



## **Safeguarding Adults Policy**

The safeguarding of 'Adults at Risk' is a priority for The Conservation Volunteers (TCV). A significant number of the volunteers, beneficiaries and visitors to TCV projects and services are 'Adults at Risk'. This document sets out TCV policy with regards to safeguarding 'Adults at Risk' and its expectations of all employees and volunteers.

This safeguarding policy applies to everyone involved in the delivery of projects and services for TCV, including members of the Board, senior and all managers, employees, volunteers and contractors.

The abuse of 'Adults at Risk'; physically, emotionally, financially and sexually is a sad fact of life. Adults may be abused regardless of their age, gender, religious belief, racial origin, culture or disability. They are usually (but not always) abused by people they know and trust. TCV has a zero-tolerance of abuse wherever it occurs or whoever is responsible.

TCV acknowledges the rights of 'Adults at Risk' to be safeguarded from abuse of all types and makes a clear commitment to uphold those rights by creating and maintaining an environment which aims to ensure, as far as possible, that those who access its services are kept free from abuse and neglect.

### **Policy Scope**

TCV recognises its responsibilities under the terms of The Care Act 2014, The Adult Support & Protection (Scotland) Act 2007; The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and other relevant country specific legislation, with regards to the safeguarding of adults.

This policy outlines TCV's approach to preventing and reducing the risk of harm to adults who are experiencing, or are at risk from, abuse and neglect.

This policy applies to adults that volunteer in TCV projects, benefit from its services or come into contact with TCV through any other process.

This policy and its attendant responsibilities apply to all TCV employees and volunteers. The term 'employees' used in this policy refers to both employees and volunteers.

This policy applies to all Service Level Agreements, e.g. Partnership Agreement, and all such agreements will contain a reference to that effect.

TCV expects all partners and contractors from whom it commissions external services to adhere to this policy as a minimum. Where appropriate, TCV will work with partner agencies to enable them to develop their own service specific, safeguarding procedures.

## Key Terms and definitions

An 'Adult at Risk' is someone who:

- is over the age of 18 years
- has care and support needs (whether or not the Local Authority is meeting any of those needs) and;
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk, or experience, of abuse or neglect.

## Policy statements

- TCV will apply the UK Government Department of Health's six key safeguarding principles when working with adults at risk of abuse: empowerment, protection, prevention, proportionality, partnership and accountability.
- TCV will record and refer all concerns, suspicions or allegations of abuse or neglect to the lead agencies responsible for carrying out safeguarding assessments and enquiries. It will do this only with consent from the 'Adult at Risk' unless there is a public interest consideration or a clear lack of capacity on the part of the adult concerned.
- TCV will work in partnership with lead agencies and relevant partners, specifically the Local Authority and Police to respond to suspicions or incidents of abuse in accordance with statutory procedures.
- TCV will strive to raise awareness of safeguarding issues in the communities where it works through the provision of information and advice to its staff, volunteers and beneficiaries.
- TCV will share information for the purposes of safeguarding, and will comply with its statutory duty to supply information where requested. TCV will ensure that this data is handled in accordance with the Data Protection Act 1998.
- TCV will ensure that it has in place internal procedures for employees that establish clear lines of accountability, responsibility and processes for reporting safeguarding concerns.
- TCV will provide staff with role appropriate training to enable them to understand their roles and responsibilities in relation to safeguarding and to be able to identify, and report the signs of abuse.
- TCV will involve 'Adults at Risk' of abuse in any safeguarding considerations. However, where someone is judged as not having capacity to make an informed decision about their own wellbeing, decisions will be made on their behalf in discussion with the necessary statutory services and agencies, involving carers and family members as appropriate.
- TCV will meet its responsibilities in relation to all disclosure and barring schemes in the recruitment and selection of employees. TCV will undertake checks through the Disclosure and Barring Service (DBS) and other country specific services, for all applicants to relevant posts.
- TCV will provide support and supervision for employees in order to create an environment in which they feel able to report safeguarding issues, including where they have concerns about the behaviour of another TCV employee.
- TCV will address any suspected abuse by its employees through formal statutory investigative procedures and its own internal disciplinary procedures.
- TCV will establish, support and maintain leadership responsibility for the organisation's safeguarding arrangements at both operational and strategic levels. The Safeguarding and

Volunteering Manager will be the operational lead for safeguarding. The Operations Director for Scotland and Northern Ireland will be the strategic lead for safeguarding.

### **Responsibilities**

Responsibility for the safeguarding policy lies with the Managing Director.

The Chair of the PARC committee is the Trustee responsible for safeguarding.

TCV's Safeguarding Champion is the Operations Director for Scotland and Northern Ireland. The Champion will ensure that suitable and sufficient procedures and information are made available to TCV's workers to enable effective safeguarding. The Champion will oversee safeguarding standards. Any allegations or suspicions of abuse will be referred to the Safeguarding Champion.

The Safeguarding and Volunteering manager will hold operational responsibility for safeguarding procedures and the monitoring of safeguarding practice across TCV.

Regional/country support for safeguarding will be provided by nominated Safeguarding Advisors.

Functional and Operational Directors are responsible for ensuring safeguarding is managed effectively within their business area.

Implementation of safeguarding policy and procedure is the responsibility of all employees.

### **Monitoring and continuous improvement**

This Policy will be reviewed every three years, unless legislation, business or sector developments require otherwise. This will ensure that it continues to meet its objectives and to take account of good practice developments.

### **References**

- SG-P1 - Safeguarding
- HS – P15 – Risk Assessment
- HR – P1 – Recruitment & Selection

This Policy has been approved by The Conservation Volunteers Board on.....

Signed:  Rita Clifton, *Chair of Board*

Signed:  Darren York, *Managing Director*

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