

SOUTHDOWN'S CREATIVE STITCHERS SAFEGUARDING POLICY AND PROCEDURE

1. Introduction

- a. The purpose of this policy is to outline the principles for how SCS group members are expected to act towards each other and towards the group, and how we try to meet a duty of care towards each other.
- b. This policy sets out the roles and responsibilities of SCS in working together to promote the welfare, wellbeing, and safety of members.
- c. This policy will be made available on the SCS website, and members will be made aware of where to find it. A copy (or a link) will be provided to new members.
- d. This policy is applicable to all members.
- e. SCS is an Unincorporated Association with no employees, run by volunteers.
- f. SCS has Public Liability Insurance in place.

2. Code of Conduct within SCS activities

- a. SCS welcomes members equally regardless of sex, marital status, race, nationality or ethnic origin, disability, sexual orientation, gender identity, age or religion.
- b. Members are expected to be courteous to each other and to the group.
- c. All members are expected to welcome and encourage new members and beginners.
- d. Bullying, rude or aggressive behaviour is not acceptable.
- e. If a member is concerned about another member's behaviour, they are requested to raise it with the SCS Chair. The Chair will decide whether to approach the issue directly in confidence with the member/s concerned or raise it with the committee.
- f. If a member is considered by the committee to have behaved unreasonably, they will be asked to make an apology and will be required not to repeat the issue. If they refuse to agree not to repeat it or make a promise and then do repeat the behaviour, then the committee may consider rescinding that person's membership of SCS.
- g. If an issue concerns two members with different perspectives on the matter, the Chair or Committee will try to help resolve the issue. If this fails, the committee may require one or both members to leave the group.
- h. These principles apply within all SCS activities including monthly meetings, sub-groups, social events and committee meetings.
- i. This Code of Conduct includes members' behaviour online.

3. Health and Safety / Risk assessments

- a. Each venue used by SCS has its' own Risk Assessment. Leaders/organisers for SCS activities will make sure that the activity complies with the Risk Assessments that are in place at the venue.
- b. The risk-reduction requirements specified by the venue will be introduced by the leader of the activity (e.g., location of fire exits, Covid precautions etc.)
- c. All members taking part in activities are responsible for taking care in the use of specialist equipment (e.g., sewing machines) and media (e.g., dye powders). Activity leaders will take those precautions that could reasonably be expected of an amateur volunteer. Members recognise and accept that SCS internal activity leaders are not acting in the capacity of trained professional tutors. Individual members are also expected to take the same precautions and responsibility for other people's safety that are taken by activity leaders.

4. Safe Recruitment & Selection:

Southdowns Creative Stitchers has no employees. Committee members are volunteers. SCS is not registered to carry out DBS checks on members or committee members.

5. Safeguarding – Children and Young People

Members are over 18, and SCS does not run activities for children. SCS insurance specifies that children/young people under 18 are not left in an unobserved or unsupervised situation. If a child attends an SCS activity, then they do so as a guest of a member. That member is responsible for supervising the child/young person at all times.

6. Safeguarding - Adults

SCS are guided by the six key principles set out in The Care Act 2014, and aim to demonstrate and promote these six principles in all our activities:

- *Empowerment – People being supported and encouraged to make their own decisions and Informed consent*
- *Prevention – It is better to act before harm occurs.*
- *Proportionality – The least intrusive response appropriate to the risk presented.*
- *Protection – Support and representation for those in greatest need.*
- *Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.*
- *Accountability – Accountability and transparency in safeguarding.*

7. Recognising the signs of risk and abuse:

As a community group, SCS members and committee members may not have any specialist training in Adult Safeguarding and may not be trained in recognition of risk or abuse or types of abuse (See Appendices 1 and 2 below). However, the group is committed to doing their best to offer help and support if appropriate.

8. Reporting Concerns:

- a. Any member who becomes aware that another member is at risk of harm or abuse (see Appendix) should initially try to discuss with the other member whether they want help.
- b. If the issue does not involve immediate danger or risk to life or health, and if the member does not want anyone to be informed and does not want help, then their wishes and confidentiality will be respected.
- c. If the member does want help, and if they want the other member to act in confidence, then the member may access help without discussing it with the committee.
- d. However, if the member who has been confided in is unsure what to do or who to contact, they must discuss it with the SCS Chair, in confidence, for support and advice.
- e. The SCS Chair may call on another committee member for advice, in confidence, if they do not feel knowledgeable enough to know what to do in the circumstances.
- f. If the adult is at immediate risk of harm, the member who has been confided in or the SCS Chair must contact the police and/or Adult Social Care (contact details below).
- g. In these circumstances, SCS may over-ride the requirements of the GDPR Policy on sharing members' contact details.
- h. In these circumstances, the details will be recorded. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. The record will be signed and dated and will be stored in line with GDPR Policy.
- i. To ensure effective safeguarding, no one should assume that someone else will do it.

Adoption of Policy

This policy was adopted by SCS on 26 October 2021

Appendix 1

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Appendix 2

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - 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, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - 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 long-term ill treatment. It can be through

neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.

- **Neglect and acts of omission** - 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.

- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Appendix 3:

Contacts:

West Sussex County Council Specialist Assessment Team (Adult Social Care Referral Team)

Phone: 01243 642121

Email: socialcare@westsussex.gov.uk

Address: West Sussex County Council Adults' CarePoint

Second Floor

The Grange

County Hall

Chichester

West Sussex PO19 1RG

Additional Information:

Calls for deaf callers from a textphone or NGT Lite app downloaded onto a computer, tablet or smartphone. Calls via Relay UK: 18001 01243 642121

Police

Emergency – 999

Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>