

SAFEGUARDING POLICY

HUBB is a mutual Support Group run by & for adults who live in Havering, Barking or Dagenham & have experience of mental Health problems. They & the volunteers who support HUBB's work comprise HUBB's membership.

HUBB supports the right of everyone to stay safe. HUBB's SAFEGUARDING PROCEDURE is on page 4

Safeguarding situations

HUBB members may themselves be vulnerable in various ways at times, & are encouraged to recognise safeguarding issues when they arise.

HUBB members may encounter or work with vulnerable adults during the following activities: members' Monthly meetings, Committee & Planning meetings, participation in relevant local & national Events.

The types of contact with vulnerable adults may be formal, in that the Chair or Speaker is managing a HUBB meeting or session of a meeting or event, or informal, eg during social time at meetings or in encounters in daily life. HUBB Management Team members may also have access to personal data provided by HUBB members

Purpose of this Policy

To ensure that HUBB undertakes its responsibilities for the protection of vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support the Management Team in their practices and what they expect others to do.

Relevant Legislation

The principal pieces of legislation governing this policy are:

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| -Safeguarding Vulnerable Groups Act 2006 | Care Standards Act 2000 |
| -Public Interest Disclosure Act 1998 | The Police Act- CRB 1997 |
| -Mental Health Act 1983 | NHS & Community Care Act 1990 |
| - Rehabilitation of Offenders Act 1974 | The Care Act 2014 |
| -Mental Capacity Act 2005 | The Mental Health Act 2007 |

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible.

In contrast, **adult protection** is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power, particularly by those in a position of authority. It can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

Abuse can take a number of forms, including the following:

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| Physical abuse | Sexual abuse |
| Emotional or psychological ill treatment | Bullying |
| Neglect or failure to act to prevent harm | Financial abuse of money or property |
| Institutional abuse | Verbal, written or texted abuse. |

Vulnerable Adults In law, a vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who

Is elderly and frail

Has a physical or sensory disability

Has a severe physical illness

Is homeless

Has a mental illness

Has a learning disability

Is a substance misuser

Has dementia

Responsibilities

All HUBB Members have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the procedures on page 4.

The **HUBB Management Team** in particular are expected to promote good practice by being excellent role models, contributing to discussions about safeguarding and positively involving people in developing safe practices.

Additional specific responsibilities

HUBB Trustees have the legal responsibility to ensure this Policy

-is up to date

-is in line with national guidelines, & local arrangements

-is on HUBB's Website

-& is readily available to, & annually (following the AGM) discussed with, all HUBB members.

HUBB's Chair or other Management Team member or HUBB member nominated to be in charge of any relevant event is responsible for ensuring the policy is followed in *any event involving HUBB members*, whether or not this is a HUBB-led activity.

HUBB Trustees must ensure that appropriate & *up-to-date social services safeguarding contacts* are listed on HUBB's website.

A copy of the local *Safeguarding Reporting Form* must be held by the nominated HUBB member for any event.

HUBB Trustees must ensure that Funds & Time are made available for at least one member of the Management Team to access Safeguarding Training & information. (SEE also INDUCTION training below)

This Policy should be understood in association with other relevant HUBB policies, esp Health & Safety, Equality & Diversity, Data Protection & Whistleblowing.

DBS Checks

HUBB commits resources to providing DBS checks on Members whose roles involve management of or unsupervised contact with vulnerable adults. Dates of each check will be recorded in Membership records so that they are kept up-to-date.

Monitoring

HUBB Trustees will ensure the following actions:

DBS checks undertaken

-Training on Safeguarding records kept

-Monitoring how effective any use of this Policy has been.

-Allocation of responsibility for all the above.

Managing Information

Information about HUBB Safeguarding issues will be gathered, recorded and stored in accordance with HUBB's Data Protection & Confidentiality Policies

All Management Team members must be aware that they have a duty to share information with other agencies in order to safeguard vulnerable adults. The public interest in safeguarding vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Trustees.

All Management Team members must be aware that they cannot promise HUBB members or their families/ carers that they will keep safeguarding secrets.

Any issues, risks or complaints arising regarding the safety of vulnerable adults will be taken forward promptly by the Trustees

Communications, Training & Support

Management Team members' Induction Training will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)

- Discussion of other relevant policies

- Ensure familiarity with reporting processes, the role of nominated event Manager (and who acts in their absence)

HUBB's Chair will arrange regular timetabled discussions on current & potential Safeguarding issues at Trustee & Management Team meetings.

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for members concerned. If appropriate, Counselling will be offered & funding for this will be considered.

Boundaries

Boundaries regarding Safeguarding are what define the limits of a relationship between a responsible adult & a potentially vulnerable one who requires their support.

They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

HUBB requires all HUBB members, led by the example of HUBB's Management Team, to keep the following rules:

- Not to give or accept gifts from someone they are supporting in a safeguarding situation

- To avoid informal social networking relationships with the person they are supporting, other than contacts relevant to the safeguarding situation, during the time they are the main supporter.

- Not to pass on any information about the safeguarding situation, other than the requirements of the Safeguarding Reporting process.

- Where a conflict of interests may arise in a safeguarding situation, (eg involvement of a family member) the HUBB Conflict of Interest policy must be observed.

HUBB recognises its duty to report concerns or allegations against its own members within the organisation or by a professional from another organisation.

HUBB PROCEDURE :HOW TO RAISE & REPORT SAFEGUARDING CONCERNS

1.The alleged victim of abuse must first be made **safe, reassured** & (especially in the case of physical or sexual abuse) encouraged to **preserve any evidence** of the abuse. Medical attention must be obtained if needed.

2.Any HUBB member who is made aware of an abusive situation involving a HUBB member, whether as victim or alleged abuser, **must report this** to the appropriate person, whilst keeping confidentiality as far as possible.

Appropriate persons to report allegations of abuse to are:

-The HUBB member nominated to be in charge of the relevant event, or a Management Team member if available, who will have a copy of the local Safeguarding Reporting Form.

-And/or Local Social Services Safeguarding Adults Helpline, who should be consulted about any further action.

-And/or the local Police.

3.The victim's **permission to report** the abuse should be obtained if possible & appropriate.

4.At least one HUBB Trustee must be informed – in confidence & as soon as possible- whenever an allegation of abuse involving a HUBB member, including another Trustee, is made.

5.The HUBB member who reported the alleged abuse (with the help of a Management Team member if necessary) must access & complete the Local Authority **Safeguarding Vulnerable Groups Incident Report Form** if required and submit to the local authority within 24 hours of making a contact

6.The Chair or nominated manager should check that feedback from the Local Authority is received & their response is recorded.

7.Details of the alleged abuse must be **recorded in writing**, dated & signed by the HUBB member who first learned of it, & this must be **kept in a secure file** by the Secretary.

MANAGEMENT TEAM STATEMENT

To be completed by all Management Team members on appointment:

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for HUBB.

Please complete the details below and return one copy of this completed form to [the Secretary](#):

Name :

Position:

Signature:

Date

