

Friends of Histon & Impington Community Adult Safeguarding Policy and Procedure

Introduction

The aim of this policy is to ensure the safety and wellbeing of adults at risk, and those who may be at risk, when they attend or participate in events and activities run by Friends of Histon and Impington Community (also known as, and hereon in referred to as 'HI Friends'). It details elements of good practice and procedures to enable staff and volunteers to work confidently with adults who may be at risk.

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A. Policy Statement

HI Friends, when working with adults who may be at risk, will:

- Promote their health and welfare and respect and promote their rights.
- Work in a way which safeguards the wellbeing of each person and protects them from abuse and neglect.
- Take appropriate steps if they became aware of any signs or incidents of abuse or neglect.
- Make sure that employees and volunteers working for Friends of Histon & Impington Community, who have regular contact with adults who may be at risk, are made aware of their responsibilities when working alone or unsupervised with such people, or attending to their personal needs.
- provide employees and volunteers with access to relevant safeguarding training appropriate to their level of involvement with adults who may be at risk.

Policy Aims

- To promote good practice and ensure that employees and volunteers are able to work with confidence in an environment where there is contact with adults who may be at risk
- To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating employees or volunteers
- To enable employees and volunteers to make informed and confident responses to specific Safeguarding Adults issues
- To monitor the level of employee and volunteer contact with adults who may be at risk, and request/access DBS checks where necessary, following DBS guidance
- To ensure that adults who may be at risk and their carers (if appropriate) are aware of what to do if they have a concern, and to ensure that they would feel confident to pass their concern on.

B. Definitions

Employed/ engaged person:

Any person who has access to adults who may be at risk through direct involvement with HI Friends activities or any person who has access by virtue of their involvement with HI Friends, and who is remunerated for their involvement with HI Friends. Their remuneration may be paid by HI Friends or another organisation

Volunteer

Any person who is not an "employed person" but has regular, repeated or predictable contact with adults who may be at risk through their unpaid work with HI Friends. In the rest of this policy statement such persons are referred to as volunteer. Persons who are simply "activities volunteers" who do not meet the definition in this paragraph are expected to act in a reasonable manner within generally accepted practice.

Adult who may be at Risk:

- Has care and support needs;
- Is experiencing or at risk of abuse or neglect;
- As a result of care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect.

The definition of care and support needs:

- a physical disability, a learning disability or a sensory impairment;
- mental health needs, including dementia or a personality disorder;
- long-term health condition;
- substances or alcohol misuse to the extent that it affects ability to manage day-to-day living.

C Practice

All involved with HI Friends are required to behave according to accepted good practice, as outlined below:

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all adult service users. Information should be handled and disseminated on a 'need to know' basis only. This includes the following people:

- the Adult Safeguarding Officer
- the person making the allegation

Maintain confidentiality on a need to know basis only.

Good practice means:

1. Always working in an open environment (eg avoiding private or unobserved situations and encouraging open communication with no secrets).
2. Treating all adults with equal concern and with respect and dignity.
3. Always putting the welfare of each adult first.
4. Building balanced relationships based on mutual trust which empowers all adult service users to share in any decision-making process which affects them.
5. Ensuring that if any form of manual/ physical support is required, it should be provided openly and according to the needs as identified in partnership working with relevant professionals.
6. Ensuring that appropriate professional qualifications and training are provided to all staff.
7. Ensuring that appropriate first aid and safeguarding training is in place.
8. Giving enthusiastic and constructive feedback to all adult service users rather than negative criticism.
9. Recognising the physical, emotional and mental needs and capacity of all adult service users and tailoring activities to suit them
10. Ensuring that up-to-date contact details are available and that details of next of kin and/or main care giver are recorded
11. Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be wherever possible with the full knowledge and consent of someone in charge of the HI Friends, the adult who may be at risk, and, where appropriate, their next of kin or main care giver. For example, if an adult who may be at risk sustains an injury and needs to go to hospital, or a care giver fails to arrive to pick them up at the end of a session:

1. Avoid spending time alone with an adult who may be at risk away from others
2. Avoid taking or dropping off an adult who may be at risk to an event or activity without the clear and obvious request of the parent/ guardian.
3. Avoid removing an adult who may be at risk from an event or activity without the clear and obvious request of their next of kin or main care giver
4. Avoid taking photographs of adult service users from which they can be recognised unless written permission has been given by them (if they have adequate mental capacity), their next of kin or their main care giver.
5. Use of personal mobile phones in sessions for personal matters, except in emergencies

Practices never to be sanctioned

1. Share a toilet or changing facility with an adult service user.
2. Allow or engage in any form of inappropriate touching.
3. Allow adult service users to use inappropriate language unchallenged.
4. Make sexually suggestive comments to adult service users, even in fun.
5. Reduce an adult service user to tears as a form of control.
6. Fail to act upon and record any allegations made by an adult service user.
7. Do things of a personal nature for an adult service user that they can do for themselves.
8. Invite or allow an adult service user to meet or stay with you at your home
9. Invite adult service users to 'become friends' on personal social networking sites such as Facebook.

Incidents that must be reported/ recorded

If any of the following occur you should report this immediately to the Adult Safeguarding Officer and record the incident. You should also ensure the parents/ guardians of the adult are informed unless doing so puts the Adult at additional risk:

- If you accidentally hurt an adult service user
- If an adult service user seems distressed in any manner
- If an adult service user discloses abuse of any kind

If any adult behaves in a way is inappropriate or may pose a threat to the safety of adult.

D Process Requirements

Recruiting:

All recruiting of employees/ engaging of coaches and of volunteers will conform to accepted good practice in recruiting, including

- more than one person involved in the recruitment
- the candidate will be expected to list the organisations that have been involved with in the last five years
- the obtaining of references, including directly conversing with the referee
- Evidence of identity (passport or driving license with photo), copies of public liability insurance and, if relevant, proof of attendance at safeguarding training
- Coaches will be expected to provide evidence of their coaching qualifications

For persons supplied by other organisations (e.g. sports coaches) direct confirmation of the use of proper selection will be obtained from the supplying organisation

Vetting:

All employed persons and regular volunteers with significant contact with adults who may be at risk through their HI Friends work will be required to have a current DBS check

Those wishing to be in either category but without a current check will be DBS checked.

The Adult Safeguarding Officer will oversee the validation of DBS checks, arrange DBS checks for those who do not have one, keep a register of the known DBS checks and regularly review the currency of the checks to ensure those due to expire are processed for renewal.

Those who begin work before a current DBS check has been carried out will be supervised at HI Friends activities by someone with a current DBS check until their vetting process has been completed.

Categorising Volunteers

The Volunteer Officer will advise the Adult Safeguarding Officer regarding any volunteers without a valid DBS check, and the Adult Safeguarding Officer is responsible for ensuring their DBS check is obtained as soon as possible.

Dealing with concerns:

Those seeing or hearing of a potential concern will make a confidential note of all the details as soon as possible. All concerns must be reported to the Adult Safeguarding Officer as soon as is reasonable. The HI Friends reporting pro forma is the preferred mechanism for this.

If the concern does not reflect against the adults service user themselves or their next of kin or main care givers, their early involvement should be attempted, so long as the Adult Safeguarding Officer concurs.

With the advice and concurrence of the Adult Safeguarding Officer, all concerns will be reported to the appropriate persons. An incomplete list of potential persons for reporting to, are included as an appendix to this policy

All relevant material, including notes of meetings and conversations shall be treated as confidential material. The Adult Safeguarding Officer will be the custodian. The Data Protection Officer will be made aware of the case but not of the details

New employees and volunteers:

Inducting new employees, volunteers and engaged sports coaches (this includes those already working with HI Friends but in a new role)

- Expectations of behaviour and conduct should be clearly explained
- The job requirements and responsibilities should be clarified and any questions discussed and clarified.

- Adult safeguarding procedures are explained, training needs identified and booked within the first three months
- They should be encouraged, on a regular basis, to analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- They should be asked to sign to say that they have received copies of the HI Friends Adult Safeguarding Policy
- The absolute requirement to always respond to concerns expressed by an adult service user and to work safely and effectively with them will be emphasised

Designated Adult Safeguarding Officer / Lead

To achieve the policy aims, the Trustees will appoint a designated named person for safeguarding adults, referred to as the Adult Safeguarding Officer, who will be responsible for ensuring adherence to this policy.

The Designated Adult Safeguarding Officer is Neil Davies who can be contacted by email; neil@hfriends.org.uk

The Designated Adult Safeguarding Officer will:

- Ensure that the welfare of adults who may be at risk is given the highest priority by the organisation, its trustees, employees and volunteers
- Promote good practice and ensure that employees and volunteers are able to work with adults who may be at risk with confidence
- Ensure that this Practice Guidance and Procedure is enacted and monitored including the briefing, training and gathering feedback from employees and volunteers
- Monitor contact with adults who may be at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels, for employees and volunteers, and arrange for DBS checks to be carried out where necessary through HI Friends.
- Act as the main contact for disclosing information around safeguarding concerns involving adults who may be at risk
- Ensure that the concerns of adults who may be at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with adults who may be at risk to ensure all employees/ volunteers remain up to date with current practice and legislation
- Where appropriate, sign up to Cambridgeshire County Council's Safeguarding Adults Policy and Procedures

Local Authority Guidance and Procedures

Friends of Histon and Impington Community will follow practice laid out in Section 42 – 46 of the Care Act 2014. This will be achieved by following the guidance and procedures found at:

- Cambridgeshire County Councils Safeguarding Policy and Procedures
<http://www.safeguardingcambspeterborough.org.uk/adults-board/>
- Cambridgeshire County Councils Policy guidance for voluntary and community organisations
<https://www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/how-we-work/adult-safeguarding-and-mental-capacity/adult-safeguarding/>

Friends of Histon and Impington Community is committed to supporting the right of adults who may be at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire County Council's Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

Safeguarding is the responsibility of everyone. As an organisation, we will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the adult at risk comes before anything else – our group, other service users, our colleagues and the person's friends and family.

If we know or suspect that an adult is being abused, we will report to:

Cambridgeshire – report all concerns to

Cambridgeshire County Council Customer Services 9am -5 pm Mon- Fri

Tel: 0345 045 5202

Email: referral.centre-adults@cambridgeshire.gov.uk

Gcsx.referralcentreadulthood@cambridgeshire.gcsx.gov.uk

Emergency Duty Team; For all other times including weekends and Bank Holidays

Tel 01733 234724

E Whistleblowing

Whistleblowing is the process whereby a worker raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use the service, employees, or the wider community.

Whistleblowing is not the same as making a complaint or raising a grievance. It is about situations where a worker has witnessed some form of malpractice in their workplace and needs to raise a concern.

Reporting Process for whistleblowing:

In the first instance, you should raise your concerns the Designated Adult Safeguarding Officer.

Whistleblowers are protected by the Public Interest Disclosure Act 1998 (PIDA). People can challenge practices in their workplace and not be discriminated against because of it.

The Policy was agreed by Charity Trustees on 15th October 2025