

# Vulnerable Adult Safeguarding Policy for Southsea Green Community Garden Association

The policy is based on national guidance, The Care Act 2014 and Safeguarding Partnership Multi Agency Policy for Protecting Adults at Risk (September 2018).

Agreed by Organising Group (Governance level) 21st November 2022 next review 20 November 2023

## Introduction:

This policy is to make sure that Southsea Green Community Garden Association (SGCGA) has all the right things in place to protect and safeguard vulnerable adults.

SGCGA believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of SGCGA in working together in promoting adults' welfare and safeguarding them from abuse and neglect. Volunteers should be made aware of how this policy can be accessed via the volunteers' hub.

This policy and related procedures are applicable to the volunteers of SGCGA. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## Safeguarding

In safeguarding adults, SGCGA is committed to the principles of [Portsmouth Safeguarding Adults Board](#)

[Safeguarding adults at risk - Portsmouth City Council.](#)

## Key Principles of Adult Safeguarding:

In the safeguarding of adults, SGCGA are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. SGCGA aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

## Recognising the signs of abuse:

Volunteers are well-placed to identify abuse, the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

## Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. This can also include self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding inquiry. This includes

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, and emotional abuse; so-called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, and subjection to pornography. Witnessing sexual acts, indecent exposure, and sexual assault or sexual acts to which the adult has not consented 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, cyberbullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to long-term ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

## Reporting Concerns:

Any volunteer who becomes aware that an adult is or is at risk of being abused must raise the matter immediately with the safeguarding lead **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

## Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

## Training and Awareness:

SGCGA will ensure an appropriate level of safeguarding training is available to its Volunteers and any relevant persons linked to the organisation who requires it.

For all who are volunteering with adults at risk, this requires them as a minimum to have awareness training that enables them to

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

## Mental Capacity:

The MCA defines someone as lacking capacity, because of an illness or disability such as a mental health problem, dementia, or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
  - Retain that information long enough to be able to make the decision
  - Weigh up the information available to make the decision
  - Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.
- SSGCGA will need to involve an advocate if the person lacks the capacity to make decisions about a safeguarding concern.

## **Confidentiality and Information Sharing:**

SSGCGA expects all volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see [Information Sharing: Guidance for practitioners and managers - GOV.UK](#)

## **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made, and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). <https://www.hyland.com/en/resources/terminology/records-management/process>

## **In Summary**

**As a volunteer, you must take responsibility and report all concerns to the designated vulnerable adult safeguarding officer immediately making sure to record all the necessary details in the Safeguarding Logbook which is kept securely in the Garden Cabin. A concern is defined as, “Are they experiencing or at risk of experiencing abuse or neglect?”**

**Volunteers are never to be left alone with vulnerable adults there must always be another adult present.**

**All SSGCGA workshop leaders must be DBS checked and as per this policy there must always be at least one other adult present at all times.**

**All volunteers will undergo an induction when they join where this Safeguarding Policy will be discussed fully and the location of the Safeguarding Logbook will be communicated with details of the information you will need to collect.**

**You must contact the Police, Safeguarding Officer and other agencies if you have any concerns, contact details are listed below.**

[Safeguarding adults | Health and social care | Hampshire County Council](#) link  
to online referral form

**Designated Senior Lead for Vulnerable Adult Safeguarding**

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**Police**

**Emergency – 999**                      **Non-emergency – 101**

<https://www.nationaldahelpline.org.uk/>

This policy and procedures will be reviewed annually, agreed upon by the SSGCGA  
Organising group and signed and dated by the nominated representative

Signed, reviewed and policy adopted on: 21st November 2022 (review 20th November 2023)

Signed : Founder: On behalf of the Organising Group

A handwritten signature in black ink, appearing to read 'S. Stokes'.

Sue Stokes

Date 21st November 2022