



Registered Charity No. 1101348

NAFAS Safeguarding Policy Guidelines

Why a Safeguarding Policy is Needed

Safeguarding adults' policy and procedures set out the best practice framework for your Area or clubs to respond to safeguarding concerns.

The Care Act 2014 put the safeguarding of adults on a statutory footing. As NAFAS affiliated clubs have regular contact with the public, they have a crucial role to play in the support, identification and reporting of adults who may be at risk of harm.

NAFAS and affiliated Areas and clubs has a duty of care that includes safeguarding for children and people in a vulnerable situation. Individuals across the organisation need to be informed enough to ensure that complaints and concerns about adults at risk are properly identified and acted upon.

NAFAS and the affiliated Areas and clubs should actively work to prevent abuse from occurring within the organisation and be prepared to respond proportionately if abuse or neglect has occurred.

Organisations including NAFAS that fail to do this risk failing to meet their duty of care, which at worst could leave adults at risk vulnerable to harm.

How Can Safeguarding Adults Policies and Procedures Help?

A safeguarding adult's policy and procedures document sets out the best practice framework for your organisation to respond to safeguarding concerns. At the same time, it promotes the importance of safeguarding adults throughout the whole organisation.

Organisations that demonstrate best practice in adult safeguarding commit to ensure safe access for everyone. As a result, policies and procedures have a dual role:

- Safeguarding of people when they are visiting your premises or using your services.
- Responding to any signs of abuse that may indicate that abuse is occurring outside of your organisation.

It is acknowledged that significant numbers of vulnerable and elderly adults are abused, and it is important that NAFAS and its affiliated Areas have a Safeguarding Policy which has a set of procedures to follow should it come to light that any of its members or visitors are being abused.

It is important to have the policy and procedures in place so that members, volunteers, demonstrators, and teachers know what to do in the event of abuse or an allegation of abuse.

All safeguarding policies should

- promote good practice and work in a way that can prevent harm, abuse, and coercion occurring;
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported;
- stop that abuse occurring.

Adult and Children Safeguarding Policies

The Areas and clubs should have separate policy and procedures and guidance for safeguarding children and safeguarding adults. There are a variety of compelling reasons why children and adults should be separated including: the issues for children and adults are not the same; definitions and terms used differ; procedures for reporting abuse and handling cases are not the same; there is different legislation and policy; and joint policies often default to the language of safeguarding children.

Get the Legislation Right

‘No Secrets’ 2000 offered guidance to organisations, but it wasn’t until The Care Act 2014 that safeguarding adults was put onto a statutory footing, outlining the responsibilities of the local authority and support agencies. The Care Act 2014 is the legislation that all policies should refer to.

‘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.

Get the Definitions Right

In No Secrets the term ‘vulnerable adults’ described a person “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”. If your policy or procedure still has this definition, then you need to change it.

In The Care Act this has been replaced by the term ‘**adults at risk of harm**’ – often shortened to ‘**adults at risk**’.

Get the Categories of Harm Right

The definitions of the types of harm that adults may experience have increased in number to 10 (The Care Act 2014). Some of the language of the original categories have also changed.

The categories are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self-Neglect – including hoarding

Also, relevant but not included in The Care Act:

- Forced marriage
- FGM
- Radicalisation
- Cyber-bullying
- Mate/hate crime

Your Policy Should

- Define the roles, responsibilities, and accountability of the volunteers. In particular, you should have a description for the lead officer for adult safeguarding. It is important that each Area has a designated lead for safeguarding. However, if Areas are struggling to find someone then NAFAS can support you in this. A designated person is someone who a member can go to if they have a concern.
- The policy should include the signs and symptoms of harm and abuse. Signs and symptoms are not always obvious or clear. However, the more members know about possible warning signs, the more likely they are to recognise abuse and take action.
- Consider how you will ensure that the policy and procedures will become working documents that everyone in the organisation is able to refer to and follow. You should also think about any training needs that may arise from introducing and implementing the document.
- Consider including a complaints procedure, or a right to appeal. An individual should have the right to complain if their concern is not followed up, or if it is ignored by the organisation. This right should apply whether the concern is regarding themselves or another person.
- Your policy should cover all the key risks for the groups you work with and the activities you do. Risk Assessments of the meeting place and activities should be completed.
- The amount of detail in your policies and how often you review them depends on what your Area or clubs do, where they meet, who with, and the level of risk. Everyone within the Areas should be aware of how you manage safeguarding. Your policy and procedures should be easily available, either online or on paper (or both).

Responding and Reporting Procedure

Your safeguarding policy may contain several different procedures depending on your club and activities. However, you will always need a reporting procedure that clearly explains how people can make their worries known and how you will handle any problems.

You must make it clear in the policy that all members of your Area or club are expected to record safeguarding concerns, disclosures or allegations and take action in response. You need to develop procedures for everyone to follow.

The reporting procedure needs to set out:

- Who to speak to. When you've been told something is wrong, don't go straight to the person that's been reported. Instead, tell the designated safeguarding lead
- How issues should be reported.
- Where information will be stored and shared internally.

- How you'll share this with police, social services, or regulators if necessary.
- Must have a procedure that sets out how to report different types of incidents. Different local areas have different methods and templates for reporting concerns about adult at risk. Who you need to tell may be different depending on:
 - I. whether your organisation is a registered charity or not
 - II. whether it's a child or adult at risk
 - III. if you or someone implicated belongs to a professional body
 - IV. if you or someone implicated is part of a regulated activity

Check with your local adult safeguarding board what templates and methods they have for reporting.

These procedures should recognise that safeguarding is often not black and white, and people will need support to make the right judgement call. However, some general principles apply member or volunteer is responding to a safeguarding concern.

- Always make sure the person speaking up feels they're being listened to and supported.
- Don't promise to keep information confidential between you and them. Refer to and follow your organisation's policy and procedures to make sure information is only shared with people who need and have the right to know.
- Ask for their consent to share the information – if they refuse and you are still worried that they or someone else is at risk of harm, you cannot wait for this consent. You must share this information to the person responsible for safeguarding in your organisation.
- Tell the designated safeguarding lead about any concerns so they can decide what the next steps are.
- Write a clear statement of what you have been told, seen, or heard.

Disseminating and Reviewing the Policy

Your safeguarding policy and procedures will need to be reviewed annually by the writers of the policy. The date of renewal should be written at the base of the policy. Any changes should be clearly communicated to your members.

Useful Websites

<https://knowhow.ncvo.org.uk/safeguarding>

<https://www.anncrafttrust.org/category/safeguarding-adults/>

<https://www.wigansafeguardingadults.org/Groups/Safeguarding-policy-template.aspx>

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<https://www.communityactionsuffolk.org.uk/organisation-support/safeguarding/safeguarding-example-policy-and-procedures/>

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Signed	<i>Steven Lane</i>
Position	CEO