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Bonny Downs Community Association Safeguarding Adults Policy

Revised and signed 13 October 2026

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Safeguarding Adults Policy

Organisation Name: Bonny Downs Community Association

Policy Statement

BDCA and its Trustees believe that service users must be safeguarded from all forms of abuse. We recognise that we must always protect our service users from the risk of abuse and identify and deal with specific instances of abuse if they occur. BDCA recognises we have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with family members, carers and the relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff and volunteers whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Designated Safeguarding Officer (or the Deputy, if the DSO is unavailable).

Our policy is approved by our Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. Volunteers will receive the condensed version (BDCA Safeguarding Statement). We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation.

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Policy Aim

We always aim to attain best safeguarding practice throughout all our activities with adults at risk, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

Designated Safeguarding Officer and Designated Deputy Safeguarding Officer.

Our Designated Safeguarding Officer (DSO) is:

Name: Stacey Cordery

Email: Stacey.cordery@bonnydowns.org

Telephone: 07522553926

Our Designated Deputy Safeguarding Officer (DDSO) is

Name: Carla Goncalves

Email: carla.goncalves@bonnydowns.org

Telephone: 07542 125476

Their role is to oversee and ensure that our safeguarding policy, which includes ESafety, is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The DDSO should be available to support or cover for the DSO. They will also handle any complaints or allegations against the DSO if appropriate.

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with adults at risk, carers and/or families have responsibilities for safeguarding. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

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- have a Board of Trustees and senior managers committed to Safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to adults at risk
- undertake safer recruitment practices for all staff and volunteers working with adults at risk
- have procedures for safeguarding adults at risk
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Definition of an adult at risk

An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, and,
- experiencing, or is at risk of, abuse and neglect and,
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, volunteers, carers and adults at risk.

We fully endorse the principal that the welfare of adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

Whistleblowing

We have a clear Whistleblowing Policy. Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of adults at risk as soon as possible with the DSO or DDSO for Adult Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or the relevant Regulatory Authority e.g., CQC or Charity Commission.

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All media enquiries will be handled by the Co-Director responsible.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time where necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the DSO or DDSO for safeguarding

Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and Regulatory Authorities for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details with particular relevance to previous work with children, young people and adults at risk
- when a candidate is offered the position the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974
- Having a full discussion with the candidate following the disclosure of an offence regarding the relevance of the conviction to the job role
- If we find out someone has a criminal record, this will be disclosed to CEO in the first instance. They would liaise with the relevant DSO, with the support of the Project Manager where necessary. We will adhere to BDCA's policy on the recruitment of ex-offenders.
- For paid staff and trustees, always taking up two written references, one from the most recent employer. At least one reference should be from a previous employer (unless the individual has not previously been employed). For volunteers, we will ask for two references for roles that involve working with children, or adults at risk, in line with safer recruitment.
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant Regulatory Authority/Local Safeguarding Board safe recruitment guidelines. All interviews will include a safeguarding question.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment to a role which has direct and/or unsupervised access to adults at risk will only be confirmed subject to:

- ✓ a satisfactory Disclosure & Barring Service (DBS) check at the appropriate level
- ✓ a follow up of written references by telephone if relevant to vacant post
- ✓ documentary evidence of essential qualifications
- ✓ documentary evidence checks of "right to work" status (paid staff only), identity, nationality, and residency.
- ✓ fitness to work as relevant

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Wherever possible, DBS checks will be conducted prior to the new starter beginning in their role. Where this cannot be achieved, we will conduct case-by-case risk assessments, self-disclosures, and appropriate supervision while we wait. In particular, no individual for whom a DBS check has yet to be received may be left alone with an adult at risk.

DBS checks will be renewed every three years.

Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures.

All new staff and trustees will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding
- Volunteers will sign to say they have received and read the Safeguarding Statement (condensed safeguarding policies)

All staff will receive safeguarding training regardless of their role. Those volunteers who work with children or adults at risk will receive Safeguarding training. Safeguarding refresher training will be offered every two years.

Managers and those working directly with at risk groups will also undertake the free online government training for PREVENT/Channel and FGM

For staff appointments with set hours BDCA will agree a probationary period of at least three months, with clear goals and regular support, including a mid-point review. Volunteers working with children or adults at risk will have a probationary period of one month which may be extended to three months. Casual staff, occasional volunteers, and those on zero-hours contracts are not subject to a probationary period, but BDCA reserves the right not to offer work on an ongoing basis to these staff.

All staff and volunteers will receive regular, ongoing support in their work.

For volunteer roles that do not involve working with children/vulnerable adults, induction and supervision may be carried out as part of a group.

Working Practices

Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

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Where relevant, we will ensure we fulfil our obligations under Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Staff Ratios to Adults at Risk

There must always be a minimum of two responsible adults present for any activities involving adults at risk.

Lone and One to One Working

We will avoid lone working and one to one working whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- ✓ the care or activity provided is suitable for one-to-one working,
- ✓ the lone worker has been recruited, trained and supervise to undertake this role,
- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individual's rights to safe working practice,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ accurate and relevant written recording is maintained following any care and activity, signed and dated.

Home Visits

Home visits will only be made when necessary and booked by the organisation.
Each home visit will be carefully planned and recorded and include:

- who is being visited
- the purpose of the visit
- who will carry out the visit
- the time expected to carry out the visit
- who will also be present during the visit
- members of staff paid or unpaid, and others
- any physical contact which may be required and will be undertaken in line with the code of conduct within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a adult at risk in unsuitable accommodation, should be followed up, recorded and managed in line with this safeguarding policy.

Young People who work in our Organisation

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the DSO or DDSO immediately.
They will receive an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.
Summer Scheme: Young Leaders preparing for the Summer Scheme will be required to attend training in person. Those who are away at university will be required to do training online.

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In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is always paramount
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned and/or their carers.
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with carers and family members
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ ensure restraint is only used as part of an agreed plan by staff trained in the use of the restraint or as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the DSO or DDSO and to the relevant manager.
- ✓ Always follow our safeguarding policy
- ✓ make activities FUN and enjoyable

Recognising Abuse in Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gambling
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Physical
- Radicalisation

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- Self-neglect
- Sexual
- Sexual Exploitation
- Spiritual abuse
- Trafficking
- Coercive and controlling behaviour

Handling Disclosures

When a disclosure is made by an adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay, and always
- seek advice from the DSO or DDSO
- make a careful recording of anything you are told or observe, date and sign.

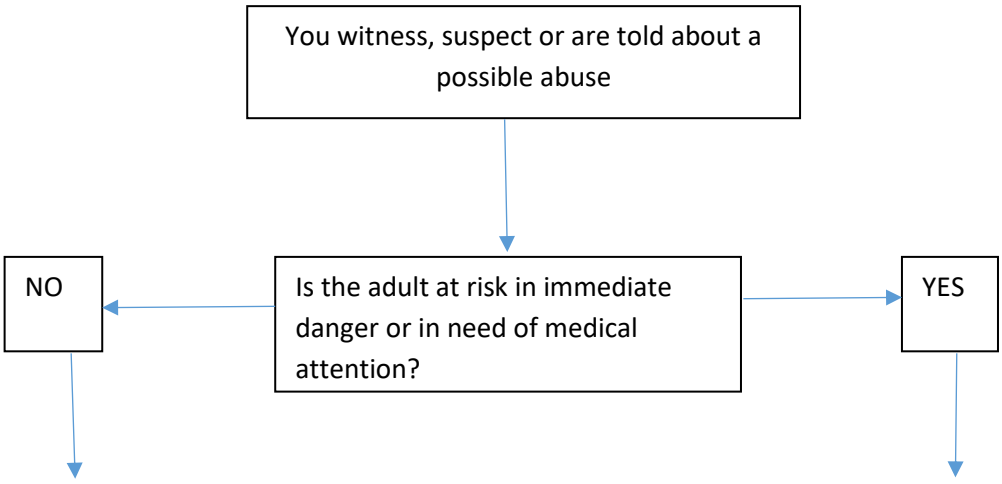
A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

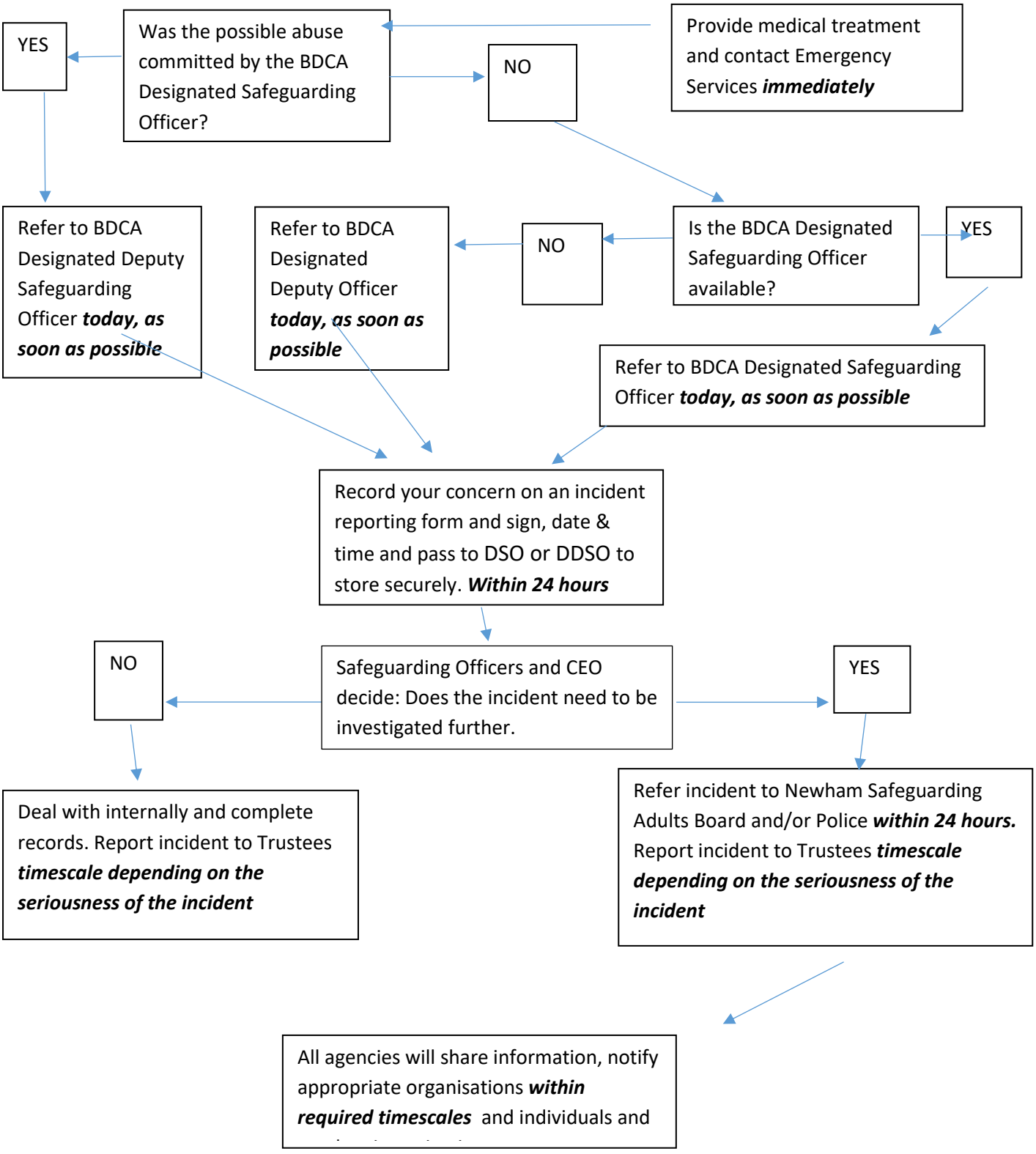
Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the DSO or DDSO. Everyone, including both the DSO or DDSO will deal with concerns using the following:

Reporting a Safeguarding Issue Flowchart



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Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient detail for adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
    - what has been monitored/observed
    - what has been said and by whom
    - what has given cause for concern
    - what action has and/or will be taken including the reason for those actions
    - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the DSO or DDSO
- shared as appropriate by the DSO or DDSO
- stored safely and securely by the DSO or DDSO on the shared drive in a password protected area. Documents/paperwork are to be scanned to the drive and then shredded.
- Contemporaneous notes should be immediately filed along with other relevant documentation.

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance, Newham Safeguarding Adults Board guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the DSO or DDSO will, in all cases, discuss the situation with adult social care services and / or the police before making an open decision about the best way forward. The DSO should be informed of any complaints of this nature and will ensure that this procedure is followed.

In the case where the Designated Safeguarding officer is implicated, the CEO should be informed.

Under “whistle-blowing”, anyone in BDCA may refer directly to either Children’s MASH Service, the police, Ofsted, and/or Charity Commission (as appropriate) if they are concerned that a child or an adult at risk is at risk of harm and this policy is not being adhered to.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with adult social care services and/or the police. Any investigation will override the need to implement any such procedures.

The CEO is responsible for informing trustees of safeguarding incidents. They will then decide who is the appropriate person to inform the relevant bodies:

- Disclosure & Barring Service (DBS)
- Ofsted
- Charity Commission &/or

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- Any professional bodies as relevant.

Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at staff, volunteers, adults at risk or carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at an adult at risk.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the DSO or DDSO
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

ESafety

Why do we need to include ESafety?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with adults at risk and carers have responsibilities. It is also important to remember adults at risk can also abuse and such incidents fall into the remit of this policy

ESafety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our ESafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if I want to use personal information or take photographs of other people.
4. report any concerns to the DSO or DDSO.
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of an adult at risk.

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What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being "groomed" by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g., music, videos etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

An adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends an adult at risk on the internet or by text messaging.
- has links to adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to the DSO or DDSO.
Remember:

- do not delay.
- do not investigate.
- seek advice from the DSO or DDSO
- make careful recording of anything you observe or are told

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eSafety Referral Flowchart

Illegal content or activity is found or suspected

Is a crime in progress or is anyone in immediate danger?

No

Is the concern about child sexual abuse images (anywhere in the world)?

No

Is the concern about an unknown person who is communicating with a child for sexual reasons?

No

Is the concern about a known person, non- sexual harassment or other potential crime?

Yes

999 Dial 999

Dial 999 Immediately

Yes

Contact the IWF (Internet Watch Foundation) www.iwf.org.uk

Yes

Contact CEOP (Child Exploitation and Online Protection Centre) www.ceop.police.uk

Yes

CALL YOUR LOCAL POLICE 101 IN AN EMERGENCY ALWAYS CALL 999

Contact the local police

Inform the DSO or DDSO who will liaise, await response, and review eSafety arrangements as necessary.

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Minimising the Risks

We will:

- talk to the adult at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, work.
- encourage adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online "friends" in real life.
- make sure adults at risk understand they can always talk to us, or their carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems.
- talk about how/when information or images get on to the internet, they can never be erased.

Photography & Filming Guidance

The use of photography is important to record the successes and achievements of adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to adults at risk and/or carers why caution is necessary
- the purpose of photos e.g., carer's own record, media and publicity etc
- the content required when using a professional photographer
- seeking consent for any publication or media use
- publishing only limited details alongside individuals' photos in newspapers etc
- taking photographs openly and away from changing areas
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form

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Transport

We ensure that we:

- gain written permission from a responsible person to carry adult at risk
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified
- provide all transporting and being transported with an emergency contact numbers
- plan journeys regarding time, distance and stopping points
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place

and

we ensure that drivers:

- are recruited under safeguarding recruitment procedures
- suitably qualified to drive the required vehicle
- provide proof of insurance regarding business use and comprehensive insurance
- can evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age-appropriate seat belts and wheelchair anchor points
- avoid transporting adult at risk on their own

Activities, Events and Visiting Speakers/Activity Leaders

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving adults at risk
- having a written plan in place if event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

The Late Pick Up of an Adult at Risk

If attempts to contact the carer and nominated emergency contact fail, then the supervising adult should wait (with the adult at risk) with another member of staff, or volunteer, wherever possible.

Staff paid and unpaid should avoid:

- taking the adult at risk home or to another location.
- waiting alone with the adult at risk in a vehicle or at the venue.
- sending the adult at risk home with another person.
- leaving the adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

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Adult goes Missing

If an adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- needs regular medication/care
- has alcohol or drug dependency

The DSO or DDSO should be informed as soon as possible, and all details and actions recorded dated timed and signed.

First Aid

Our First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books

Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as leisure facilities

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms

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- any outside space
- car parks
- any other relevant issues

For safeguarding issues raised by BDCAs venues, please liaise with BDCA's safety officer.

Name: Deepa Selvaraj

Email deepa.selvaraj@bonnydowns.org

Tel: 0208 586 7070/ 07447 268789

Ethical fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

SAFE Recommendations

In order to attain and retain our SAFE Award everybody needs to be vigilant in adhering to this policy and assessing the risks of their own work and activities. These risk assessments will be carried out annually by the DSO and DDSO. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the adults at risk in our care. (For large organisations safeguarding audits may optionally be carried out by the SAFE team every three years for each site.)

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Policy Date

This policy was agreed and disseminated on 08.11.2022 and will be reviewed annually or when there are substantial organisational changes.

Policy Review Date: 13 October 2026

Signed Designated Safeguarding Officer:

Name:

Date:

Signed Chair of Trustees: 

Name: David Mann

Date: 13 October 2026

Version Control added December 2023

Version Number	Changed By	Changes Made	Date Modified	Next Review Date
v.1 (since version control)	Angela Allgood (Co-director)	Annual review	08/1/2022	08/11/2023
v. 2	Philippa King and Angela Allgood (Co-directors)	Previous version aligned with Child Safeguarding and Volunteer policies, updated DSL details, added DBS check review to meet minimum standards, **added version control.**	01/12/2023	01/12/24
V.3	Philippa King (Co-Director)	Annual review. Names and roles updated	15/10/2024	Oct 2025

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V.4	Philippa King (Co-Director)	Annual review, names and roles updated. Safety officer added Covid 19 removed	7/10/2025	Oct 2026
V.5	Stacey Cordery (Co-Director and DSO)	Annual review by DSO, minor updates, change to job titles.	13/10/2026	Oct 2027

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