

Safeguarding Vulnerable Adults at Risk Policy & Procedures
Sep 23
Policy no. 004

Fair Shares was the first Time Bank in the UK, established in 1998. We use a reciprocal process, working with local people in building communities. We work collaboratively with individuals, in one-to-one or group activities, along with organisations and partners to promote positive and enduring relationships. Together we find out what communities want and how we can all achieve this by supporting each other. These skills foster new projects as well as maintaining and strengthening existing work.

Fair Shares is committed to ensuring the safety and well-being of all our participants at our community Time banks based in Gloucester and Stroud.

The purpose of this policy statement is:

- to protect adults at risk who engage with Fair Shares
- to provide staff, participants, partners, our board and those using our services with the overarching principles that guide our approach to safeguarding adults at risk
- to provide a framework that ensures allegations or suspicions are dealt with appropriately.

This policy applies to anyone working on behalf of Fair Shares, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, partners and students.

Access to information

If you require this information in any other accessible format please contact:

Fair Shares
Chequers Bridge Centre
Painswick Road
Gloucester GL4 6PR

Email: Time@fairshares.org.uk
Phone: 01452 415900
Safeguarding Lead: 07811318498

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect people in England, including Human Rights Act 1998, the Mental Capacity Act 2005, Public Interest Disclosure Act 1998, Data Protection Act 1998, Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006, Deprivation of Liberty Safeguards, Code of Practice 2008, The Mental Capacity Act 2005, The Human Rights Act 1998, The Public Interest Disclosure Act 1998 (PIDA)

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. Please see below:

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Named leads assigned to review: CEO (Katie Adkins) and Trustee (Alison Cathles)

Date of next review: Sep 25

This varied work means we engage with a range of adults, and some that might be considered at risk. The safety and well-being of those we work with is our utmost priority, and informs our Safeguarding Adults at Risk Policy.

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Statement

We believe that:

Everyone has the right to enjoy activities in a happy, secure and safe environment free from harm from abuse, exploitation and neglect.

We recognise that:

- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to live in safety, free from neglect and abuse, and to receive equal protection from all types of harm or abuse
- Some adults are at increased risk of abuse because of care or support needs or because of the circumstances they are in or experiences they have had
- Working in partnership with adults at risk, communities and local agencies is essential to promoting the welfare of adults at risk

We will seek to keep adults at risk safe by:

- Empowering adults at risk to make their own decisions and to give informed consent when connecting with Fair Shares and contributing to our work
- Prioritising the dignity, safety and well-being of the individual
- Prioritising actions to protect, and be inclusive of, adults at risk and prioritise actions that prevent harm occurring
- All our staff, participants, volunteers and board members conducting themselves/ourselves in a manner that respects the dignity, pride and identity of adults at risk
- Appointing a Designated Safeguarding Lead (DSL) to include adults at risk, two deputy DSL's and lead board member for safeguarding
- Adopting adult at risk safeguarding practices through procedures and a code of conduct for staff, board and activists
- Ensuring that all staff, volunteers and participants are aware of this policy and the procedures through which they may raise concerns and express their concerns about the welfare of adults at risk
- Ensuring all staff, volunteers, board members are subjected to safer recruitment procedures and any relevant DBS checks
- Ensuring staff and volunteers understand their role and responsibilities in regard to this policy and procedures
- Providing effective management and information for staff, volunteers through supervision, support, training and quality assurance measures
- Providing guidance for staff, the board and volunteers on how to support adults at risk in an inclusive, dignified and safe way
- Ensuring staff and volunteers are given appropriate training and supervision
- Reporting in a timely way any concerns or suspicions that an adult at risk is being, or is at risk of being, abused with the relevant Local Authority Safeguarding Adult Board
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with adults at risk, staff, volunteers, beneficiaries and our board.
- Using our procedures to manage any allegations against staff, volunteers, participants and our board
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for adults at risk, staff, volunteers, beneficiaries and our board, by applying health and safety measures in accordance with the law and regulatory guidance
- Wherever possible we will work in cooperation with other agencies to ensure that the safety and welfare of the adult at risk comes first and is paramount to our aims and objectives

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- Ensuring that all organisations who work with Fair Shares abide by this Safeguarding Adults at Risk policy

Contact details

- **Designated Safeguarding Adults at Risk lead(s) (DSL)**

Name: Katie Adkins

Phone/email: 07811318498 /01452 415900/ katie@fairshares.org.uk

- **Deputy Safeguarding Adults at Risk lead(s) Gloucester (DDSL)**

Name: Reyaz Limalia

Phone/email: 07733757513 /01452 415900 gloucester@fairshares.org.uk

- **Deputy Safeguarding Adults at Risk lead(s) Stroud (DDSL)**

Name: Chris Moore

Phone/email: 07902 100968 stroud@fairshares.org.uk

- **Trustee/Senior Lead for safeguarding adults at risk**

Name: Alison Cathles

Phone/email: 07826 558153 alison@fairshares.org.uk

External Contacts

- **Children and Families Helpdesk to report concerns**

Phone: 01452 426565

www.gloshomesdirectory.org.uk/kb5/gloshomes/gloshomes/service.page?id=CfII40-yhY4

- **Adults Helpdesk to report concerns**

Phone: 01452 426868

[www.gloshomesdirectory.org.uk/kb5/gloshomes/gloshomes/service.page?id=7xIHSyCWawg#:~:text=Contacting %20the%20Helpdesks%20out%20of,until%20the%20next%20working%20day](http://www.gloshomesdirectory.org.uk/kb5/gloshomes/gloshomes/service.page?id=7xIHSyCWawg#:~:text=Contacting%20the%20Helpdesks%20out%20of,until%20the%20next%20working%20day).

- **Safeguarding Adults Service**

Phone: 01452 427866

- **Out of hours Emergency Duty Team**

Phone: 01452 614194

www.gloucestershire.gov.uk/health-and-social-care/adults-and-older-people/report-suspected-abuse-safeguarding-adults-at-risk/

- **Gloucestershire's Local Authority Designated Officer for Allegations against Staff**

Jane Bee

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Named leads assigned to review: CEO (Katie Adkins) and Trustee (Alison Cathles)

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Phone: 01452 426994

Kath Whittaker
Phone: 014524250

You can follow this up with an [Safeguarding Alert Form](#) if you like but it's not necessary.

<https://forms.gloucestershire.gov.uk/AdultSocialCareEnquiry>

We are committed to reviewing and reflecting our policy and good practice annually as part of our annual safeguarding report and submit the policy to review by the board biennially.

Review dates

This policy was last reviewed, and approved by the board of trustees and minuted on: 24.07.23

Named management and trustee member assigned to review: CEO and Lead Safeguarding Trustee

Date of next board review:

Next review due July 2025

Approved on: 25th Sep 23

Named leads assigned to review: CEO (Katie Adkins) and Trustee (Alison Cathles)

Date of next review: Sep 25

Who is an Adult at Risk?

- An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (*Definition from 'No Secrets' March 2000 Department of Health*)
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may include an individual who may be vulnerable as a consequence of their role as a carer in relation to any of the above.
- It may also include victims of domestic abuse, hate crime and anti-social abuse behaviour. The person's need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.
- Many adults at risk may not realise that they are being abused. For instance an elderly person, accepting that they are dependent on their family, may feel that they must tolerate losing control of their finances or their physical environment. They may be reluctant to assert themselves for fear of upsetting their carers or making the situation worse.
- It is important to consider the meaning of 'Significant Harm'. The Law Commission, in its consultation document 'Who Decides,' issued in Dec 1997 suggested that; 'harm' must be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also 'the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development'.

WHAT IS ABUSE?

- Abuse of an adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.
- Concerns about abuse may be raised and reported to the social services agency as a result of a single incident or repeated incidents of abuse. However for some clients the issues of abuse relate to neglect and poor standards of care. They are ongoing and if ignored may result in a severe deterioration in both physical and mental health and even death.

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TYPES OF ABUSE

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.

Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:

- **Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits including confiscation or theft of passports whether the person concerned is in the UK or visiting abroad.
- **Neglect and acts of omission** - including 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.
- **Discriminatory abuse** - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.
- **Institutional abuse** - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.
- **Multiple forms of abuse** - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

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- **Radicalisation** – Including attempts to draw people into extremism of any kind. ‘Extremism’ is defined in Prevent as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. See also *Child Protection Policy* for more information on where to go for help if you suspect someone is being radicalised.
- **Domestic Abuse**

Home Office Definition 2012

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members¹ regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Women’s Aid Definition

Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can also include forced marriage and so-called “honour crimes”. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently “violent”.

Most research suggests that domestic violence occurs in all sections of society irrespective of race, culture, nationality, religion, sexuality, disability, age, class or educational level.

Both definitions would therefore also include incidents where extended family members may condone or share in the pattern of abuse e.g. forced marriage, female genital mutilation and crimes rationalized as punishing women for bringing ‘dishonour’ to the family.

It is important to recognise that adults at risk may be the victims of Domestic Abuse themselves or be affected by it occurring within their household. This is likely to have a serious effect on their physical and mental wellbeing.

Where Adults at risk are victims of Domestic Abuse, they may need extra support to plan their future. The violence or threat of violence may continue after a victim has separated from the abuser. It is important to ensure that all the vulnerable people in this situation have appropriate support to enable them to maintain their personal safety.

A separate Domestic Abuse Protocol is in place between Police, Social Services and Health.

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Incidents reported by the police through the domestic abuse protocols will be addressed under the adult protection processes if it is considered that a vulnerable adult may be at risk of abuse. (See *Joint Police, Social Services and Health protocol for dealing with cases of domestic abuse where vulnerable adults are involved*)

Signs and Indicators of Abuse and Neglect

An adult may confide to a member of staff, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a class has been missing from sessions and is not responding to reminders from classmates or tutors.
- Someone losing or gaining weight / an unkempt appearance. This could be an attendee whose appearance becomes unkempt, does not wear suitable clothes and is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn around one family member in contrast to another who they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individuals.
- A family member/partner always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

Children

It is essential that the needs of any children within an abusive or domestic violence situation where there is a vulnerable adult involved are considered and acted upon. Please contact the DSL or Deputy DSL, and/or the local social services Safeguarding Children's team.

Please see Child Protection Policy and Procedures

How to respond to disclosure of abuse (see flow chart, appendices)

- Is there immediate danger or a crime in progress? Call 999
- If you have any suspicion, allegation or incident of abuse, it must be reported to Designated Safeguarding Lead (DSL), Deputy DSL or authorities- Please See the Contacts Page:
- The role of the DSL is to deal with all instances involving adult protection that arise within the organisation. They will respond to all safeguarding concerns and enquiries.
- The nominated member of staff shall telephone and report the matter to the appropriate local adult social services duty social worker, or Adult Social Care Assessment & Intervention Team.
- See the **Incident Report Form** (pg.16) on the last page of this document, which should be completed immediately. If the designated person is available you can complete the form with them. They will then use the appropriate reporting systems for the situation.
- If the very unlikely event designated person and deputy are not available, write down everything said and what was done. Use the **Incident report form** , or make notes on a plain piece of paper if you do not have access to it.
- A report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

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- It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.
- This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.
- Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts
- Make careful notes and obtain agreement on them
- Ensure notation of dates, time and persons present are correct and agreed
- Take all necessary precautions to preserve forensic evidence
- Follow correct procedure
- Explain areas of confidentiality; immediately speak to your manager for support and guidance
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

DON'T

- Confront the alleged abuser
- Be judgmental or voice your own opinion
- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume Information
- Make promises
- Ignore the allegation
- Elaborate in your notes
- Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the DSL.

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Disclosure and confidentiality

If an adult at risk comes to any Fair Shares staff, volunteer or board member with an abuse disclosure/or there is any suspicion that abuse has or may take place: the individual should take immediate action in accordance with the disclosure procedures.

As far as possible, confidentiality is crucial, and information should only be shared with consent wherever possible. However, a person's right to confidentiality is not absolute and may be overridden where there is evidence that sharing information is necessary to support an investigation or where there is a risk to others e.g. in the interests of public safety, police investigation, implications for regulated service.

Managing allegations against other workers or volunteers

We take any concerns raised about staff or volunteers seriously, regardless of who the person is, how long they've been involved, or whether they are directly employed by us. **Staff and volunteers should feel confident about challenging the behaviour of others and voicing concerns.**

If a member of staff has any concerns, they should speak immediately to DSL, Deputy DSL or Chair of our board of trustees.

Please see our ***Whistleblowing policy***.

Records, retention and storage

We ask people joining Fair shares projects and activities for their contact information, and other enrolment information necessary for our Time banking activities. We do not share this data with anyone, unless it is a requirement of funded projects and then it is specified, and agreed to by those enrolling. These records are destroyed after a participant requests or have become inactive after 7 years.

Recording Concerns

If anyone at Fair Shares has concerns about a person's welfare or safety, it's vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or social care services. See the Incident Reporting form and guidance on page 16

Storage of records

We follow GDPR good practice guidance on the storage of records. Electronic files are password protected and only allowed access to relevant delivery staff

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Code of Conduct:

Every person should be able to access information about how to gain safety from abuse and violence and neglect.

All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.

All partner agencies, organisations and partners in Gloucestershire should actively work together and encourage accountability and transparency.

These six principles should inform the ways in which professionals and staff work with adults.

Six key principles

1. **Empowerment** People being supported and encouraged to make their own decisions and give informed consent.

2. **Prevention** It is better to take action before harm occurs.
3. **Proportionality** The least intrusive response appropriate to the risk presented.
4. **Protection** Support and representation for those in greatest need.
5. **Partnership** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

6. **Accountability** Accountability and transparency in delivering safeguarding.

The role of staff and volunteers

In your role at Fair Shares you are acting in a position of authority and have a duty of care towards the people we work with. You expected to act appropriately.

Responsibility: You are responsible for:

- prioritising the welfare of those we work with
- providing a safe environment
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for safeguarding adults at risk, whistleblowing and online safety
- staying within the law at all times
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code, no matter how small, and within 24 hours to DSL
- reporting all concerns about abusive behaviour, following our safeguarding procedures
- this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights: You should:

- treat people fairly and without prejudice or discrimination
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice

- encourage people to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships: You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- ensure your contact with attendees of our workshops and projects is appropriate and relevant to the work of the project you are involved in

Respect: You should:

- listen to and respect others at all times
- value others contributions
- if you need to break confidentiality in order to safeguard , it is important to explain this to the person at the earliest opportunity.

Unacceptable behaviour: When working with adults at risk, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- develop inappropriate relationships

Upholding this code of behaviour:

- You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.
- If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Fair Shares. We may also make a report to statutory agencies.
- If you become aware of any breaches of this code, you must report them to DSL.

Photography

We ask permission if taking photographs/making films to gain the consent of those photographed before publishing. We always explain what the images will be used for.

Safer Recruitment Procedures

- All workers and volunteers who have unsupervised access to adults at risk are Disclosure and Barring Service (DBS) checked prior to employment
- Staff in roles working with adults at risk are required to complete a written application form and are interviewed.
- All applicants are asked on the application form about past convictions, cautions, reprimands, pending cases and final warnings, and if there have ever been complaints of abuse against them.
- References are always taken up, at least two.
- We ask for proof of identification.
- All staff have induction and training.
- Our code of behaviour is part of the induction

Online Safety - **See E-safety Policy**

Anti-bullying

We recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all people, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it. These discussions will focus on staff, volunteers and group members' responsibilities to look after one another and develop and uphold the behaviour code if necessary that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities

Establishing an Anti-bullying contact, CEO Katie Adkins, who should be contacted to discuss concerns, issues, questions and advice.

Managing Complaints - ***See Complaints Policy and Procedure***

Whistleblowing - ***See Whistleblowing Policy***

Health and Safety

All FS workshops are planned with appropriate risk assessments of premises, equipment and activities to ensure

- that all equipment is in a safe condition
- that participants understand how to use equipment and materials in a safe way
- that the premises are suitable for running the activity safely and are organised in an appropriate way to minimise risk
- First Aid kits are available, staff are first aid training and know what to do in the event of an accident
- Everyone is aware of fire safety procedures
- Risk assessments and reconnaissance visits are completed prior to visits and events
- We have adequate insurance for our activities

See also ***Health and safety policy***

Training of staff

- All staff are made aware of the Safeguarding adults at risk policy and procedures as part of their induction and training annually refreshed.
- They are asked to confirm by signing that they understand our Safeguarding policies and procedures, whistleblowing policy and that they will report any concerns to the nominated Designated Safeguarding Lead or deputy, and understand how to report concerns directly where appropriate.
- Enhanced training is given to appropriate staff members.

Review of FS Adults at Risk will take place every 2 years, or as required by changes in legislation or Local Network Fund guidelines.

Safeguarding Vulnerable Adults - Incident Report Form

(Continue on separate sheet as necessary)

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – Adult					
Name				Date of birth	
Gender ¹	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the adult that would be useful to consider? (language(s) spoken, ethnicity, religion, additional needs)					

Contact information	
Name(s)	
Address	
Contact number(s)	
Email	

¹ It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it.

Fair Shares

community time banks

Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the organisation or relationship to person	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)
Persons account of the incident
Please provide any witness accounts of the incident

Fair Shares

community time banks

Name of witness (and date of birth, if a child)		Relationship to adult	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Relationship to adult	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/>	No	Yes – please provide further details: <input type="checkbox"/>
<p>Statutory protection authorities?</p> <p>Police: Yes / No Date: Time:</p> <p>Name and telephone number of person spoken to:</p> <p>Local Authority Gloucestershire social care Yes /No</p> <p>Date: Time:</p> <p>Name and telephone number of person spoken to:</p> <p>Action agreed with authorities:</p>			
Name of organisation / agency			

Fair Shares

community time banks

Contact person	
Contact number(s)	
Email	
Agreed action or advice given	

Declaration	
Your signature	x
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with Fair Share's reporting procedures	
Safeguarding Officer's name	
Date reported	
Summary of discussion with Safeguarding lead and actions taken	