



## **Bingham and District Audio Magazine**

### **Safeguarding Policy and Practice**

Bingham and District Audio Magazine is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. Volunteers and Trustees of Bingham and District Audio Magazine have a duty to identify abuse and report it.

This policy will be circulated to all existing volunteers. New volunteers from January 1<sup>st</sup> 2022 will receive training on it and will be expected to sign up to it prior to joining. All trustees have agreed the policy and have signed up to it.

#### **Definition**

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Risks may include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation

forced marriage  
human trafficking  
female genital mutilation  
discrimination on any of the grounds in the Equality Act 2010

Abuse can take place in any setting, public or private, and can be perpetuated by anyone. A charity's culture may allow poor behaviour and poor accountability. People may abuse a position of trust they hold within a charity.

## **Roles**

At Bingham and District Audio Magazine there is a Designated Safeguarding Lead (DSL) who has a fully enhanced DBS check and has undergone relevant training. It is the role of the DSL to ensure that all concerns reported are passed to the relevant agencies in line with the policy. It is also the role of the DSL to ensure that all volunteers are adequately briefed in the organisation's safeguarding practices.

There will be another nominated Trustee who will be DBS checked and trained should the DSL be unavailable.

All Trustees have responsibility for safeguarding within the organisation and treat it as the highest priority.

The magazine operates with volunteers who deliver the magazine to listeners. Generally the discs are placed through a letterbox but in some cases the volunteer may enter the listener's home to chat to them. In this case those volunteers will have a DBS check and undergo training in safeguarding practices. All volunteers will receive a copy of our Code of Conduct, Safeguarding Policy and Practice when they join the organisation.

**Designated Safeguarding Lead: Lesley Lyon 07815118641**

**Safeguarding Trustee: Roy Goldsborough**

## **The process of dealing with concerns about an adult**

Where a volunteer is concerned about the safety or welfare of an adult, the following steps must be taken:

1. Wherever possible, a volunteer should explain to the adult that they are concerned, and seek to empower the adult to take action themselves. This is the most effective means of

safeguarding an adult. There should be discussion about the sharing of information and the reasons for this, and consent should be obtained if possible. There may be circumstances in which this discussion should not take place, for example, if it would place the volunteer at immediate risk

2. If a volunteer becomes concerned about their own safety in the course of the work with an adult, then they must inform the Designated Safeguarding Lead of these concerns.
3. The volunteer must immediately inform the DSL of their concerns for the vulnerable adult. If the DSL is not available, another trustee must be consulted.
4. The DSL should should agree a course of action. This could include the following:
  - referral to GP
  - referral to community mental health team
  - referral to health visitor
  - referral to police
  - refer to adult social care
  - referral to other agencies

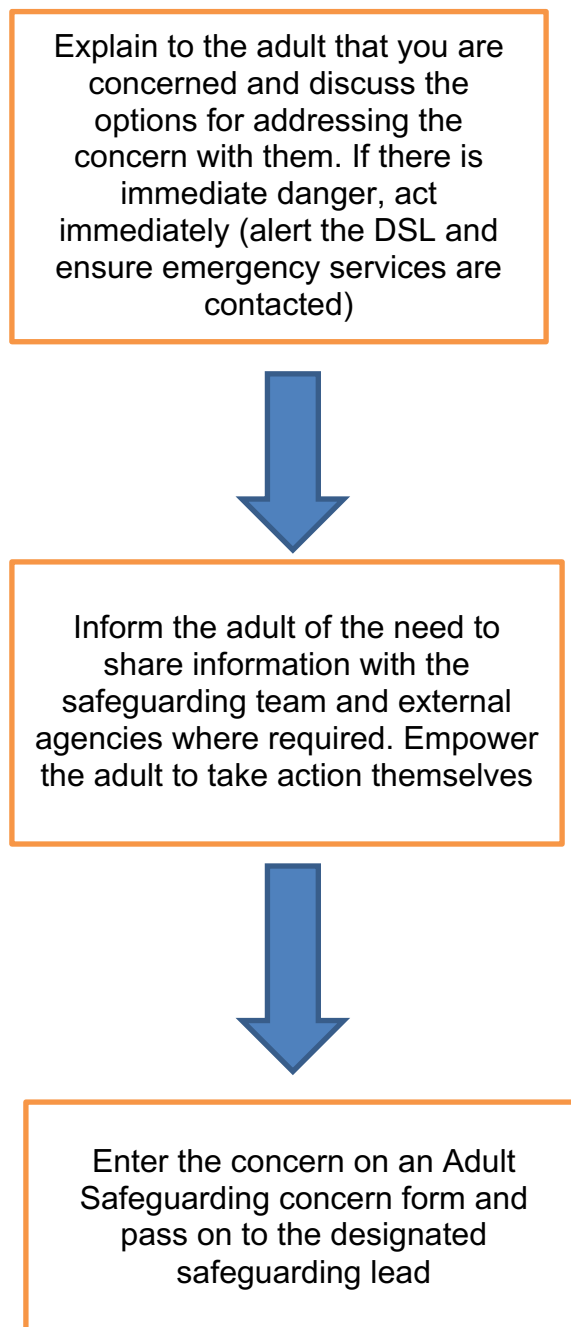
If the member of the safeguarding team is to pass on information about an adult to a GP for example, they should seek the adult's consent to information being shared. It may also be necessary to go against the expressed wishes of the adult in relation to making a referral

If there is uncertainty about which agency to refer to the DSL must try to resolve this as soon as possible. It may be appropriate to seek guidance from a local "gateway" service, such as a Community mental health team. Arrangements should be made to obtain feedback from the agency to which the referral was made.

5. The DSL should, if possible, feed back to the adult about which referrals have been made.
6. The DSL must ensure that the Adult Safeguarding concern is input onto the the charity's system and updated as and when necessary.

7. Any referrals should be kept and stored safely as a record of actions taken.
  
8. An adult safeguarding referral can be considered closed when:
  - a referral is made to another agency
  - the agency has responded to this referral
  - the safeguarding team has no reason to doubt that this response is sufficient to safeguard the adult

### **Flow Chart of Actions**



## **Responsibilities**

### **Responsibilities of Bingham and District Audio Magazine**

#### Trustees

- To ensure volunteers are aware of vulnerable adult's need for protection
- To ensure that volunteers can contact the DSL or another Trustee if they suspect there is an issue of abuse
- To notify the appropriate agencies if abuse is identified or suspected
- To adhere to the Code of Conduct
- To ensure that safeguarding issues are discussed regularly and that policies are reviewed annually
- To provide training where necessary on matters of safeguarding

### **Responsibilities of Bingham and District Audio Magazine**

#### Volunteers:

- To be familiar with the vulnerable adult protection policy
- To take appropriate action in line with the policy of Bingham and District Audio Magazine
- To complete safeguarding referrals and pass them on to the DSL
- To agree to have DBS checks where appropriate
- To attend any training provided

### **Support for those who report abuse**

All those making a complaint or allegation or expressing concern, whether they are volunteers or listeners or carers should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk

### **The Vulnerable Adult has the right:**

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

We are also committed to reviewing our policy and good practice annually.

Chair's Signature:   
- on behalf of the Board of Trustees and in the absence of a Chair

Adopted on: 1<sup>st</sup> January 2022

Reviewed date: 1<sup>st</sup> January 2023