



Safeguarding & Protection of Adults and Children

Herefordshire Growing Point is committed to protecting its clients, employees, volunteers and anyone else who comes into contact with the charity from harm or abuse in any form. Safeguarding is a key priority for the charity and is central to the culture of its work and its activities. We ensure that within the organisation, safeguarding is recognised as being everyone's responsibility, and actively promote understanding of safeguarding procedures amongst the workforce, whether paid or unpaid. Trustees, staff and volunteers are expected to abide by our Codes of Conduct, which set out our culture and values, and how people in our charity should behave.

All children and adults without exception have the right:

1. To be treated fairly and respectfully throughout their contact with HGP
2. To be protected from abuse or harm
3. To be protected regardless of gender, ethnicity, disability, sexuality or beliefs
4. To expect alleged incidents to be recognised and dealt with appropriately

Trustee responsibilities:

- Ensure all staff and volunteers have access to this policy and to underpinning training,
- Know what to do in the event of a safeguarding concern.
- Ensure safeguards are in place to protect children and adults
- Ensure the DBS or other relevant regulatory authority is informed if there are any concerns about a member of staff/volunteer regarding safeguarding of children or adults

Safeguarding Lead (SL)

The Charity Manager is the designated SL. HGP supports the SL to undergo regular training in safeguarding.

The Safeguarding Policy is reviewed annually (or sooner if legislation changes), and an updated copy issued to all staff, trustees and volunteers to read and sign.

HGP ensures 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 clients are stored securely and will not be shown to anyone or reproduced/published without written consent from the client or a responsible carer. Images are not kept or used after clients have ceased to be users of HGP's services, or if they withdraw consent.

Photo ID badges should be worn by any trustee, volunteer, tutor and the Charity Manager when on site at the Demonstration Garden. ID badges are issued by the charity, and all new staff and volunteers are given an ID badge during induction.

On-line operations

HGP recognises safeguarding risks connected to use of our website or social media accounts. Website content is strictly controlled through password access limited to operators nominated by trustees. Trustees, staff and volunteers must adhere to our Social Media Code of Conduct. Any user of our online services who has concerns about their operation should raise or report these to the Charity Manager or Chairman.

Safeguarding procedures

1. Everyone who comes into contact with children or vulnerable adults through their everyday work whether paid or voluntary, have a duty to safeguard and promote the welfare of children, and of adults at risk of harm. All volunteers, tutors and trustees must be aware of and abide by HGP's Safeguarding policy and procedures.
2. Ratios of staff to clients are managed at optimum level for the needs of individual clients and client groups. This applies to therapy sessions led by tutors in the demonstration garden or in outreach settings, and at events and outings held by the charity.
3. HGP's recruiting policy and procedures specify that an enhanced DBS Disclosure is required for work that involves regulated activity (see definitions below).
4. All appropriate checks will be carried out before employing staff, tutors and those volunteers who will work with children and/or adults at risk. 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, including barred list checks.
5. DBS certificates are kept by the charity in a secure (locked) location with strictly controlled access. Certificates are only handled by those authorised to do so (it is a criminal offence to pass DBS information to anyone not entitled to receive it). A record is kept of all those to whom certificates or certificate information has been revealed. Once a recruitment (or other relevant) decision has been made, certificates/copies are destroyed by secure means. We may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.
6. The charity does not require periodic renewal of DBS certificates, unless there is substantive change in an individual's working practice or personal circumstances, such as discontinuity in employment or volunteering.
7. A copy of this Safeguarding policy is available in the charity's Policy folder and on the notice board in the Charity Manager's office, Headway House. The policy is also made available for public view on the charity's website. The annual record showing that all staff, volunteers and trustees have read and signed the policy is kept in the charity policy folder.
8. 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).
9. Tutors and volunteers must enter a thorough report of all incidents in the Incident Book and inform the Charity Manager as soon as possible after any incident.

Procedure if abuse is identified or suspected (see flow chart below)

You must report this as soon as possible to the Safeguarding Lead (Julian Reeves, Charity Manager) who will ensure appropriate action is taken, and relevant agencies are contacted, including the DBS.

Julian Reeves can be contacted on the charity's number 01432 805705 or 07816 257983

*Alternative, to be used **only** when there is no answer on the numbers above: 01981 550392*

If allegations concern the Charity Manager, they should be reported to the Chairman of the charity (Laura Hone):

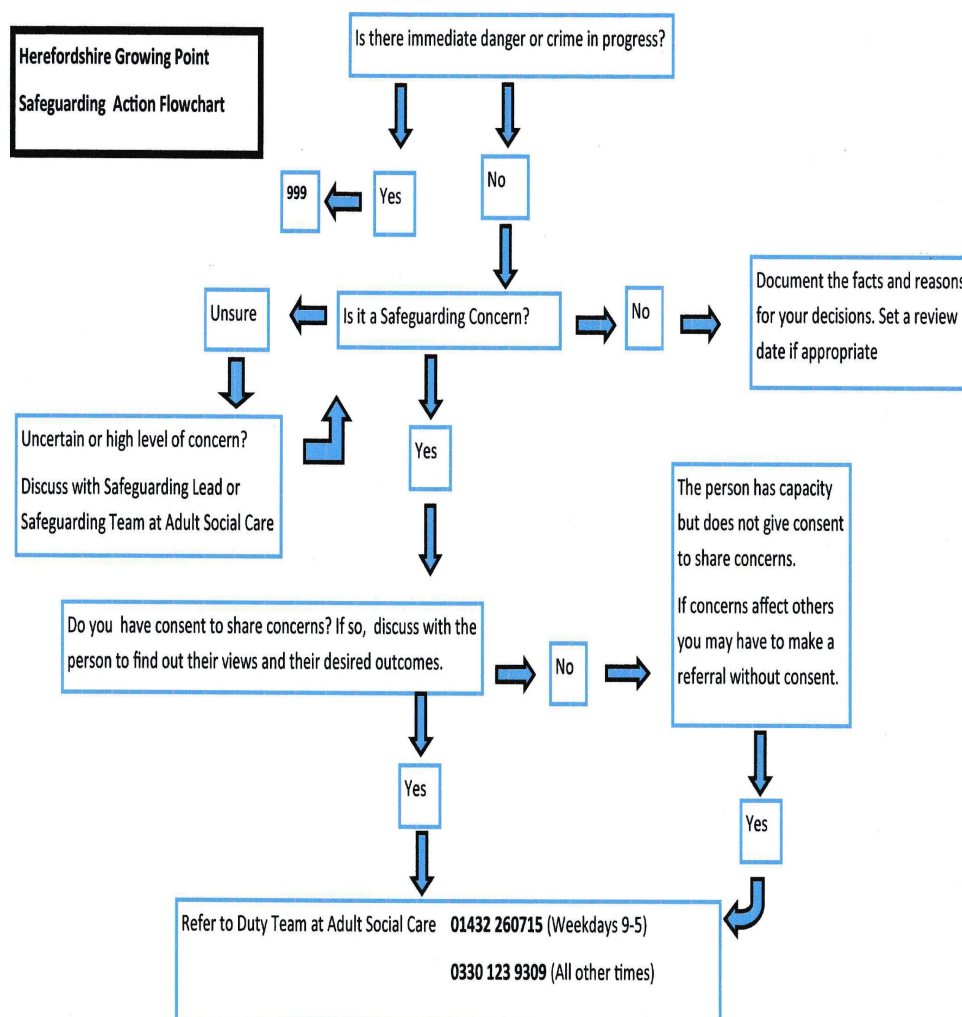
Laura Hone can be contacted by email: laura@hone.net or on 07815 615424.

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.** The record must be passed to the charity manager (or chairman of the charity as applicable). All written records pertaining to any safeguarding incident must be kept securely within the charity's office.

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

If a beneficiary or client is involved in a safeguarding incident, trustees 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.
- Guidelines for working with children or adults at risk of harm.

Resources

For adults:

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-adults-board/>

**For children and young people: Multi Agency Safeguarding Hub (MASH) for Herefordshire
01432 260800**

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-partnership/>

Signed: *Laura Howe* (Chairman) Date... ..

Author	Position	Date of next review
SW	Trustee	Jan 2025
JR	Charity Manager	

APPENDIX 1: definitions and further information

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

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)

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

- a. Appropriate relations with children and vulnerable adults are based on mutual trust and respect.
- b. You must not give or receive gifts or take money or property without prior discussion with the nominated person in the charity.
- c. Do not show favoritism towards a child or vulnerable adult.
- d. Be aware that any physical contact may be misinterpreted, and that someone may misread your actions no matter how well intentioned.
- e. 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.

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.

Peer on Peer abuse

Any abuse (such as those listed here) exercised between children or vulnerable adults

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 pervasive ill treatment or gross misconduct.

Adults at risk (vulnerable adults) are defined as

- Someone who is 18y or over
- Having needs for care and support
- Is experiencing, or at risk of abuse and neglect
- As a result of those care and support needs is unable to protect themselves against either the risk or experience of abuse or neglect

In real terms, adults most likely to be assessed as vulnerable who are:

- Elderly and/or frail
- Suffering from a mental illness including dementia (which may or may not affect mental capacity)
- Have a physical disability
- Have a sensory disability
- Have a learning disability

Who may be the perpetrator of abuse?

A person may abuse an adult at risk or a child by inflicting harm or failing to act to prevent harm. An abuser may deliberately attempt to exploit vulnerable people. Adults at risk or children may be abused by a wide range of people, including relatives and family members, professional staff and paid carers, volunteers, neighbours, friends, associates or strangers.