

Moseley & Kings Heath Shed

(Charity No 1161505)

Safeguarding Policy

Introduction

Moseley and Kings Heath Shed is committed to supporting the right of adults at risk to be protected from abuse and to making sure all trustees and volunteers work together and act promptly when dealing with allegations or suspicions of abuse.

We think that safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the vulnerable person comes before anything else – our group, other service users, our colleagues and the person's friends and family. We believe doing nothing is NOT an option. If we know or suspect that a vulnerable adult is being abused, we will do something about it and ensure our actions are properly recorded.

Who is regarded as a vulnerable adult?

The definition of a vulnerable adult is a person over the age of 18 years who:

- Is or may be in need of / eligible for Community Care Services by reason of mental or other disability, age or illness
- AND is unable to take care of him / herself
- OR is unable to protect him/herself from significant harm or exploitation.

A vulnerable person may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

What is considered as 'abuse'?

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people.

Abuse may be single or repeated acts. It can be:

- Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- Sexual: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- Discriminatory: including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks;

- Institutional: the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- Neglect and acts of omission: including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

How Might We Notice Abuse?

Concerns about or evidence of abuse can come to us through:

- 1) A direct disclosure by the vulnerable adult.
- 2) A complaint or expression of concern by another member, a volunteer, a trustee, another service user, a carer, a member of the public or relative.
- 3) An observation of the behaviour of the vulnerable adult by the volunteer, trustee or carer.

Our Commitment

To support vulnerable adults who are experiencing, or at risk from, abuse, Moseley and Kings Heath Shed is committed to:

- Identifying the abuse of vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults.
- Regularly monitoring and evaluating how our policies, procedures and practices for protecting vulnerable adults are working.
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding vulnerable adults.
- Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures.

Prevention

We appreciate that some of our members and/or potential members may raise safeguarding concerns with regards to their use of the Shed facilities. To help protect these and all of our users from abuse, Moseley and Kings Heath Shed practises the following:

- Supervisors do not, and are not permitted to, carry out any 'regulated activities' as listed in the Department of Health 'Regulated Activities' guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf
- Our trustees understand that should the shed ever undertake any activities that come under the definition of 'regulated activities', trustees or volunteers who are likely to be in regular unsupervised contact with members regarded as 'vulnerable' will be referred to the DBS service if their role is deemed eligible.

- Moseley and Kings Heath Shed carries out a robust application process that includes completing a health declaration form. Through this process and following discussions with the potential member, and/or any family members representing the potential member, and/or an officially recognized carer or health professional acting on the person's behalf, we aim to identify any potential health or safeguarding issues that may affect the individual's use of the shed.
- Should Moseley and Kings Heath Shed have safeguarding concerns about a particular person, whether they be a new applicant or an existing member, we reserve the right to insist that the individual may only be allowed to use the shed facilities when accompanied by a trusted carer and for a carer to be present at all times during the individual's attendance during shed sessions.
- Due to space limitations, the Shed will limit attendance to ONE adult accompanied by a carer at any of its open sessions.
- Users of the shed, including adults with their carers, are required to follow an induction process at their first visit, and certainly before being permitted to engage in any activities available within the 'shed', and certainly before being permitted to use any power tools. Until such time as they can be seen to use these tools safely, use of these tools is prohibited.
- All members of the shed, either personally, through a family member and/or a health professional representing the member, are obliged to inform Moseley and Kings Heath Shed of any changes in their health that might impact upon their personal safety whilst using our facilities. This includes any changes in their physical or mental health that might result in safeguarding concerns.
- Moseley and Kings Heath Shed will only be open to members when at least two supervisors are present throughout the entire session. As a consequence, no member of the shed is left alone with one shed supervisor.
- All trustees and volunteers will be required to read the Moseley and Kings Heath Shed Safeguarding Policy and to sign to the effect that they have read and understood it. They will also be required to attend any safeguarding training that is offered.
- Any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.
- We have a named Safeguarding lead who will refer any safeguarding concerns to the appropriate statutory agency.
- Moseley and Kings Heath Shed will work with adults and their carers in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a person is alleged, suspected, reported or concerns are raised, certain procedures will be followed. The confidentiality of the person will be respected wherever possible and their consent obtained before information is shared. The person should be made aware that staff cannot ignore issues relating to abuse, and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

Procedures for Reporting

The following advice is offered to anyone who suspects or is concerned that a vulnerable adult may be suffering from abuse.

If you have concerns about a vulnerable adult

- Don't keep the information to yourself.
- Report any concerns to a supervisor, available trustee or the Safeguarding Lead (see below)
- Do not discuss your concerns with anyone outside these teams and make a note of the date, time and person to whom you reported your concerns.
- If you continue to have concerns about a vulnerable adult and you feel that the Shed has not acted on them then you should refer those concerns to social services or the police.

If a concern is reported to you:

- Remain calm, don't show any strong reactions such as shock and disgust.
- Reassure the person that they are doing the right thing by telling you, and it is not their fault.
- Take the allegation seriously. Do not promise confidentiality, explain that you will have to share this information, but only to people who need to know such as the safeguarding lead.
- Accept what is said without comment or judgement.
- Take time to listen carefully to what is being said. Do not ask leading questions – use words such as what, why, who, when and how. This will allow them to share their story freely.
- Do not ask too many questions or press for more details. Do not interrupt them – allow them to share whatever is important to them.
- It is crucial that you record what was said/ what you saw, where it was said/where you saw it and who was there, including their relationship to you.
- Record any questions you have asked and their views and wishes.
In the case of a vulnerable adult also record what they want to be done. Do this as soon as you can so that none of the detail is lost – make sure you use the individual's own words as much as possible – do not add any interpretations, reactions, evaluations or conclusions.
- This information should be kept confidential and passed onto your safeguarding lead as soon as possible. Do not keep a copy for yourself.

Safeguarding Contacts

The Chairperson of Moseley and Kings Heath Shed.