



Offley Allotment Association Safeguarding Policy

Offley Allotment Association is committed to ensuring that all members and users are safeguarded while using its services and facilities.

Scope of the Policy

The aim of this policy is to ensure both:

- The safety of vulnerable adults and children by outlining clear procedures for handling safeguarding issues
- That all members and volunteers within Offley Allotment Association are clear about their safeguarding responsibilities.

Definitions

- A vulnerable adult is a person aged 18 or over: “Who is or may be in need of community care services by reason of mental or other disability, age or illness, and is or may be unable to take care of him or herself against significant harm or exploitation.”
- A child is defined as a person under the age of 18: Exceptions to this are children who are placed in local authority care are usually classed as children until 21, and those with special needs are regarded as children while aged under 25.
- What is abuse? Abuse is a violation of an individual’s human and civil rights by any other person or person. It can take a variety of forms.
 - **Children:** physical abuse, sexual abuse, psychological/emotional abuse, neglect.
 - **Vulnerable adults:** although the forms of abuse are the same for vulnerable adults, the definitions may alter slightly, with additional forms of abuse which may be relevant to vulnerable adults. These forms of abuse are: physical abuse, sexual abuse, psychological/emotional abuse, financial or material abuse, neglect or acts of omission, discriminatory abuse, institutional abuse, forced marriage.

Implementing this policy

The Association Committee will:

- Ensure that all members and volunteers are aware of these safeguarding procedures
- Have a named Safeguarding Lead who understands his/her responsibility to refer any safeguarding concerns to the appropriate statutory agency (i.e. Police, Social Services)
- Ensure that any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.

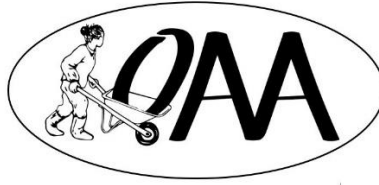
What to do if you are concerned?

Report any concerns to our Safeguarding Lead. Or directly to Hertfordshire County Council:

- If it concerns a child who you believe to be at risk call: 0300 123 4043
- If it concerns an adult who you believe to be at risk:
<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult-form.aspx>

What happens if someone discloses something or makes an allegation

- Remain calm, don’t show any strong reactions such as shock or disgust
- Reassure the person that they are doing the right thing by telling you, and it is not



their fault

- Take the allegation seriously. Do not promise confidentiality, explain that you will have to share this information but only to people who need to know such as the Safeguarding Lead
- Accept what is said without comment or judgement
- Take time to listen carefully to what is being said. Do not ask leading questions, use words such as what, why, who, when and how. This will allow them to tell their story freely.
- Do not ask too many questions or press for more details. Do not interrupt them—allow them to share what is important to them
- It is crucial you record what was said, what you saw, where it was said, where you saw it and who was there, including their relationship to you. In the case of a vulnerable adult also record what they want to be done. Do this as soon as you can so that none of the detail is lost—make sure you use the individual's own words as much as possible—do not add any interpretations, reactions, evaluations or conclusions
- This information should be kept confidential and passed on to your Safeguarding Lead as soon as possible.

Named Safeguarding Lead

The nominated Safeguarding Lead is current Committee Treasurer, Lucy Gallard.

EMAIL ADDRESS: lucy.gallard@gmail.com

TELEPHONE NUMBER: 07961047456