

Sheddington's Safeguarding Policy 2023

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Section: 1 Details of the organisation

Name of Organisation: SHEDDINGTON

Address: Sheddington, St. Mark's Community Hub (next to the church), 17 St Mark's Road, Teddington, TW11 9DE

General Email address: admin@sheddington.org

Senior Leader (Chair): Chris Manning

Contact Tel: 07801106550 Email: chair@sheddington.org

Safeguarding Co-ordinator Name: Deborah Miller

Tel: 07706098777 Email: deborah.millerwestdean@yahoo.co.uk

Membership of organisation: member of UK Men's Shed Association and Thirtyone:eight

Safeguarding Officers:

- Deborah Miller
- Catherine Knights
- Hugh Klein (Trustee)

Contact Details for Sheddington's Safeguarding Officers:

- **Deborah Miller**

Address: Flat 2, 11 Seymour Road, Hampton Wick, Surrey, KT1 4HN

Mobile: 07706098777

Email: deborah.millerwestdean@yahoo.co.uk

- **Catherine Knights**

Address: 44 Stanley Gardens Road, Teddington, Middlesex TW11 8SZ

Mobile: 07796484632

Email: catherine.knights@nhs.net

- **Hugh Klein**

Address: 54 Manor Road, Teddington, Middlesex TW11 8AB

Mobile: 07766600875

Email: hughklein@hotmail.com

The above named Safeguarding Co-ordinators have been nominated by Sheddington's Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities if necessary.

Regulator: Charity Commission

Charity Number: 1187049

Company Number: CE020078

Insurance Company: Wessex: Public Liability Insurance

Sheddington supports a diverse range of activities for adults (18 year olds and over) some of whom have care and support needs. Events and activities are advertised on the website www.sheddington.org and they include:

- DIY
- Making and mending items
- Gardening
- Arts and Crafts
- Presentations: General interest and education/informative
- Specific activities to promote health and wellbeing such as walks, mindfulness and movement
- To meet socially and chat over a tea or coffee

Section 2: Introduction

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight \(thirtyoneeight.org\)](http://Our Ten standards | Thirtyone:eight (thirtyoneeight.org)))

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the board of Trustees, which has independent authority and legal responsibility for or how a charity is run and has a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017).

Positions of Trust

Sheddington is predominately an organisation for adults. If, however, in conversation or when working on an activity a Sheddington member becomes aware of abuse or harm to children, they would have to raise this with the Safeguarding Co-ordinators in the ways described in this policy. For clarity, children are defined by the Care Act as a child under 18 years of age.

All adults working with vulnerable adults are in a position of trust and they need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in at Sheddington, but to also build an open culture where:

- Those who lead, do so by example
- Are committed to the safeguarding of all
- Those that work or volunteer are safely recruited and trained for their roles
- There are accountability structures
- A code of conduct (see Appendix 2)
- The values of the organisation are embedded in its day to day actions and behaviours of its people
- There is open communication

Our commitment

Sheddington's committee recognises the need to provide a safe and caring environment for adults. We acknowledge that adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We adhere to Article 5: *"No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment"*. We have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to liaising as necessary and committed to constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement is on display on our notice board and on the website. See Appendix 1. Our code of conduct is given in Appendix 2.

Section 3: Prevention

Understanding abuse and neglect

A person may abuse by inflicting harm or failing to prevent harm. Adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

Safer recruitment

Sheddington's Committee will ensure all volunteers who lead activities "Activity Leads" will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying will complete an application form
- Those short listed will have to be interviewed
- Safeguarding will be discussed at interview
- Written references will be obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) will be completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme will be provided for the successful applicant
- The applicant will complete a probationary period
- The applicant will be given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

Sheddington's Committee is committed to on-going safeguarding training and development opportunities and to developing a culture of awareness of safeguarding issues to help protect everyone. Adults with care and support needs or their carers should contact a member of the committee if they have any concerns with regard to safeguarding.

Section 4 Partnership Working

Sheddington expect that any organisation using our premises, as part of the letting agreement, will have their own safeguarding policy that we could ask to see and staff are appropriately DBS checked.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to allegations of abuse

Under no circumstances should a member of Sheddington carry out their own investigation into an allegation or suspicion of abuse. The procedures below should be followed:

Documenting a concern

Any member of Sheddington should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of Sheddington's safeguarding officers, contact details are given in Section 1, and document this and this record will be kept in a secure place.
- If the matter or suspicions in any way involve a Safeguarding Co-ordinator, then the report should be made to one of the other two Safeguarding Co-ordinators. In the absence of a Safeguarding Co-ordinator the report should be made to the chair of Sheddington. If the suspicions implicate all of the Safeguarding Co-ordinators, then the report should be made to Thirtyone:eight to support Sheddington. Alternatively, contact Social Services or the police.
- The Safeguarding Co-ordinator should contact the appropriate agency or they may ring the Thirtyone:eight helpline for advice. The Safeguarding Co-ordinator will then contact Adult Social Care Services in the area the adult lives either to check if a referral is necessary or to make the referral. The local authority most likely to be the relevant for a Sheddington user is London Borough of Richmond upon Thames Adult Social Services; Tel. (working hours): 02088917971, (out of hours): 0208 744 2442
- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern.
- The Trustee responsible for safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.
- Suspicions must not be discussed with anyone other than those listed above or Committee members. A written record of the concerns (which could be an email) should be made in accordance with these procedures and kept securely.
- Whilst allegations or suspicions of abuse will normally be reported to a Safeguarding Co-ordinator. In the absence of all the Safeguarding Coordinators this should not delay referral to Adult Social Care, the Police or taking advice from Thirtyone:eight on 0303 0003 1111

- The Sheddington Committee will support the Safeguarding Co-ordinators in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a “need to know” basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Committee hope that members of Sheddington will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinators have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that Sheddington’s Committee demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-Ordinators is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Procedures where there is a concern that an adult needs protection:

If there is concern about any of the following: Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse, the Safeguarding Co-ordinator will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Co-ordinator will:

- Liaise with Adult Social Care in regard to the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Care

The Care Act 2014 places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the ‘victim’ chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care services to decide, not Sheddington.

Section 6: Pastoral Care

Supporting those affected by abuse

Sheddington's committee members are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Sheddington.

Working with offenders and those who may pose a risk

When an adult attending Sheddington is known to have abused children, is under investigation, or is known to be a risk to adults including those with care and support needs, Sheddington's committee member's will make sure the individual is supervised and offer pastoral care. As part of its safeguarding commitment to the protection adults with care and support needs, boundaries will be set for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the Sheddington Committee and will be reviewed annually.

Signed by: Chris Manning

Position: Chair

MARK ASTON (TRUSTEE)

M.S. Aston
P.P. Chris Manning

Signed by: Hugh Klein

Position: Trustee

Hugh Klein

Date: 28th April 2023

A copy of this policy is on the Sheddington website

APPENDIX 1: PROTECTION OF ADULTS POLICY STATEMENT FOR SHEDDINGTON agreed April 2023

- Sheddington is committed to the safeguarding of adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We undertake to exercise proper care in the appointment and selection of those who will work with adults with care and support needs.
- We believe every adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding adults, we will ensure that as an organisation we will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training as necessary.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Sheddington.
- Supporting all in Sheddington affected by abuse.

We recognise:

- Adult Social Care has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Co-Ordinators for Sheddington:.

Deborah Miller: Tel: 07706098777 Email: deborah.millerwestdean@yahoo.co.uk

Catherine Knights: Tel: 07796484632 Email: Catherine.Knights@nhs.net

Hugh Klein: Tel: 07766600875 Email: hughklein@hotmail.com

A copy of this organisation's policy can be seen on the Sheddington website

Signed by Sheddington Chair

Signed _____ Date _____

APPENDIX 2: SHEDDINGTON CODE OF CONDUCT

Date of adoption: 14th January 2019 amended April 2023

The Code of Conduct will be strictly enforced for every person in Sheddington (the Shed) at any time.

1. No form of abuse, neglect, violence, anti-social behaviour or infringements of the rights of others will be tolerated.
2. Drugs are prohibited in the Shed and any person entering the Shed showing signs of having taken drugs will be asked to leave immediately.
3. Members of the Shed will respect the confidentiality of all individuals, whether present or not, and refrain from mentioning specific information which may cause embarrassment of any member, unless given their consent.
4. Members must accept that the Shed exists for the benefit of all of its members, irrespective of religion, political views, nationality, disability, age or race.
5. Members of the Shed shall treat each other with fairness and consideration, showing regard for people's feelings and respect for their contribution.
6. Sheds work best when members work as a team. Every member should take responsibility for helping and supporting each other.
7. Every member has a responsibility for Health and Safety and ensuring procedures are adhered to at all times by all members. Every member should see themselves as a safety officer, regardless of any formally appointed positions for that purpose.
8. Differences can sometimes get personal or be hard to resolve for other reasons. Members should be prepared to recognise when this is happening. They should be ready to find fair ways of cooling things down through mediation or team building sessions, for the benefit of everybody. If no resolution can be found, the Management Committee will decide how to resolve the issue in accordance with their voting procedures set out in the constitution.
9. No member of the Management Committee will use their position of power for personal gain or wrongful treatment of others.

Any person breaching the Code of Conduct will be asked to leave Sheddington and the Management Committee will make a decision as to whether the person will be permitted to return.