarding?

Safeguarding means protecting a person's right to a safe environment, free from abuse or neglect. It is about people and organisations working together to prevent and stop both the risks and experiences of abuse and neglect, whilst ensuring that an adult's wellbeing is promoted. This includes, where appropriate, having regard for their views, wishes, feelings and beliefs.

How do you determine whether an adult is at risk?

The Care Act 2014, which provides the legal framework for safeguarding, identifies 'an adult at risk'. This supersedes the commonly known No Secrets statutory guidance which covered adult safeguarding and defined a vulnerable adult (now referred to as an adult at risk) as a person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

The **Care Act 2014** recognises an adult at risk (historically referred to as a vulnerable adult) as an adult whom:

- a. Has needs for care and support.
- b. Is experiencing, or is at risk of, abuse or neglect, and
- c. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

To ensure that this document reflects current legislation and to avoid any implication that people with care and support needs are inherently vulnerable, all references will be made to 'adults at risk', rather than 'vulnerable adults'.

What is Care and Support?

Care and support, which can also be known as social care, is help provided to people in need of practical support due to illness, disability, old age or a low income (NHS, 2017).

It can include, but is not limited to having a care professional help around the home, getting to and from work or the shops, or cooking meals. It can also include having structural changes made to the home to help a person manage. Care and support services are the responsibility of Local Authorities, but can also be carried out by private companies, charities or family and friends.

Are members considered adults at risk?

Not necessarily. A member will only be considered an adult at risk if he or she fits with the above definition of an adult at risk, as defined by the Care Act 2014, which provides a legal framework for delivering care services and safeguarding. Many members live and carry out their lives independently, without the need for care or support to carry out their daily tasks and activities, they are not experiencing or at particular risk of abuse or neglect and they are able to protect themselves.

What is abuse?

Types of abuse vary. A person can be abused verbally, physically, psychologically or financially. It can happen as a result of an action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a financial or sexual exchange that they do not consent to, or aren't able to consent to.

Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It may result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by the law, as is everybody else.

Abuse is a wrongful use of power and can come in any of the following forms:

Psychological e.g. emotional abuse or depriving a person of contact with another.

Sexual e.g. inappropriate looking or touching, taking sexual photos or rape.

Physical e.g. hitting, restraining or pushing.

Financial e.g. theft or putting pressure on somebody about their financial arrangements.

Modern Slavery e.g. forced labour.

Discriminatory e.g. harassment or insults because of a person's race, gender or identity.

Neglect e.g. ignoring emotional or physical needs.

Self-neglect e.g. a person not caring for their own personal hygiene or health.

Please note that the above are intended only as examples and not an exhaustive list. It is recognised that some instances of abuse may not fit neatly into these categories. If you have reason to believe somebody is being abused or neglected you must act in line with this policy.

An abuser can be anybody - a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

Our role in safeguarding adults at risk

The trustees recognise that from time to time, adults at risk may become members of the Shed. The following section details the roles and responsibilities of the Shed in safeguarding adults at risk.

Prevent:

- Earth Balance Shed's risk assessment will be regularly reviewed and will include an assessment of safeguarding for adults at risk, including mitigation strategies
- Health and safety procedures will be regularly reviewed by the trustees to ensure minimal risk to all Members, including adults at risk.
- Any adult at risk wanting to join the Shed will be met with by a suitable Shed trustee to understand their needs for any additional provision. A judgement will be made as to whether the prospective member needs professional support at each visit to safeguard them and the other members from harm or allegation of harm.
- Trustees will always ensure recorded information is stored safely and securely and is accessible only to those who need the information in the protection of adults at risk.

Report:

Although every effort will be made to prevent instances of abuse, if you do witness an incident, or have a concern about an adult at risk you should:

- Take ALL suspicions or allegations of abuse seriously
- Report quickly using the reporting form included in this document, giving all of the detail you know and leaving nothing out
- Submit your form to a Safeguarding Contact (SC) with no delay.
- If you think the matter is serious and the adult at risk may be being, or have been harmed, do not wait to find a SC and phone the police

On receipt of a completed reporting form, the SC will:

- Seek help from the Local Authority's Adult Social Care department (details at rear of policy) or call the police if they think a crime is being committed.
- If the concern is considered minor and an adult at risk has brought a worry about another Member to the SC's attention, they will discuss with the trustees to ensure that all efforts are in place to protect the person i.e. they are supervised or the activities are in large groups.
- Never try to resolve a serious allegation of abuse or neglect themselves. It could make things worse.

Record: The SC lead who receives a report, or witnesses any incident of abuse will:

- Listen carefully, giving full attention and never directly questioning the adult at risk unless the report comes from them in person.
- Allow the reporter to provide a spontaneous account, never interrupting to ask something when the person is recalling events.
- Make an accurate record of the information, taking care not to miss any details, however insignificant they may feel at the time.
- Use the reporters own words where possible.
- Explain that they cannot promise to not share this information with other appropriately selected people – never offering false confidentiality.
- Reassure the reporter that they did the right thing by raising the issue.
- Explain what they will do next and that they will need to get help to keep the adult at risk safe.
- Never ask the reporter to repeat their account to anybody.
- Carry out procedures so that the abuse cannot occur again.

Choosing an appropriate level of safeguarding

Not all of the responsibilities will apply at all times, but the above summarises the safeguarding actions that the SC might carry out, depending on the assessed level of risk to Members at any one time. Due to the nature of the Shed environment, it is very unlikely that Shed members will ever be alone with adults at risk and the safeguarding actions will reflect that.

The safeguarding strategy is based heavily on prevention, however it recognises that having recording and reporting systems in place is good practice in case of the event of abuse.

Earth Balance Shed's trustees recognise that its Shed members are not care practitioners and that an adult at risk wanting to be a member of the Shed may need professional support to do so. Therefore it will ensure that appropriate steps are taken to ensure that prospective members are met with and an assessment is made as to whether the Shed is a safe place for them, or whether they may need professional support, at an appropriate person to person ratio to be able to safely attend the Shed. Where every effort will be made for the Shed to be accessible to everyone, it is recognised that safety is the most important factor and the nature of the Shed activities may mean that not everybody will be able to attend. The trustees will seek advice from their Local Authority wherever there is any doubt.

Safeguarding is not a one-off exercise and this policy and the procedures within it will be regularly reviewed and updated as appropriate.

When we cannot act

Earth Balance Shed is a voluntary organisation and not professional care practitioners. Therefore, help will need to be sought for any instance or allegation of abuse towards an adult at risk. Local Authorities take the lead in providing care to adults at risk in their area and should always be the first point of contact, unless the situation is deemed an emergency or crime, at which point the police should be called.

If you believe an adult to be at risk who has no care arrangements in place and you are concerned, you should speak with your local care giving authority for advice. It is not the responsibility of Earth Balance Shed to organise or seek carers for Members.

Earth Balance Shed, (Next to Blue Tower), Earth Balance Site, Bedlington, NE22 7AD

Local Authority Adult Social Care Dept. Details

Northumberland County Council

Earth Balance Shed Safeguarding Policy

Page 4

February 2024

The LADO for Northumberland. **Call:** 07500 606174 (Monday to Thursday 08:30-17:00, Friday 08:30-16:30) or 01670 536400 (Out of hours)

Email: LADO@northumberland.gov.uk **Make a Referral:** complete **Online Referral Form** - Using the online referral form helps to ensure information can be responded to in a timely manner.

Publication date: 2nd February 2024

This document will be reviewed annually to ensure it reflects best practice and the needs of the Shed.

Incident Reporting Form

This form will be used by Safeguarding Contacts to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

Your name:		Tel no:	
The adult at risk's details			
Name:		Tel no:	
Address:			
D.O.B:			
Other relevant details about the adult, if known <i>e.g. home circumstances:</i>			
Carers details, if known:			
Details of the allegations/suspicious			
Are you recording:			
Disclosure made directly to you by the adult Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Disclosure or suspicions from a third party Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Your suspicions or concerns Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Date and time of disclosure:			
Date and time of incident:			
Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible:</i>			
Action taken so far:			
Signed:			Date:

Appendix 1 : Safeguarding Children

Purpose and Scope

This appendix is to supplement our “Adults at Risk” policy to add specific points regarding the Safeguarding of Children. That is :-

- to protect children and young people who receive the Shed’s services. This includes the children of adults who use our services.
- to provide members with guidelines to follow our principles for child protection.

This policy also applies to anyone working on behalf of the Shed.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- when a child is at immediate risk of serious harm, any adult present should call 999. Thereafter a safeguarding contact should be made aware of the issue as soon as possible and no later than the same day.
- a full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child or adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

- providing effective management for members through supervision, support, training and quality assurance measures so that all members know about and follow our policies, procedures and behaviour codes confidently and competently
- appointing nominated Safeguarding Contacts
- making DBS checks on our appointed Safeguarding Contacts
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: <https://ico.org.uk/for-organisations>]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against members appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for children and young people, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where members, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Photography

Photography of children carries risks such as :-

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on a child's public image as they grow older

In view of these risks, we will :-

- minimise the taking of photographs where children are present
- always ask for permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected within any published material.

Safeguarding Contacts

Our Safeguarding Contacts are provided in the "Adults at Risk" policy.