

# Safeguarding Vulnerable Adults Policy



**Policy reviewed: August 2023**

**Reviewed by: George Turner**

**Date of next review: August 2024**

**Signed off by: Board of Trustees**

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**Date:**

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**Role: Trustees**

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## Introduction

This is a safeguarding children's policy for Carney's Community, a charity working with disadvantaged young people, based in Wandsworth borough, at Carney's Community Centre, 30 Petworth Street, Battersea, SW114QW.

Carney's Community aims to reduce offending, re-offending and anti-social behaviour, whilst improving social mobility and community cohesion. We achieve this by engaging a range of participants, in positive and constructive activities, with a focus on mentoring and boxing. These participants are from a variety of backgrounds, with a focus on the disadvantaged and excluded. We believe that by empowering young people through mentoring, participation, focusing on their strengths and learning from each other, we can improve not only their opportunities, but also those of their local communities.

Our Objects are:

- Engaging more young people in positive and constructive activity
- Reducing offending, re-offending and Anti-Social Behaviour
- Improving the communication and ultimately the mobility between the different social classes
- Improving the employability of young people
- Improving family and community cohesion

Carney's Community is a Battersea based charity, that uses a combination of group and one to one work to support some of the local community's most disadvantaged groups, whilst also being open to mainstream groups. They do this by offering free boxing fitness sessions, alongside their core long term, intensive and unconditional one to one support with the aim of reducing offending, improving physical and emotional health and bridging the social divide, which is common in today's society. In short, they try to behave in the same way any good parent or family should.

The activities we deliver, that require us to have a safeguarding policy are:

- Boxing fitness sessions
- Youth club and standard youth club activities (pool, table tennis, workshops etc)
- Fit and Fed (where we feed participants)
- Cooking
- Session based mentoring
- One to one Key work
- Bike work shop
- Cycling
- Generic youth club activities

## **1. Policy Statement**

All young people and adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse and must be able to live free from fear of abuse, neglect and exploitation.

Safeguarding, and promoting the welfare of vulnerable adults, encompasses protecting vulnerable adults from maltreatment, preventing impairment of adult's health or development, and ensures children grow up in safe circumstances.

At Carney's Community, working in partnership with all participants and their parents, carers and other agencies, we aim to create a safe environment within which they can thrive. Carney's also aims to provide an environment where staff can work confidently, with clear guidelines to reference to ensure safeguarding procedures are followed at all times and protection measures are implemented when considered necessary.

The policy applies to all staff, including senior managers, board of trustees, paid staff, volunteers, sessional workers, agency staff or anyone working on behalf of Carney's Community.

Overall responsibility for Safeguarding at Carney's Community is held by the DSO (Designated Safeguarding Officer) George Turner.

*"Abuse is a violation of an individual's human and civil rights by any other person or persons"*  
(Kent and Medway Safeguarding Vulnerable Adults, 2010)

## **2. Policy Aims**

To explain the responsibilities the organisation and its staff, volunteers and trustees have in respect of vulnerable adult protection.

To provide staff with an overview of vulnerable adult protection

To provide a clear procedure that will be implemented where vulnerable adult protection issues arise.

## **3. Policy Objectives**

Through the elements within this policy, Carney's Community will seek to safeguard vulnerable adults by:

- Valuing, listening to and respecting them
- Adopting protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about protection and good practice with all participants, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving vulnerable adults appropriately

- Providing effective management for staff and volunteers through supervision, support and training
- Regularly reviewing safeguarding training for workers, any issues that arise and the relevant policies to ensure they are fit for purpose

## **4. Definitions**

For the purpose of this policy 'adult' means a person aged 18 years or over.

### **4.1 Who is included under the heading 'vulnerable adult?'**

An Adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or physical disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from 'No Secrets', March 2000, Department of Health)

This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may also include:

- an individual who may be vulnerable as a consequence of their role as a carer in relation to any of the above.
- victims of domestic abuse, hate crime and anti-social abuse behaviour.

The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as: physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

Many vulnerable adults may not realise that they are being abused. For instance an elderly person, accepting that they are dependent on their family, may feel that they must tolerate losing control of their finances or their physical environment. They may be reluctant to assert themselves for fear of upsetting their carers or making the situation worse.

It is important to consider the meaning of 'Significant Harm'. The Law Commission, in its consultation document 'Who Decides,' issued in Dec 1997 suggested that; 'harm' must be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also 'the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development'.

### **4.2 What do we mean by abuse?**

Abuse of a vulnerable adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.

For some adults the issues of abuse may relate to neglect and poor standards of care. They are ongoing and if ignored may result in a severe deterioration in both physical and mental health and even death.

## **5. The role of staff, volunteers & trustees**

The Designated Safeguarding Officer (DSO) for the charity is the CEO, George Turner.

The Deputy Designated Safeguarding Officers (DDSO) are the Lead Youth Worker, Lizzie Takyi-Akyaa, and the Senior Key Worker, Layla Madkour.

The Lead Trustee for safeguarding is Charlie Sackey.

All staff, volunteers and trustees working on behalf of Carney's Community have a duty to promote the welfare and safety of vulnerable adults. Please see our "Duty of Care" Statement for more information.

Carney's Community runs a number of sessions where we engage participants aged under 18, vulnerable young adults and adults (that are not DBS checked) in the same sessions. This is to help improve relations between different age and income groups and we always ensure that no adult, who does not have a DBS, is left unsupervised with a child under 18 or a vulnerable adult.

Staff, volunteers and trustees may receive disclosures of abuse and/or observe vulnerable adults who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific adult protection issues.

All vulnerable adult protection concerns should be acted upon immediately. If you are concerned that a person might be at risk or is actually suffering abuse, you should tell the Designated Safeguarding Officer (DSO) within your organisation. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors, vulnerable adults and their families.

The DSO for Carney's Community is **George Turner**. In the event of the DSO being unavailable, any concerns should be brought to the attention of one of the Deputy DSOs.

## **6. Recognising signs of abuse**

### **Types and indicators of abuse and neglect**

The Care and Support statutory guidance ii identifies types of abuse, but also emphasises that organisations should not limit their view of what constitutes abuse or neglect. The specific circumstances of an individual case should always be considered.

#### *Discriminatory abuse*

Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse

#### *Domestic abuse*

The Home Office (March 2013) defines domestic abuse as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological; Physical; Sexual; Financial; Emotional. Domestic Abuse includes controlling and coercive behaviour.

#### *Female genital mutilation (FGM)*

Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (2003)

makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

### *Financial or material abuse*

Theft, fraud, internet scamming, postal and doorstep scams, 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 are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should always be reported to the local police service and local authority Trading Standards Services for investigation. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.

### *Forced marriage*

Is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. In a situation where there is concern that an adult is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

### *Hate Crime*

The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition it includes incidents that do not constitute a criminal offence.

### *Honour-based violence*

Will usually be a criminal offence, and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Some of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help. Adult safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If an adult safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, referring to the police must always be considered as they have the necessary expertise to manage the risk.

### *Human trafficking*

Is actively being used by Serious and Organised Crime Groups to make considerable amounts of money. This problem has a global reach covering a wide number of countries. It is run like a business with the supply of people and services to a customer, all for the purpose of making a profit. Traffickers exploit the social, cultural or financial vulnerability of the victim and place huge financial and ethical obligations on them. They control almost every aspect of the victim's life, with little regard for the victim's welfare and health. The Organised Crime Groups will continue to be involved

in the trafficking of people, whilst there is still a supply of victims, a demand for the services they provide and a lack of information and intelligence on the groups and their activities.

### *Mate Crime*

A 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate crime is often difficult for police to investigate, due to its sometimes ambiguous nature, but should be reported to the police who will make a decision about whether or not a criminal offence has been committed. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

### *Modern slavery*

Slavery, servitude and forced or compulsory labour. A person commits an offence if: "The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude", or "The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour." There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are: Forced to work - through mental or physical threat; Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse; dehumanised, treated as a commodity or bought and sold as 'property'; Physically constrained or has restrictions placed on his/her freedom of movement.

Contemporary slavery takes various forms and affects people of all ages, gender and races. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults, promised paid work opportunities enslaved and forced to work and live in dehumanised conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains.

### *Neglect and acts of omission*

Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

### *Organisational abuse*

Is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

### *Physical abuse*

Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

### *Psychological abuse*

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.

### *Restraint*

Unlawful or inappropriate use of restraint or physical interventions. In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make someone do something they are resisting, or where an adult's freedom of movement is restricted, whether they are resisting or not. Restraint covers a wide range of actions. It includes the use of active or passive means to ensure that the person concerned does something, or does not do something they want to do, for example, the use of key pads to prevent people from going where they want from a closed environment.

### *Sexual abuse*

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

### *Sexual exploitation*

Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources. There is a distinct inequality in the relationship. Signs to look out for are not being able to speak to the adult alone, observation of the adult seeking approval from the exploiter to respond and the person exploiting the adult answering for them and making decisions without consulting them.

### *Radicalisation*

Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

There are a number of factors that may make the individual susceptible to exploitation by violent extremists. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual.

Prevent is part of the Government's counter-terrorism strategy CONTEST and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. The Counter-Terrorism and Security Act 2015<sup>xlvi</sup> requires specified authorities, in the exercise of their functions, to have due regard to the need to prevent people being drawn into terrorism. The support available for individuals at risk of being radicalised is called Channel. Refer to section 10. Contacts below for further information about Channel.

## **7. Children**



It is essential that the needs of any children within an abusive or domestic violence situation where there is a vulnerable adult involved are considered and acted upon. For any incidents of domestic abuse where children may be involved/ be witnesses please follow Carney's Community's Child Safeguarding Policy.

## **8. Procedure in the event of an allegation/disclosure**

It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

### **8.1 Responding to an allegation:**

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Take precautions to preserve forensic evidence, if necessary
- Speak with your manager for support & guidance
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts, recording them as outlined below
- Explain areas of confidentiality
- Explain the reporting process to the person making the allegation

Remember the need for ongoing support.

DON'T

- Ignore the allegation – if you are unsure what to do consult the DSO or refer to this policy
- Confront the alleged abuser
- Be judgmental, dismissive or voice your own opinion
- Investigate or interview beyond that which is necessary to establish the basic facts – it is not your responsibility to respond to the allegation or decide on the best course of action, just to listen, report and record.
- Ask leading questions, assume information or elaborate in your notes
- Make promises or keep secrets

Remember confidentiality – all information must be recorded and stored in accordance with the Data Protection Policy. Information is shared on a 'need to know' basis.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This must include:

- the date, the time, the place where the incident/alleged incident happened,
- your name and the names of any others present,
- the name of the complainant and, where different, the name of the young person
- the nature of the alleged incident,
- a description of any injuries observed,
- the account of the allegation/incident, making careful notes, *in the exact words of the person making the allegation*, and obtain agreement on them

The Incident Report Form is below (Appendix 1) and also available in the office, to record allegations and disclosures. It is most important to quickly and accurately record the incident/ allegation with the necessary information and the form can be filled in later if not immediately available.

Any suspicion, allegation or incident regarding safeguarding must be reported to the DSO on the same working day where possible. If the DSO is unavailable, contact one of the deputy DSO's, Lizzie Takyi-Akyaa or Layla Madkour.

If you believe the vulnerable adult to be in immediate danger, contact the appropriate agencies yourself:

- The adult social care Access Team: 020 8871 7707 Email: [accessteam@wandsworth.gov.uk](mailto:accessteam@wandsworth.gov.uk)
- Community Mental Health Team: 020 8767 3411 Safeguarding Adults Team: [safeguardingadults@wandsworth.gov.uk](mailto:safeguardingadults@wandsworth.gov.uk)
- Emergency Duty Team – Out of hours Service 020 8871 6000

The DSO will telephone and report the matter to the appropriate local adult social services duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the DSO.

This policy needs to be read in conjunction with other policies for Carney's Community including:

Confidentiality

Disciplinary and Grievance

Data Protection

Safeguarding Children

Duty of Care Statement

### **8.2 Allegations made against staff and volunteers**

Organisations that work or come into contact with vulnerable adults need to be aware of the possibility that allegations may be made against members of their staff and volunteers. Allegations will usually be that some kind of abuse or inappropriate behaviour has taken place.

Carney's Community seeks to minimise the risk of this happening by following safe recruitment guidelines (see Section 10) for all staff and volunteers, and ensuring all staff and volunteers are aware via their induction, training and on the job supervision of Safeguarding issues and how to behave professionally and appropriately while at work.

Where an allegation or complaint is made by one staff member against another, Carney's Community will refer the 'whistle-blowing' framework created in The Public Interest Disclosure Act 1998 (PIDA) across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

In the event of an allegation being made, it should be brought to the notice of the DSO immediately. In cases where the allegation is made against this person, the complainant should approach the Trustee with responsibility for Safeguarding (Charlie Sackey).

The procedure is initially the same as outlined above in section 8.1 in regards to recording and reporting the allegation/incident/suspicion.

Once an incident has been reported, irrespective of any investigation by social workers or the police, Carney's Community will do the following:

- Follow the Disciplinary Procedure as outlined in the Employee Handbook. Where necessary the alleged abuser will be suspended from work until the outcome of any investigation is clear.
- The DSO must consider whether the person has access to young people or vulnerable adults anywhere else and whether those organisations or groups need to be informed.
- All incidents should be investigated internally after any external investigation has finished, to review organisational practice and put in place any additional measures to prevent a similar thing happening again.

Employers must refer someone to the Disclosure and Barring Service if they:

- Sacked an employee because they harmed someone
- Sacked an employee or changed their role because they might have harmed someone
- Were planning to sack an employee for either of these reasons, but they resigned first
- An employee received a caution for, or been convicted of, a relevant offence

**It is breaking the law if you don't refer someone to DBS when you should.**

Contact the helpline for help referring someone to DBS.

**DBS helpline:** Telephone: 0300 0200 190

See: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-the-harm-test> for further guidance

## **9. Safe recruitment**

The application of rigorous procedures for the recruitment of any staff who come into contact with children and young people, both directly and indirectly, can reduce the likelihood of Safeguarding issues.

Carney's Community uses the following procedures for the recruitment of paid staff.

### **9.1a Recruitment: paid work – external applicants**

- Clear person specifications and job descriptions are created for each role
- All posts are advertised

- An information pack about the job and Carney's Community is sent to any interested parties
- A standard application form is used
- Shortlisting candidates is done by more than one person
- Shortlisted candidates are invited to face to face interviews conducted by a small panel of interviewers
- References are taken which ask specifically if the referee has any concerns in this area

Carney's Community has a written Policy on the Recruitment of Ex-Offenders. The requirement for a DBS for all staff (paid and voluntary) is made clear at the start of the application process.

### **9.1b Recruitment: paid work – internal applicants**

Carney's Community actively seeks to provide paid employment opportunities for suitable participants, to provide them with work experience and life skills and to improve their employability. Often, participants are invited to interview for available roles without these roles being externally advertised. They are not shortlisted as staff and managers will have got to know them during their time as a participant and/or volunteer and will have already ascertained that they have the suitable skills and characteristics for the role. These applicants will complete an application form and attend an interview.

### **9.2 Recruitment: voluntary work**

Potential volunteers approaching Carney's Community from outside the organisation are subject to the same process as paid applicants, outlined above in 9.1a and 9.1b.

However, in many cases, volunteers are people already known to Carney's Community as participants. Often, participants are invited to 'step-up' as volunteers as part of their mentoring journey and/or to provide them with work experience/life skills to improve their employability. For these volunteers, the formal application process is not usually followed.

In addition, some volunteers help out on a very ad hoc basis, when asked by a coach to assist.

In both cases described above, the volunteers help out in group sessions under supervision from a qualified staff member, so are never left alone with other participants.

If these volunteers are subsequently asked or offer to engage on a more formal/regular basis the recruitment process outlined in 9.1a/b is then followed.

### **9.3 Successful Applicants:**

Carney's Community will make sure all successful applicants who are offered a position (paid and voluntary, including trustees) will have:

- A Disclosure and Barring Service (DBS) check. This should be taken at the time of appointment. A transportable check may be used if it is at the level required, (i.e. enhanced) plus children's barred list, and the person gives permission for us to access the update service.
- Access to Carney's Community's Policy for the Recruitment of Ex – Offenders
- A formal induction meeting where they are made aware of policies and processes
- A signed self-declaration form (as of September 2018)
- An agreed probationary period
- An agreed job or role description
- Mandatory training: all new staff attend a Child Safeguarding course run by Wandsworth TPD.
- Supervisions: All staff working at Carney Community receive regular supervision from a more experienced staff member

In addition, all new starters are asked to provide two references, proof of identity and copies of qualifications where relevant.

Occasionally, Carney's Community offers employment to individuals who are not able to provide formal ID documents or references. In these cases, this requirement may be temporarily waived. The person concerned will only be working in group situations and will not be left alone with participants. This decision would be taken by George Turner (DSO and CEO) after consultation with other lead staff, on the understanding that the person involved will provide the documents as soon as they are able, and that enough is known about the person from appropriate sources (e.g. Probation, Prison Services).

## **10. The Role of the Designated Safeguarding Officer**

The role of the DSO is to deal with all instances involving protection that arise within Carney's Community. They will respond to all vulnerable adult protection concerns and enquiries.

The designated DSO for Carney's Community is George Turner. If you have any suspicions or concerns relating to adult safeguarding he is the person to contact.

In cases where the allegation is made against the DSO, the person making the allegation should approach Charlie Sackey or another Trustee.

## **11. Safeguarding Contacts**

### **CARNEY'S COMMUNITY SAFEGUARDING CONTACT NUMBERS:**

- DSO George Turner, 07513 384042
- Deputy DSOs, Lizzie Takyi-Akyaa 07879 831513 and Layla Madkour 07379 161521.
- Trustee in charge of safeguarding Charlie Sackey: [charlie071@gmail.com](mailto:charlie071@gmail.com)
- The adult social care Access Team: 020 8871 7707: Email: [accessteam@wandsworth.gov.uk](mailto:accessteam@wandsworth.gov.uk)
- Community Mental Health Team: 020 8767 3411:  
Email: [safeguardingadults@wandsworth.gov.uk](mailto:safeguardingadults@wandsworth.gov.uk)
- Emergency Out of Hours 020 8871 6000
- Missing Persons Unit (Met Police) 0207 275 3404
- In an emergency dial 999

**Channel Panel:** This is a multi-agency panel chaired by the Local Authority to support individuals who have been identified as being groomed into terrorism. The role of the panel is to develop an appropriate support package to safeguard those at risk of being drawn into terrorism based on an assessment of their vulnerability of being at risk of radicalisation. The panel is responsible for managing the safeguarding risk which is in line with other multi-agency panels where risk is managed, such as the Multi-Agency Public Protection Arrangements (MAPPA). Local safeguarding structures have a role to play for those eligible for adult safeguarding. Referrals to Channel are through the police engagement officer.

## **12. Monitoring and review**

In the event that a member of staff or a volunteer is found not to have upheld this policy and the safeguarding procedures, the Disciplinary Policy or Volunteer Complaints Procedure will be followed respectively.

Carney's Community will regularly review safeguarding training for workers and safeguarding issues that arise alongside any implications for changes to policy or processes in the organisation. In addition, this policy will be reviewed annually to ensure it is fit for purpose and in line with any relevant changes in legislation or best practice.

## Appendix 1

**Were any of the following agencies notified (If yes, please circle)?**

**Ambulance Services/ Doctor / Police / Social Services / Family / Carer / Family Support worker/ other persons (please state):**

\_\_\_\_\_

\_\_\_\_\_

**Reason for Action Taken / Decisions Made:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Further Action (can this incident be prevented from happening again? Do other staff/ participants need to be made aware?)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby state that all of the above facts are a true and accurate record of the incident/ accident.**

**Signed:**

**Name Print:**

**Date:**

**Any incidents of dealing or discussing arrangements to procure illegal substances should be challenged & recorded on this form. The Misuse of Drugs Act 1971 states it is illegal to allow premises to be used for consumption and/or supply of controlled drugs.**

*Carney's Community is a registered charity number 1150650. Registered as a company limited by guarantee number 7923708. Registered office: 30 Petworth Street, London SW11 4QW*