SAFEGUARDING ADULTS POLICY

ARKWRIGHT MEADOWS COMMUNITY GARDENS

Author: Rachel Smith 01/05/2024 Updated 08/05/2026

CONTENTS

	Page No
1. Purpose and Aims	3
2. Safeguarding Lead	3
3. Definition of an Adult at Risk of Abuse or Neglect	4
4. Categories of Abuse	4
5. Signs of Abuse in Adults at Risk	5
6. What to Do if You Have a Concern	6
7. Record Keeping	9
8. Making a Referral to Adult Social Care	9
9. Confidentiality	12
10. Whistleblowing	12
11. Recruitment and Training of Staff	12
Appendix 1: Adults at Risk reporting Form	13

Safeguarding Adults Policy

1. Purpose and Aims

"Adult Safeguarding" is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of Local Authorities. The Care Act 2014

Arkwright Meadows Community Gardens (AMCG) is fully committed to safeguarding the welfare of adults at risk. It recognizes the responsibility of The Care Act 2014 to promote safe practice and to protect adults at risk from harm, abuse and exploitation. AMCG acknowledges the best protection for those participating in our projects is the vigilance and forethought of trustees, staff and volunteers in preventing circumstances where abuse of trust could occur.

1.1 All Trustees, staff and volunteers working on behalf of AMCG have a duty to promote the welfare of adults at risk and take responsibility for implementing safeguarding procedures. AMCG will strive to create a safe and secure environment where service users, volunteers and staff can work together in mutual respect. AMCG believes everyone has the right to live free of abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, immigration status, sexual orientation, marital or gender status.

1.2 AMCG will ensure all staff/trustees/volunteers understand abuse or neglect, what might indicate this and what action to take if they have concerns. Actions taken by AMCG will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and includes and respects the voice of the adult concerned.

1.3 This policy applies to trustees, staff and volunteers regarding their responsibilities in relation to safeguarding and ensure that all concerns about care and safeguarding are taken seriously and effectively managed. It also aims to reassure funders that all possible steps will be taken to protect vulnerable adults who come into contact with AMCG or partners involved in any aspect of AMCG's work.

2. Adult Safeguarding Lead

The Designated Adult Safeguarding Lead at AMCG is **Rachel Smith, Community Engagement Worker (community@amcgardens.co.uk)**. In her absence the designated deputies are **Sally Rootham, Volunteer Coordinator (sally@amcgardens.co.uk)** & **Bob Diamond, Trustee (bobdiamond1406@gmail.com)**

The Designated Adult Safeguarding Lead role is to:

- Ensure that AMCG's safeguarding policies and procedures are adhered to.
- Ensure careful selection, training and supervision of staff and volunteers and appropriate Disclosure and Barring screening.
- Ensure staff and volunteers know how to make contact with social care and police staff responsible for dealing with safeguarding concerns during and after office hours.

- Ensure the employee and volunteer disciplinary process is followed when allegations have been made against staff.
- Report any concerns to social care or police (in urgent cases concerns should be immediately reported by those who are aware of them even if the designated person is not available, and it is the role of the safeguarding lead to ensure all staff and volunteers know how to do this).
- Take responsibility for ensuring all workers have appropriate training and opportunities to update their skills.
- Act as a source of advice on all safeguarding matters and seek further advice and guidance from other partners as needed.
- Ensure that records are kept of any concerns about an adult at risk and of any referrals to statutory agencies.
- Ensure that any such record is kept safely and securely. Confidentiality of personal information will be given priority.

3. Definition of An Adult at Risk of Abuse or Neglect

3.1 Safeguarding duties apply where there is reasonable cause to suspect that an adult

(a) Has needs for care and support (whether or not the local 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.

The adult's care and support needs should arise from, or be related to physical or mental impairment or illness.

The adult who safeguarding duties apply to will be referred to as the 'Adult at Risk' hereafter in this policy.

4. Categories of Abuse

The Care Act (2014) recognises ten categories of abuse:

4.1 Physical abuse including hitting, slapping, and pushing, kicking, misuse of medication, restraint or inappropriate actions

4.2 Domestic Violence including psychological, physical, sexual, financial, emotional abuse and honour-based violence.

4.3 Sexual abuse including rape and sexual assault or sexual acts to which the adult at risk has not consented or is incapable of giving informed consent or was pressured into consenting. This may involve contact or non-contact abuse (e.g., touch, masturbation, being photographed, teasing, and inappropriate touching)

4.4 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.

4.5 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.

4.6 Modern Slavery encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

4.7 Discriminatory abuse including racist, sexist, that based on a person's disability, culture and other forms of harassment, slurs or similar treatment.

4.8 Organisational abuse (previously known as institutional abuse) Neglect and poor professional practice in care settings also need to be taken into account. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems.

4.9 Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating

4.10 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.

More information, including some potential indicators of these types of abuse are available in the Nottingham and Nottinghamshire Adult Safeguarding Guidance:
http://www.nottinghamcity.gov.uk/ncaspb

5. Signs of Abuse in Adults at Risk

5.1 Emotional signs

- Becoming quiet and withdrawn.
- Being too eager to do everything they are asked to.
- Showing compulsive behaviour.
- Being aggressive or angry for no apparent reason.
- Sudden changes in their normal character.
- Not wanting to be left alone with particular people.
- Being unusually light-hearted; insisting nothing is wrong.
- Not being able to concentrate or focus.

.

5.2 Physical signs

- Looking unkempt, dirty or thinner than usual.
- Physical signs of abuse such as bruises, wounds, fractures.
- Same injuries happening more than once.
- Often admitted to hospital.

5.3 Material signs

- Sudden changes in their finances.
- Being overly protective of money and things that they own.
- Not having normal home comforts.
- Not having money to pay for shopping and usual outings.
- Having no personal belongings, clothing or possessions.

5.4 Sexual signs

- Genital itching or soreness.
- Using bad language.
- Not wanting to be touched.
- Behaving in a sexually inappropriate way.
- Changes in appearance.

6. What To Do If You Have A Concern

6.1 You may become aware of a concern in a number of ways:

- The Adult at Risk tells you themselves
- A member of public (e.g., carer, family member, friend) raises it with you
- You may have directly observed something

Adults at Risk will talk to people they trust, which could include disclosing abuse to a member of staff, trustee or volunteer. The situation may be very traumatic for both the person involved and the person to whom the disclosure is made. Should abuse be disclosed to you, **follow the steps set out below and pass details on to the Designated Adult Safeguarding Lead as soon as possible.**

6.2 All staff of any service involved with the Adult at Risk, have a duty to act immediately to inform the designated safeguarding lead or appropriate deputy of any concerns whether current or historical. Do not discuss the concern with anyone else.

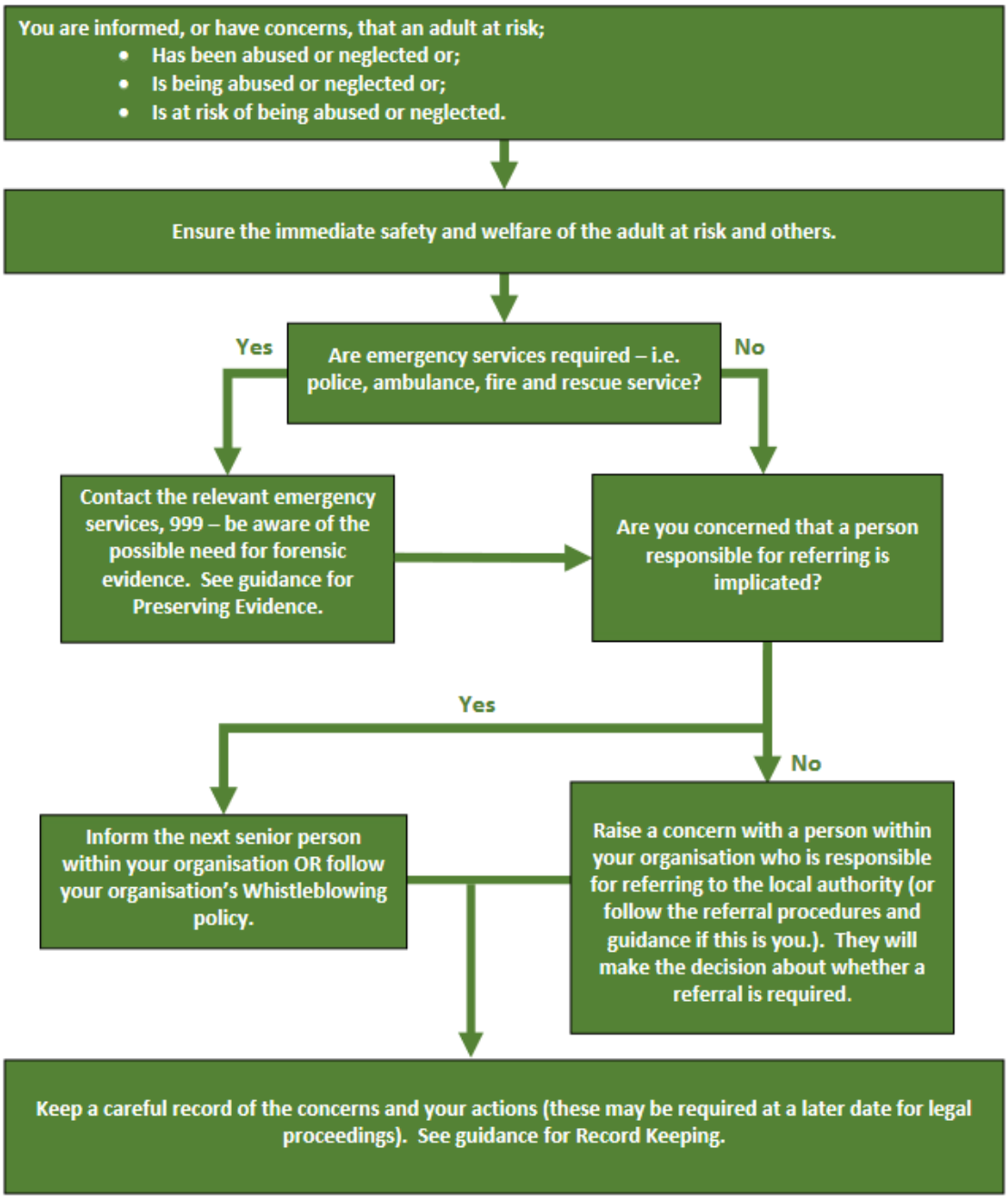
6.3 Your duty is to raise the concern with the designated safeguarding lead or appropriate deputy in the organisation who has the responsibility to make a referral to the local authority. It does not include any investigation into the concerns.

6.4 If the concern implicates any of the above people, follow the AMC Garden's whistle blowing policy. Any staff member may report a suspicion of abuse to social care irrespective of the opinion of other staff.

10.3 If an adult at risk is in immediate danger/or in need of emergency medical attention remain with them and call the police or emergency services on **999**

10.4 Flow Chart for Reporting a Concern within the Organisation

To be read in conjunction with Nottingham & Nottinghamshire multi-Agency adult Safeguarding Procedure for Raising a Concern & Referring
https://www.nottinghamshire.gov.uk/media/3766879/multiagencyadultsafeguardingprocedureraisingconcernreferring.pdf



7. Record Keeping

7.1 It is important that a written record of any incident or disclosure is made as soon as possible after the information is obtained. Written records must reflect, as accurately as possible, what was said and done by the people initially involved in the incident either as a victim, alleged perpetrator or potential witness.

7.2 Ensure that you record, as accurately as possible, things that are actually said, rather than your interpretations or assumptions.

7.3 You may need support yourself. If so, please talk to the Designated Safeguarding Lead in the first instance.

8. Making a Referral to the Local Authority

8.1 The Adult Safeguarding Lead or appropriate deputy will:

(a) Ensure the immediate safety and welfare of the adult at risk,

(b) Carry out further information gathering

(c) Offer support where necessary

(d) Seek the consent of the adult at risk. This should always be obtained unless there is an overriding public interest, or an issue of mental capacity. Refer to the multi-agency procedures and guidance for more information.

(e) Ask the adult at risk what outcome they want from any actions taken.

(f) Decide if a referral to Adult Social Care is required

(g) Make the referral to Adult Social Care if required within one working day.

(h) Consider alternative actions required to support the needs of the adult at risk if a referral is not made

(i) Keep careful records.

N.B. It is important to recognise that any person with mental capacity has the right to make their own decisions, even if this may not be regarded as in their best interests.

8.2 Social services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.

8.3 The designated safeguarding lead in the organisation has the responsibility of informing the appropriate adult social care referral points, as follows:

Nottingham Adult Social Care 0115 8763330

Nottingham City Council
Health and Care Point – 0300 131 03 00 (Opening times; Monday - Friday 8.00am – 7.00pm)

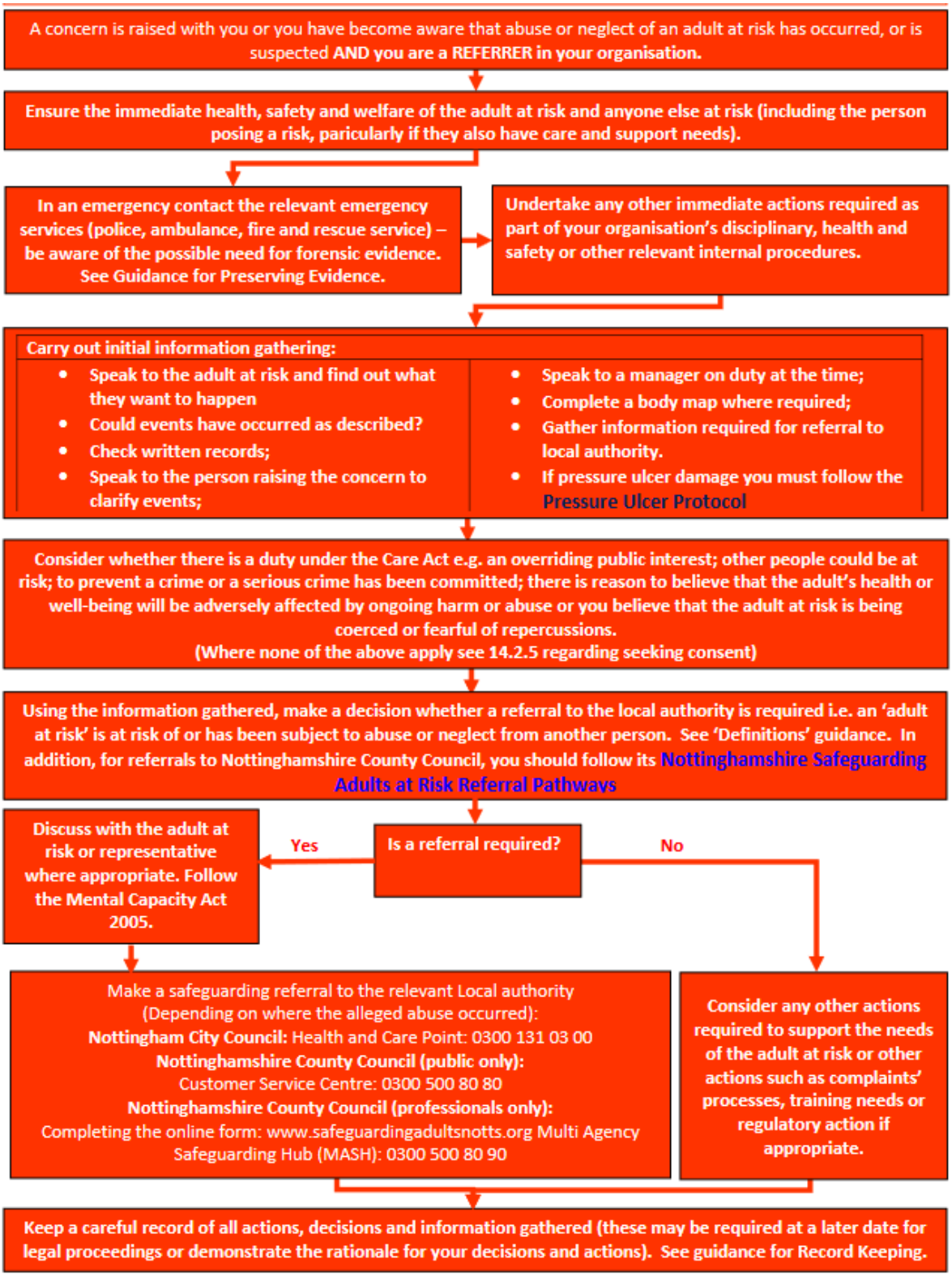
Nottinghamshire County Council
Multi-Agency Safeguarding Hub (MASH) – 0300 500 80 90 (professionals only) (Opening times; Monday - Thursday 8.30am – 5.00pm, Friday 8.30am – 4.30pm) Completing the online form at www.safeguardingadultsnotts.org Proffessionals only) (Anytime)

Nottinghamshire Customer Service Centre – 0300 500 80 80 (members of public) (Opening times; Monday – Friday 8.00am – 8.00pm, Saturday 8.00am -12.00pm)

Responsibilities of workers **do not** include investigating suspected abuse or questioning adults when they have disclosed abuse: this is the role of Adult Social Care and the Police.

8.4 Flow Chart for Making a Safeguarding Adults Referral to the Local Authority

To be read in conjunction with Nottingham & Nottinghamshire multi-Agency adult Safeguarding Procedure for Raising a Concern & Referring



9. Confidentiality

In the case of suspected abuse, it is important to ensure confidentiality. Allegations should not be openly discussed with others - this can be harmful for person who made the allegation as well as the person against whom the allegation was made.

Any written reports must be passed to the Designated Safeguarding Lead at the first opportunity, ensuring that they are kept in a secure place at all times (eg a locked filing cabinet or in the secure, restricted access online folder).

10. Whistleblowing

Abuse may occur in any organisation and there may be someone who already has concerns about potentially abusive or unethical conduct but does not feel able to act on them. AMC Gardens positively encourages people to voice any concerns they may have, either to the Designated Safeguarding Lead in the first instance, or if this is not possible or appropriate, to the Chair of Trustees. If the Designated Safeguarding Lead is implicated in a safeguarding concern, report your concern to the Chair of Trustees.

11. Recruitment and Training of Staff

Careful recruitment and selection of staff reduces the risk to vulnerable people. Under the Rehabilitation of Offenders Act 1974 it is acceptable to ask for details of any convictions for criminal offences. Police checks alone are not effective in preventing abuse, so form only part of AMC Gardens recruitment process**.**

11.1 AMC Gardens will follow an agreed, consistent recruitment process including;

Completion of a standard application form, carrying a requirement to declare any criminal convictions.
Shortlisting by a minimum of two staff or Trustees to an agreed process.

- Carrying out an in-depth interview.
- Taking up two references.
- Carrying out Disclosure and Barring Service (DBS) checks at the appropriate level for their role within the organisation.
- Having a three - month probationary period for all new staff.
- Carrying out regular work review sessions to ensure that workers are suitable for their posts and to highlight concerns, record information, improve working practices and identify training or other support needs that staff may have.

11.2 All staff and Trustees working with adults at risk should have access to regular training to enable them to work safely with adults at risk and to be able to follow this policy should an incident arise.

APPENDIX 1 –Adult Safeguarding Report Form

Arkwright Meadows Community Gardens

Name of staff/volunteer member _____

Date and Time of Incident/Disclosure _____

Place/event where Incident/Disclosure occurred _____

Incident/Disclosure/Injuries giving rise to concern (using person's words where possible):

Any action taken by Staff Member:

Name and address (if known) of adult at risk _____

_____

_____

Date of birth of adult at risk (if known) _____

Name and address of alleged abuser (if known)

_____

Date and time of alleged abuse (if known) _____

Any other relevant information:

Signed _____ Date _____