

Safeguarding Policy and Procedures

Name of organisation: Access Adventures

1. Introduction	<p>Access Adventures makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Access Adventures comes into contact with vulnerable adults through involvement in adaptive sports camps</p> <p>The types of contact with vulnerable adults will be regulated and controlled activities</p> <p>This policy seeks to ensure that Access Adventures undertakes its responsibilities with regard to protection of vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support volunteers in their practices and clarifies the organisation's expectations.</p>
2. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">○ Safeguarding Vulnerable Groups Act 2006○ Care Standards Act 2000○ Public Interest Disclosure Act 1998○ The Police Act – CRB 1997○ NHS and Community Care Act 1990
3. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible. In contrast, adult protection is about responding to circumstances that arise.</p>

	<p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>4. Responsibilities</p>	<p>All volunteers have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p>

	<p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure:</p> <ul style="list-style-type: none">• The policy is in place and appropriate• The policy is accessible• The policy is implemented• The policy is monitored and reviewed• Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented• Promoting the welfare of vulnerable adults• Ensure volunteers have access to appropriate information• Keep up to date with local arrangements for safeguarding and DBS
<p>5. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none">• Whistleblowing –ability to inform on other volunteers/ practices within the organisation• Health and Safety policy, including lone working procedures, mitigating risk to volunteers and clients• Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory• Data protection (how records are stored and access to those records)• Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose <p>Safe recruitment Access Adventures ensures safe recruitment of volunteers. Descriptions for all roles involving contact with vulnerable adults will contain reference to safeguarding responsibilities</p> <p>Disclosure and Barring Service Gap Management The organisation commits resources to providing Disclosure and Barring Service checks on volunteers whose roles involve contact with vulnerable adults.</p>

	<p>In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with vulnerable adults</p> <p>In addition to checks on recruitment for roles involving contact with vulnerable adults, for established staff a 3 year rolling programme of re-checking DBS's is in place for holders of all identified posts</p>
6. Communications and support for volunteers	<p>Access Adventures commits resources for effective communications and support mechanisms in relation to Safeguarding. This will include:</p> <ul style="list-style-type: none">• Discussion of the Safeguarding Policy (and confirmation of understanding)• Discussion of other relevant policies
7. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Access Adventures</p> <p style="text-align: center;">Communicate your concerns with one of the trustees ↓ Seek medical attention for the vulnerable person if needed ↓ Discuss with vulnerable person. Obtain permission to make referral if safe and appropriate ↓ If needed seek advice from the Adults helpdesk ↓</p>

	<p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>
<p>8. Allegations Management</p>	<p>Access Adventures recognises its duty to report concerns or allegations against its volunteers within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any volunteer from Access Adventures is required to report any concerns in the first instance to one of the trustees</p> <p>Second step- contact local authority for advice</p> <p>Third step – follow the advice provided</p> <p>Access Adventures recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>9. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place

10. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies: General Data Protection Regulations, Confidentiality Policy</p> <p>All volunteers must be aware that they have a professional duty to share information with other agencies in order to safeguard vulnerable adults. The public interest in safeguarding vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Trustees.</p> <p>All volunteers must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
11. Conflict resolution and complaints	<p>Conflicts in respect of safety of vulnerable adults will be taken forward by one of the trustees via the GCC Community and Adult Care Directorate</p>
12. Communicating and reviewing the policy	<p>Access Adventures will make clients aware of the Safeguarding Policy through a statement produced and displayed on the website</p> <p>This policy will be reviewed by the trustees, every 12 months and when there are changes in legislation.</p>