



Safeguarding of Vulnerable Adults Policy and Procedure

Statement of Purpose

Every adult who participates in the activities of FoWP should be able to do so in an enjoyable and safe environment and be protected from harm.

Policy

1. This safeguarding policy is based on the fact that members of FoWP will not be responsible for the primary care of any vulnerable adult at any of our events.
2. The role and responsibility of members and volunteers are the same as for any member of public, to ensure that any concerns about an individual's safety are reported.

Definitions

1. Adults may be at risk of abuse if they are being harmed in any way by another person. This may include being physically, financially or emotionally harmed.
2. Adults at risk are people who need more help than others to stay safe, including:
 - People with disabilities;
 - Older people;
 - People with mental health problems;
 - People who are ill for a long time;
 - People who are using drugs or alcohol;
 - People who have suffered trauma;
 - People who do not understand the English language, laws and customs;
 - People seeking sanctuary in the UK who may be recognised as being at particular risk of harm, exploitation and abuse.
3. Signs of abuse, for example when the person:
 - Looks dirty or is not dressed properly;
 - Has an injury that is difficult to explain;
 - Seems frightened around certain people;
 - Seems unusually down or withdrawn;
 - Finds money missing.

Procedure

Friends of Waterloo Park will:

- Appoint a Designated Trustee responsible for Safeguarding and ensure that every member and volunteer knows her or his name and contact details;
- Ensure members and volunteers understand their role and responsibility to refer any concern to the Designated Trustee;
- The Designated Trustee will report any concern or suspicion about someone's safety, ring Adult Social Services 0344 800 8020.

If for some reason it is not possible to contact the Designated Trustee the member or volunteer should not delay, but should make a referral themselves.

- The member/volunteer and the Designated Trustee should make careful notes of the incident and action taken. Where possible they should take the adult at risk's full name and contact details, plus the date, time and location of the observation.
- The notes must be stored confidentially and when no longer of use, disposed of securely;
- Confidentiality must be observed at all times.

If you suspect abuse:

- Always listen carefully;
- Make a note of what has happened or what you are worried about;
- Do not ask leading questions;
- Do not confront the person you think is responsible for the abuse;
- Do not start to investigate the situation.

Note: This advice is taken from the NCC Safeguarding website

Policy agreed by the Trustees on 10th July 2023.

Signed on behalf of the Trustees

Name A. Jordan

Position CHAIR, FRIENDS OF WATERLOO PARK

Date 27/7/23

And Jean MacCormick

Position SECRETARY / TRUSTEE

Date 27/7/23

Policy to be reviewed in two years.

The Designated Trustee for the Safeguarding of Adults is:

Name: Shirley Jordan

Contact details: shirleyjordanx@gmail.com

Phone: 07910 165872