

# HEREFORDSHIRE GROWING POINT



## Safeguarding and Protection of Vulnerable Adults & Children Policy

1. Herefordshire Growing Point is committed to protecting its clients, employees and volunteers from all forms of abuse, including physical, emotional and sexual harm.
2. All children and adults without exception have the right:
  - a. To be treated fairly and respectfully throughout their HGP sessions
  - b. To be protected from abuse or harm
  - c. To be protected regardless of gender, ethnicity, disability, sexuality or beliefs
  - d. To expect alleged incidents to be recognised and dealt with appropriately
3. The main categories of abuse are outlined in the appendix attached to this policy (see page 4).
4. HGP shall ensure that clients are protected from inappropriate photographs or film footage being taken during horticultural therapy sessions or any events that HGP hosts at Growing Point's demonstration garden site or external venues. Any photographs/films taken of HGP clients shall be stored securely, and will not be shown to anyone or reproduced/published without written consent by the client or a responsible carer. Images will not be kept or used after clients have ceased to be users of HGP's services.
5. This policy will be reviewed annually (or sooner if there is change in legislation), and an updated copy issued to all staff, trustees and volunteers to read and sign.
6. The designated safeguarding lead (DSL) is HGP's Charity Manager. HGP will support the DSL to undergo training in safeguarding (every three years, as good practice).
7. Photo ID badges : these must be worn by any trustee, volunteer, tutor and the Charity Manager when on site at the Demonstration garden. ID badges are issued by Holme Lacy College, and all new staff and volunteers will be given an ID badge during induction.

### **Safeguarding procedures**

**All those who come into contact with children or vulnerable adults through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children and vulnerable adults.**

*HGP's recruiting policy and procedures specify that work involving regulated activity (see below) will require an enhanced DBS Disclosure.*

- A. All appropriate checks will be carried out before employing staff, tutors and those volunteers who will work with vulnerable children and adults. The charity will ensure that suitable references have been taken, and that all applicants have the appropriate level of Disclosure and Barring Services (DBS) checks.
- B. All volunteers and tutors must be aware of and abide by HGP's Safeguarding policy and procedures. A copy is made available in the charity's Policy folder and on the notice board in the Garden Room at the Demonstration Garden, Holme Lacy College. The annual record showing that all staff, volunteers and trustees have read and signed the policy will be kept in the charity policy folder.

- C. Tutors and/or volunteers will ensure that proper risk assessments for health and safety purposes are made where necessary (see separate Health and Safety policy).
- D. Tutors and volunteers must enter a thorough report of all incidents in the Incident Book and inform the Tutor & Charity Manager as soon as possible after any incident.
- E. If abuse is identified or suspected:
  - **You must report this as soon as possible to the Designated Safeguarding Lead** in the charity (Julian Reeves, Charity Manager) who will ensure appropriate agencies are informed and action is taken:

Contact     Julian Reeves  
                  tel 07816 257983

- If the alleged abuser is the Charity Manager, allegations should be reported to the Chairman of the charity:

Contact     Laura Hone  
                  laura@hone.net

- Trustees, tutors and volunteers should be prepared to be involved in any process following on from an alleged incident, as appropriate.

- F. If a child or vulnerable adult discloses abuse, you must not promise to keep a secret. Listen to what is said, allow the person to speak freely, avoid probing or leading questions, and do not pressure the person to disclose anything they do not wish to. Explain that you will have to talk to someone about the disclosure, and that it will be someone who can help. Do not exaggerate or trivialize abuse issues.

Immediately record details of the disclosure, including where possible exact words used by the child or vulnerable adult. **Date and sign the record.**

All written records pertaining to any safeguarding incident must be kept securely within the charity's office.

- G. If a beneficiary or client is involved in a safeguarding incident, trustees may need to consider whether a serious incident report should be made to the Charity Commission.

### **TO BE READ IN CONJUNCTION WITH THIS POLICY**

- Current definitions pertaining to regulated activity with children and adults (requires enhanced disclosure).
- Guidelines for working with vulnerable children or adults.

### **Regulated activity with adults (aged 18y or over)**

Work or activity carried out that involves:

Healthcare: providing healthcare either by or under the supervision of a health care professional (eg. doctor, nurse, physiotherapist). Personal care: assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks. Social work: provision of social care by a social care worker in connection with any health services or social services: assessing need and providing ongoing support. Assistance

with a person's cash, bills or shopping because of their age, illness or disability. Assistance with the conduct of an adult's own affairs, eg. lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act. Conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work (excludes friends, family, and non-commercial relationships).

This activity only needs to be done once to be classed as regulated activity.

### **Regulated activity with children**

1. Teaching, training or supervising children on a regular basis (defined as once a week or more often, or on 4 or more days in a 30 day period)
2. Provision of health care or personal care as above for adult regulated activity.

Family or personal arrangements or incidental contact are not classed as regulated activity.

### **Guidelines and advice for working with children and/or adults**

- Appropriate relations with children and vulnerable adults are based on mutual trust and respect.
- You must not give or receive gifts or take money or property without prior discussion with the nominated person in the charity.
- Do not show favouritism towards a child or vulnerable adult.
- Be aware that any physical contact may be misinterpreted, and that someone may misread your actions no matter how well intentioned.
- Be aware that allegations are sometimes made falsely for a number of reasons, and all members of the charity should be aware of situations that might place them in jeopardy.

### **Further information**

#### **1. General advice on safeguarding and DBS**

<https://knowhownonprofit.org/people/volunteers/keeping/ncvosafeguardingforvolunteeringorgs.pdf>

<https://www.ddc.uk.net/about-ddc/who-are-ddc/>

#### **2. Multi Agency Safeguarding Hub (MASH) for Herefordshire**

<https://www.herefordshire.gov.uk/mash>

#### **3. Report a concern about adult abuse: Herefordshire Council**

<https://www.herefordshire.gov.uk/health-and-social-care/adult-services/report-a-concern-about-adult-abuse>

*This policy will be reviewed every year, or sooner if there is change in legislation.*

Signed: .....(Chairman)      Date.....

## APPENDIX

### Main categories of abuse, and examples of abuse

#### Physical abuse

Involves physical harm. Examples include: slapping, pushing, kicking, rough handling, twisting of limbs/ extremities, misuse of medication, inappropriate sanctions or restraint, fabricated or induced illness by carers, female genital mutilation (illegal in the UK).

#### Sexual abuse/exploitation

Rape and sexual assault or sexual acts to which the vulnerable adult or child has not consented, could not consent or was pressured into consenting. Includes non-contact abuse such as voyeurism, involvement in pornography.

#### Psychological / Emotional abuse

Verbal assault or intimidation, emotional abuse, deprivation of contact verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved.

NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse.

#### Financial abuse

Examples include: theft, fraud, exploitation, and pressure in connections with wills, property, possessions or benefits.

#### Neglect and acts of omission

Ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, inadequate protection from danger or supervision. Persistent failure to meet a child's basic physical or psychological needs in a way likely to seriously impair the child's health or development.

#### Discriminatory abuse

This abuse is usually motivated by discriminatory and oppressive attitudes towards race gender, culture background, religion physical and/ or sensory impairment, sexual orientation and age.

#### Institutional abuse, neglect and poor practice

This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to persuasive ill treatment or gross misconduct.

Author	Position	Date of next review
SW	Trustee	Jan 2019