

# Barton Allotment Society

## Safeguarding Adults Policy and Procedure

Name of Organisation: Barton Allotment Society  
Address: c/o 15 Queen Street, Barton. DN 18 5QP  
Date Policy Agreed: 2 March 2021 Date Reviewed: 4 February 2025  
Date of Next Review: February 2026  
Signed: Ed Cunnah Chair.

### 1. Statement

Barton Allotment Society considers it the duty of the volunteers to protect adults at risk who they come into contact with from abuse and / or neglect.

### 2. Introduction

Barton Allotment Society is involved in providing plot for those interested in gardening. Some of these people could be adults at risk.

This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance.

The organisation has obligations to strive to protect adults who it believes to be abused or at risk of abuse and / or neglect.

The policy and procedures have been developed to assist volunteers in acting on reported or suspected abuse.

Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supplemented by local procedures.

### 3. Definitions

Barton Allotment Society employs no staff and the only volunteers are the committee of 10 who manage the Society for the benefit of its members. The only members are those who rent a plot from the Society.

The safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

#### **Abuse and neglect**

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

#### 4. Categories of abuse

<b>Physical abuse</b>	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
<b>Domestic abuse</b>	Including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
<b>Sexual abuse</b>	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
<b>Psychological abuse</b>	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
<b>Financial or material abuse</b>	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, the misuse or misappropriation of property, possessions or benefits
<b>Modern Slavery</b>	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal or coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
<b>Discriminatory abuse</b>	Including, harassment, slurs or similar treatment: because of race; gender and gender identity; age; disability; sexual orientation; religion
<b>Organisational abuse</b>	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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation
<b>Neglect and acts of omission</b>	Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

## 5. The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work :

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

## 6. Making Safeguarding Personal (MSP)

The adult at risk and/or their representative should be as involved as possible and to the extent to which they would like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

MSP is about seeing people as experts in their own lives and working alongside them.

## 7. Responsibilities of volunteers

In any organisation, there should be adult safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult and, where necessary, to help the adult recover and develop resilience. Such policies and procedures should assist those working with adults how to develop swift and personalised safeguarding responses and involving the adult at risk. This, in turn should encourage proportionate responses and improve outcomes for the people concerned.

Volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

## 8. Disclosure of abuse

If an adult at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 10. All action must proceed urgently and without delay.

## 9. Suspicion of abuse

There may be circumstances when a volunteer suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being neglected or abused discusses the situation immediately with another member of the Committee.

## **10. Action on disclosure of abuse / Making a referral**

There should always be the opportunity to discuss concerns with and seek advice from colleagues and other agencies, but;

- Never delay emergency action to protect an adult at risk
- Where possible always involve the adult at risk and / or their representative
- Always record any concerns and / or action taken
- The Adult Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- You should always discuss the concern with the Designated Protection Person for the Society
- Any Committee member may report a concern to the Adult Protection Team irrespective of the opinion of other Committee members.

It is important for volunteers to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

## **11. Preventing Abuse by Volunteers**

Committee members do not normally assist other plots holders on their plots. On the rare occasions that this may be required, Committee members would not work alone with any vulnerable person.

It may be very hard for a committee member to report a concern about a colleague to the Designated Protection Person, but, as with all other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

## **12. Contact Information**

Contact Details for your Organisation Neil Jacques (Secretary) 01652 632438  
Designated Protection Person for your Organisation Neil Jacques 07769 049489  
Deputy Designated Protection Person for your Organisation Ed Cunnah 07498 630253  
North Lincolnshire Adult Protection Team - 01724 297000  
Police Non Emergency - 101  
Police Emergency - 999