

Bidford on Avon Allotment Association (the Association)

Safeguarding Policy

This document shall incorporate and be read in conjunction with the Associations Constitution and the Rules

The Association is committed to ensuring that all Members and others lawfully visiting the Site are safeguarded.

1. Scope of the Policy

The aim of this Policy is to ensure both: -

- The safety of vulnerable adults and children by outlining clear procedures for handling safeguarding issues and
- That all Members volunteers and visitors when present on the Site are clear about their safeguarding responsibilities

2. Definitions

A vulnerable adult is aged 18 years or over:

‘Who is or may be in need of community care services by reason of mental or other disability, age or illness and is or may be unable take care of him or herself against significant harm or exploitation’.

A ‘Child’ is defined as: -

‘A person under the age of 18 years. Exceptions to this are: -

Children who are placed in Local Authority care who are normally classed as children until 21 and

Children with special needs who are regarded as such until aged 25’

3. What is Abuse?

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It can take a number of forms: -

Children

- Physical abuse
- Sexual abuse
- Psychological/emotional abuse
- Neglect

Vulnerable Adults

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse

- Neglect or acts of omission
- Discriminatory abuse
- Institutional abuse
- Forced marriage

4. Implementing the Policy

The Association will use all reasonable endeavours to: -

- Ensure that all Members, volunteers and visitors are aware of this policy and the safeguarding procedures.
- Have a named Safeguarding person who understands their responsibility to refer any safeguarding concerns to the appropriate agency (police, social service)
- Ensure that any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.

5. What to do if you are concerned?

Report any concerns to the Safeguarding person or in very serious cases where it may be considered a crime has been committed to Warwickshire Safeguarding Unit 01926 410410 or 01926 746982 (Safeguarding Partnership—wsab@warwickshire.gov.uk) or 01926 886922 out of hours

In case of emergency call 101 or 999.

If the local children's or adults safeguarding team are contacted they will record your concerns and follow them up. Do not discuss your concerns with anyone outside these teams and make a note of the date, time and person to whom you referred your concerns.

6. What happens if someone discloses something or makes an allegation

- Remain calm, don't show any strong reactions such as shock or 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 the information but only to people who need to know such as the Safeguarding person.
- Take time to listen carefully what is said. Do not ask leading questions, use words such as 'what, when, where and how'. This will allow the person to tell their story.
- Do not ask too many questions or press for more details. Do not interrupt them. Allow the person to share what is important to them.
- It is crucial that you record what has been said to you, what and where you may have seen or heard, who was there. Was there any relationship between the people involved? 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 persons own words as much as possible. Do not add any interpretations, reactions evaluations or conclusions.
- **This information should be kept confidential and passed to the Safeguarding person as soon as possible**

7.Name of Safeguarding Person

()

Phone No.

E mail address