



Policy 5

**Safeguarding Adults at Risk Policy and
Reporting Procedures**

For

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Riding for the Disabled Group

Address: Bowleys Barn Farm, Stanford Road, Normanton-on-Soar
Leicestershire, LE12 5ER

Registered Charity No: 1073408

Revisions No changes to Policy. Reporting procedure completely rewritten

SAFEGUARDING ADULTS AT RISK POLICY

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in Riding for the Disabled (RDA) are committed to practices which promote the welfare of Adults at Risk and safeguard them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause an Adult at Risk harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs, or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

In pursuit of this, RDA will endeavour to safeguard Adults at Risk by:

- Adhering to our safeguarding adults at risk policy and ensuring that it is supported by robust procedures;
- Implementing clear procedures for raising awareness of, and responding to, abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and Adults at Risk appropriately;
- Ensuring general safety and risk management procedures are adhered to;
- Ensuring all trustees, employees and volunteers report any concerns with regards to the protection of Adults at Risk. **It is the responsibility of experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns;**
- Implementing a code of behaviour for all involved with the organisation;
- Appointing designated trustees or delegated volunteers/employees to be the Group Safeguarding Officer;
- Ensuring appropriate training is attended by Safeguarding Officers and other relevant staff or volunteers.

As defined by the 1997 Consultation “Who Cares” an adult at risk is someone “who is, or may be, in need of community care services by reason of disability, age or illness; and is or may be unable to take care, or unable to protect him or herself against significant harm or exploitation”. This definition of an adult covers all people over 18 years of age.

The policies and procedures apply to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of safeguarding procedures and best practices.

Therefore, we have minimum standards in place and each RDA group must:

- Have a safeguarding policy which is in line with RDA UK’s requirements
- Have a designated safeguarding officer
- Have a safe recruitment process in place including volunteer application forms, the collection of two references and disclosure checks at the appropriate level for those who require them
- Have a clear and robust responding and reporting procedure for indicators or allegations of abuse or poor practice
 - Ensure all Safeguarding Officers and Coaches attend a recognised face to face safeguarding workshop with refresher training taken every 3 years

Legal and Procedural Framework in England

The practices and procedures within RDA are based on the principles contained within the UK and International legislation and Government guidance and take into account:

- Mental Capacity Act 2005
- The Police Act 1997
- The Human Rights Act 1998
- Data Protection Act 1994 and 1998
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences (Amendment) Act 2003
- The Protection of Freedoms Act 2012
- The Care Act 2014, - implemented March 2015
- Information Sharing Advice - March 2015

- The Equality Act 2010
- Disability Discrimination Act 2005
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Procedures set out by the local Safeguarding adult Boards

SAFEGUARDING REPORTING PROCEDURES

Reported or Suspected Abuse

If you suspect a child or adult at risk is being abused, they confide in you or someone has a concern, complaint or allegation about a member of staff, a volunteer or about you, **it is your duty to report it**. This is also the case if declarations are made to an RDA volunteer/ staff member about possible poor practice or abuse, even if there is no connection with RDA.

If an individual is at immediate risk to life call 999 and request the police, or if the individual is at risk of significant harm phone Social Services.

If a child or adult at risk has told you they are being abused, you must:

1. Allow the individual to speak without interruption, accepting what is said.
2. Explain that you cannot keep the information secret and must pass it on. If the disclosure is made by an adult, you must ask their consent to pass the information on.
3. Inform the Group Safeguarding Officer immediately; disclosures are confidential and should only be shared by exception.
4. Should the Group Safeguarding Officer not be available, the person who received the disclosure should contact the RDA Safeguarding Lead at RDA National Office directly or speak to their Group Chair.
5. Write down what was said as soon as you can, using the actual words spoken to you. This includes the date & time, and then sign the document.

Concern for Someone's Welfare

If you are concerned about the welfare of an RDA participant or volunteer, or you have concerns about the conduct/poor practise of an adult involved in RDA, including yourself, you must:

1. Inform your Group Safeguarding Officer immediately
2. If possible, write down what you have witnessed; include the date & time, and sign the document. Pass any notes you have made to the Group Safeguarding Officer

If you need further support or are not sure what you should do, you can contact:

RDA National Office: 01926 492915

RDA Safeguarding Out of hours: 07599 236036

NSPCC: 0808 800 5000