



## Safeguarding Adults Policy and Procedures Handbook

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# **1 Safeguarding Adults Policy**

## **1.1 Organisational Values**

Derbyshire Wildlife Trust approaches everything we do with the following set of values:-

- Integrity
- Inspiring
- Visionary
- Effective

We aim to establish common cause with others, to develop trusting relationships and build lasting partnerships based on mutual respect and shared responsibility. We expect all staff, trustees, contractors and volunteers to adhere to behaviours that are in line with our organisational values and beliefs.

## **1.2 Policy Purpose and Scope**

Derbyshire Wildlife Trust is committed to safeguarding and promoting the welfare of all vulnerable adults engaged in the breadth of its activities. Derbyshire Wildlife Trust acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse or neglect.

**Definition:** Adults at risk/vulnerable adults are defined as individuals aged over 18 who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or 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 of, or the experience of abuse or neglect.

(Care Act, 2014)

A separate “Safeguarding Children and Young People” policy exists and should be referred to for all safeguarding for under 18s.

This policy applies to all staff, trustees, volunteers and anyone working on behalf of Derbyshire Wildlife Trust.

### **The purpose of this policy:**

- To protect adults at risk who receive Derbyshire Wildlife Trust’s services.
- To provide staff and volunteers with the overarching principles that guide our approach to protecting adults at risk from abuse;
- To protect staff by having a clear framework, robust procedures and transparent reporting

### **We recognise that:**

- The welfare of vulnerable adults involved in our services is paramount;
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, marital status, pregnancy and maternity have the right to equal protection from all types of harm or abuse;
- Working in partnership with adults at risk, their carers and other agencies is essential in ensuring their welfare.

### **We will seek to keep adults at risk safe by:**

- Valuing, listening to and respecting them.
- Adopting appropriate practices through procedures and a code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Working with other agencies within the framework of the Derbyshire Safeguarding Adults Board Policy and Procedures, issued under the Care Act 2014 statutory guidance.
- Acting within our confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- Informing service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent.
- Making a safeguarding adults referral to the Derbyshire Safeguarding Adults Board as appropriate.
- Keeping up to date with national developments relating to preventing abuse and welfare of adults.

### **1.3 Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable adults, including Charity Commission Guidance and the Derbyshire Adult Safeguarding Board Procedures.

- General Data Protection Regulations, 2018,
- Human Rights Act 1998,
- Sexual Offences Act 2003,
- Safeguarding Vulnerable Groups Act 2006,
- Protection of Freedoms Act 2012,
- Children and Families Act 2004,
- Special Educational needs and disability code of practice 2014
- The Care Act 2014

### **1.4 Related Policies and Procedures**

This policy should be read alongside our Safeguarding procedures, contained in this handbook, on:-

- Role of the Designated Safeguarding Officer
- Disclosure and Barring Service checks
- Reporting guidance for staff and volunteers
- Recognising the signs and symptoms of abuse
- Taking, storing and using images
- E-safety

This policy also needs to be read in conjunction with our policies and procedures on:-

- Recruitment
- Bullying and Harassment
- Complaints
- Privacy Policy

- Disciplinary
- Grievance
- Health and Safety
- Lone Working
- Social Media
- Whistleblowing

## **1.5 Contact Details**

Designated Safeguarding Officer (DSO)  
Lisa Witham– Tel 01773 881188

Deputy Safeguarding Officer  
Diane Gould  
01773 881188

Out of hours  
The Derbyshire Social Care & Health Safeguarding Team  
Tel: 01629 532600 (emergency/out of hours)

Trustee leads for safeguarding  
Gillian Foxcroft / Charlotte Cremers  
Tel: 01773 881188

### **Contacts for further information/reporting of incidents:**

The Derbyshire Social Care & Health Safeguarding Team  
Tel: 01629 533190 (report a concern/advice)  
Tel: 01629 532600 (emergency/out of hours)

Email: [derbyshiresab@derbyshire.gov.uk](mailto:derbyshiresab@derbyshire.gov.uk)  
<https://www.derbyshiresab.org.uk/home.aspx>

Derby City Contact Numbers  
Tel: 01332 642855 (during office hours)  
Tel: 01332 956606 (contact Derby Careline out of hours)

Referral form on [www.derby.gov.uk](http://www.derby.gov.uk)  
Website [www.derbysab.org.uk](http://www.derbysab.org.uk)

## **2 Safeguarding Adults Procedure**

Derbyshire Wildlife Trust endeavours to encourage vigilance and awareness of the issues surrounding the protection and safety of adults at risk, within which suspicions or allegations can be made in good faith without fear of reprisal.

We are committed to the welfare and safety of adults at risk in all our policies and procedures. We will monitor emerging legislation and evolving best practice to ensure necessary policies and procedural guidelines are appropriate, up to date and accessible and reflect latest national Safeguarding Adults guidance. Appropriate risk management processes will be applied to all contact with adults at risk.

To deliver the Safeguarding Adults Policy we will:

1. Keep policies and procedural guidelines appropriate, up to date and accessible:-
  - There will be a Designated Safeguarding Officer (See below) who will be responsible for dealing with any concerns about the protection or welfare of adults at risk/vulnerable adults.
  - Designated Safeguarding Officers will be trained to Level 3 Designated Officer standard either through the Derbyshire Safeguarding Adults Board safeguarding training or other recognised providers.
  - There will be a nominated Trustee for Safeguarding who will be responsible for reviewing the policy together with the Designated Safeguarding Officer.
  - Safeguarding procedures will be reviewed and updated every 2 years or as necessary with new legislation.
  - The Safeguarding policy and procedure will be available on the Trust's server and on BreatheHR.
2. Ensure that all staff and volunteers are properly informed, supported, managed and trained:-
  - All appropriate Staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to vulnerable adults to include the taking up of written references, clear role description and responsibilities.
  - All appropriate Staff & Volunteers will be subject to a Disclosure and Barring (DBS) check (see below). DBS checks will be repeated every 3 years or for those subscribing to the update service, annual updates carried out.
  - Safeguarding procedures are included in the induction pack for new starters.
  - All Staff & appropriate Volunteers will confirm they have read the safeguarding policy and procedures at induction.
  - All appropriate staff and volunteers will complete appropriate training/ e-learning at Level 1 training/e-learning which should be repeated every 2 years.
3. Have clear processes for reporting and addressing any concerns or allegations relating to safeguarding adults at risk:-

- Derbyshire Wildlife Trust will have in place clear, written processes for reporting, recording and addressing concerns or allegations relating to safeguarding vulnerable adults.
- Any information given to users about the activities of the organisation will include information about the safeguarding policy and procedure.
- There will be a clear system for reporting and processing allegations against staff and volunteers.

#### 4. Run safe activities for adults at risk

- All staff and volunteers involved in running an activity will have clear roles and responsibilities; this applies equally to 'external' staff or assistants attending with visiting groups.
- Risk management for activities targeting and including vulnerable adults will recognise the specific needs of each group within risk assessments.
- All appropriate staff and volunteers will be made aware of issues of particular vulnerability arising from an individual's background or abilities e.g. those facing barriers in communication or who are dependent on others for personal care.
- All staff and volunteers will be suitably qualified and/or experienced to supervise and deliver the activities they undertake and will have up to date Competency records.
- Any third party individual or organisation involved in delivering activities as part of a Derbyshire Wildlife Trust event will have appropriate experience and where relevant hold the appropriate qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy i.e. not under the close supervision of Derbyshire Wildlife Trust staff or volunteers, staff should ensure that they have equivalent safeguarding procedures.
- All staff and volunteers that commission third parties/contractors to work with adults at risk should have appropriate experience and this should be recorded on their competency form.

#### 5. Store data and digital images appropriately

- All staff to use the standard set of forms when collecting data from adults at risk.
- All staff and appropriate volunteers to be aware of the guidelines on taking, storing and using images (Appendix E and F).
- Carers to be made aware of how we use data and images.
- Systems to be in place for deletion of old records or images, which ensures that information is only kept for as long as required.

### **3 Designated Safeguarding Officer**

Derbyshire Wildlife Trust has a designated member of staff and a deputy to take responsibility for safeguarding adults at risk matters.

Designated Safeguarding Officer (DSO)

Lisa Witham– Tel 01773 881188

Deputy Safeguarding Officer

Diane Gould

01773 881188

Out of hours

The Derbyshire Social Care & Health Safeguarding Team

Tel: 01629 532600 (emergency/out of hours)

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Derby City Contact Numbers

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Website [www.derbysab.org.uk](http://www.derbysab.org.uk)

Both staff must have undertaken Level 3 training, have an Enhanced + barred List DBS check undertaken and 2 references taken up. The role is to:

- Ensure the organisation's safeguarding policies and procedures are followed.
- Ensure they know how to make contact with Adult Care/Social Care teams at Derbyshire Safeguarding Adults Board and the police who are responsible for dealing with safeguarding concerns both during and after office hours.
- Report any concerns to the Adult Care/Social Care teams or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)
- Act as a source of advice on all safeguarding matters and seek further advice and guidance from local statutory agencies as needed.

- Derbyshire Wildlife Trust is committed to maintaining confidentiality wherever possible and information will be shared only with those who need to know. The Designated Safeguarding Officers will ensure that a record is kept of any concerns about a vulnerable adult or worker and of any conversation or referrals to statutory agencies. These records will be secure and will comply with data protection.
- Report half yearly to the Safeguarding Group any action taken, concerns recorded, or incidents. Also report when any 'new' situations may arise, such as undertaking a new type of work where safeguarding may need to be reviewed.
- Maintain and regularly update their knowledge of safeguarding through relevant training, including refreshing their Level 3 Safeguarding training every 3 years.
- Conduct regular audit activity to ensure the organisation is working in line with current practice.



## 4 Guidance on DBS Checks

### 4.1 Background

Certain posts (both paid & voluntary) within Derbyshire Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with children or vulnerable adults. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Staff and volunteers where the above applies will be required to submit personal details for the purpose of a Disclosure and Barring Service (DBS) check. Any offer of employment or confirmation of a voluntary role where the provisions apply will be subject to DBS clearance. Derbyshire Wildlife Trust uses Disclosure Services ([www.disclosureservices.com](http://www.disclosureservices.com)) as the umbrella body for DBS applications.

The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It has three levels of checks:-

**Standard checks** – To be eligible for a standard level DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

**Enhanced checks** – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in Police Act Regulations.

**Enhanced checks with children's and/or adults' barred list check(s)** – To be eligible to request a check of the children's or adults' barred lists, the position must meet the new definition of regulated activity. There are a small number of other positions for which you can also request list checks.

### 4.2 General

Derbyshire Wildlife Trust implements the approved disclosure procedure for criminal record checking for all staff and volunteers who work regularly with children or vulnerable adults through the Disclosure and Barring Service. In implementing this procedure, Derbyshire Wildlife Trust will ensure that they comply fully with the DBS Code of Practice and its obligations under the General Data Protection Regulations and any other legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosures and Disclosure information.

DWT will request that DBS checks are renewed every three years.

The Trust will also ensure that it complies with any legislation relating to the Rehabilitation of Offenders Act 1974 and the Human Rights Act 1998.

### 4.3 Definition of Regulated Activity

Derbyshire Wildlife Trust will work within the definition of working with children and vulnerable adults as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Protection of Freedoms Act 2012. The Protection of Freedoms Act 2012 repealed previous legislation which labelled adults as vulnerable because of their personal characteristics or circumstances. It focused instead on the types of activities which might render someone vulnerable – e.g. provision of health care or personal care.

Regulated activity is work a barred person cannot do. For Derbyshire Wildlife Trust, this is principally our educational work – “teach, train, instruct, care for or supervise children” carried out by community conservation and engagement staff and volunteers.

However in terms of adults with learning difficulties or mental health issues, through Trusts’ wellbeing and volunteering work, the definitions of regulated activity need to be considered carefully.

#### **4.4 Providing Personal Care**

- Anyone who provides an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult’s age, illness or disability, is in regulated activity.
- Anyone who prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting and supervision, is in regulated activity.
- Anyone who trains, instructs or provides advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability, is in regulated activity.
- There is one exception to this. Excluded from regulated activity is any physical assistance provided to an adult in relation to the care of their hair when that assistance relates only to the cutting of the adult’s hair.

#### **4.5 Assistance with general household matters**

Anyone who provides day to day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of the following, is in regulated activity:

- managing the person’s cash,
- paying the person’s bills, or
- shopping on their behalf.

#### **4.6 Conveying**

- Any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are in regulated activity. The driver does, or the person assists in, such conveying on behalf of an organisation and for the purpose of enabling the adult to receive services. The meaning of health care, relevant personal care and relevant social work are discussed above.
- Because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are also in regulated activity.
- Conveying does not include licensed taxi drivers or licensed private hire drivers, and does not include trips taken for purposes other than to receive health care, personal care or social work (for example, trips for pleasure are excluded).

In order for such activity to be classed as regulated activity, and therefore a legitimate DBS check, each activity must be carried out on a regular basis – at least weekly, or four times within a four week period, or if it involves an overnight stay. It must also be unsupervised, or without a reasonable amount of supervision.

Derbyshire Wildlife Trust will review if works with adults at risk falls into one of the above regulated activity categories. It will also review when working with people with mental health challenges as to whether work is therapeutic and could then be seen to be some form of “health care...the provision of psychotherapy and counselling under the direction or supervision of a health care professional”. Advice will be sought as necessary from Disclosure and Barring Services

Derbyshire Wildlife Trust staff and volunteers also need to be aware that individuals may be vulnerable to abuse in other settings, which they may theoretically disclose to us during the course of our work.

#### **4.7 Enhanced Disclosures**

Enhanced disclosures will be sought for the following:

- All staff and volunteers providing “regulated” activities to adults
- All staff and volunteers leading children's activities as agreed with, and on behalf of Derbyshire Wildlife Trust, unsupervised at least weekly, four times in a thirty day period or overnight.
- Those roles providing day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.

Any potential volunteer or member of staff working with adults at risk will be able to "shadow" a member of staff who has been previously checked, or until their disclosure has been completed.

All new staff and volunteers working with children or vulnerable adults will be supervised by an experienced member of staff during their probation period, to observe any inappropriate behaviour.

#### **4.8 Update Service**

DBS checks do not have an expiry date – they show a person’s status at the time of application. Individuals will be asked to join the Update Service, which allows them to reuse their DBS check for similar positions and for the Trust to update their check each year.

#### **4.9 System for Enhanced DBS checks**

Before recruitment of any staff or volunteer, the Head of HR and the relevant manager will assess whether the role requires Enhanced Disclosure in liaison with the Designated Safeguarding Officer and ensure the necessity for Enhanced Disclosure is put in the role description.

After the post is offered the individual will be asked to provide the identity information required and complete a DBS check. The results of the DBS check are sent to the individual, with a digital copy sent to Head of HR. The reference number & results are recorded on a DBS-checked spreadsheet and also noted on individual staff files. If anything is found on the DBS check, the Designated Safeguarding Lead Officers will be informed and in liaison with the Chief Executive and relevant line

manager they will make a decision of whether an individual should be allowed to work / volunteer in that role or be considered for an alternative role. The final decision will be recorded on the staff/volunteer file.

After completing the noting process, the copy of the Disclosure form must be immediately deleted if the DBS check is clear. In the event of anything appearing on the check, the Disclosure form may be kept securely for a maximum of 6 months, if necessary. Legally it must be destroyed at the end of this period.

If a member of staff or volunteer is found guilty of perpetrating abuse, Derbyshire Wildlife Trust has the responsibility to inform DBS within one month of their conviction.

## **5 Reporting Guidance for Staff and Volunteers**

Derbyshire Wildlife Trust believes that everyone has a responsibility to safeguard adults at risk from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard vulnerable adults. All staff and volunteers are expected to follow this guidance.

The Designated Safeguarding Officers are listed below. If you have any queries around the welfare of any vulnerable adult please contact them to discuss your concerns.

Derbyshire Wildlife Trust has a designated member of staff and a deputy to take responsibility for safeguarding adults at risk matters.

Designated Safeguarding Officer (DSO)  
Lisa Witham– Tel 01773 881188

Deputy Safeguarding Officer  
Diane Gould  
01773 881188

Out of hours  
The Derbyshire Social Care & Health Safeguarding Team  
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Referral form on [www.derby.gov.uk](http://www.derby.gov.uk)  
Website [www.derbysab.org.uk](http://www.derbysab.org.uk)

## 6 Managing a Disclosure or Suspicion of Abuse

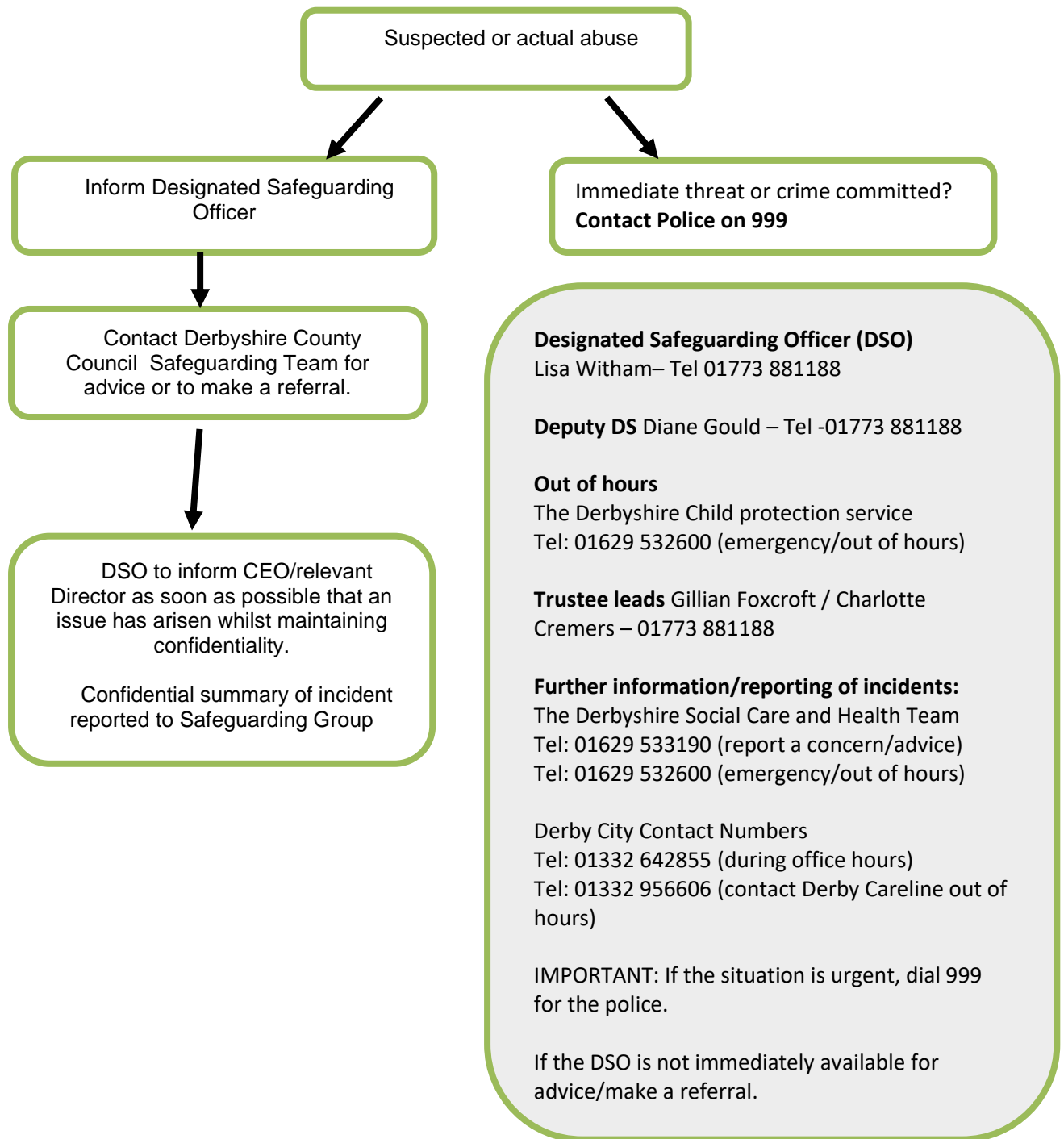
If a vulnerable person discloses that they are being abused or any service user discloses that they are involved in abuse of a vulnerable person, action must proceed urgently and without delay.

There may be circumstances when a volunteer or member of staff suspects that a vulnerable adult is being abused or neglected. It is vital that anyone who suspects this is the case discuss the situation immediately with the Designated Safeguarding Officer or their Deputy.

### 6.1 What to do when abuse is disclosed by an Adult at Risk (do's and don'ts):

Do	Don't
Listen carefully, stay calm and make notes of what they say using their own words.	Don't question, put pressure on the person for more details, start your own investigation or take photographs.
Be aware that medical evidence may be needed	Don't act in a way that may prevent the person talking about the abuse in future.
Reassure the person that the information will be treated seriously.	Don't promise to keep secrets.
Help the person to understand that whatever has happened is not their fault.	Don't make any promises that you may not be able to keep (e.g. 'It won't happen again').
Explain the referral process and that others will need to be made aware.	Don't question the alleged abuser.
Explain that the matter will have to be referred on even if they do not consent but that their wishes will be made clear if this happens.	Don't agree not to refer because the Vulnerable Adult withholds consent.
Make the referral immediately.	Don't wait to discuss with colleagues or gather more information.
Always record in writing concerns about a vulnerable adult's welfare, whether or not further action is taken	
Additionally, all action taken following a disclosure of abuse should be discussed with the Designated Safeguarding Officer (but the referral should not be delayed if you do not get the opportunity to discuss first).	

**6.2 Action to take (flowchart):-**



It is important for staff and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the vulnerable person using the same language the vulnerable person used especially names used for body parts or sexual acts.

Full written records must be maintained of all disclosures and actions following disclosure.

If you have had to make an emergency referral, tell the Designated Safeguarding Officer as soon as possible. They should follow up and take further advice if they think the action that Derbyshire Adult Safeguarding Board takes leaves the vulnerable adult in danger.

### **6.3 Support to Staff and Volunteers**

If Derbyshire Health & Social Care team need further involvement from staff or volunteers following a report of abuse, a member of the management team will discuss with the Health & Social Care department the nature of their needs and how they might be met.

### **6.4 Allegation of Abuse Made Against a Staff Member or Volunteer**

Staff and volunteers may be subject to abuse allegations. Derbyshire Wildlife Trust will ensure that any allegations made against members of staff or volunteers will be dealt with swiftly.

Derbyshire Wildlife Trust will offer support to staff in these circumstances, but Derbyshire Health & Social Care team will be assisted in their investigation and the disciplinary procedure may be implemented.

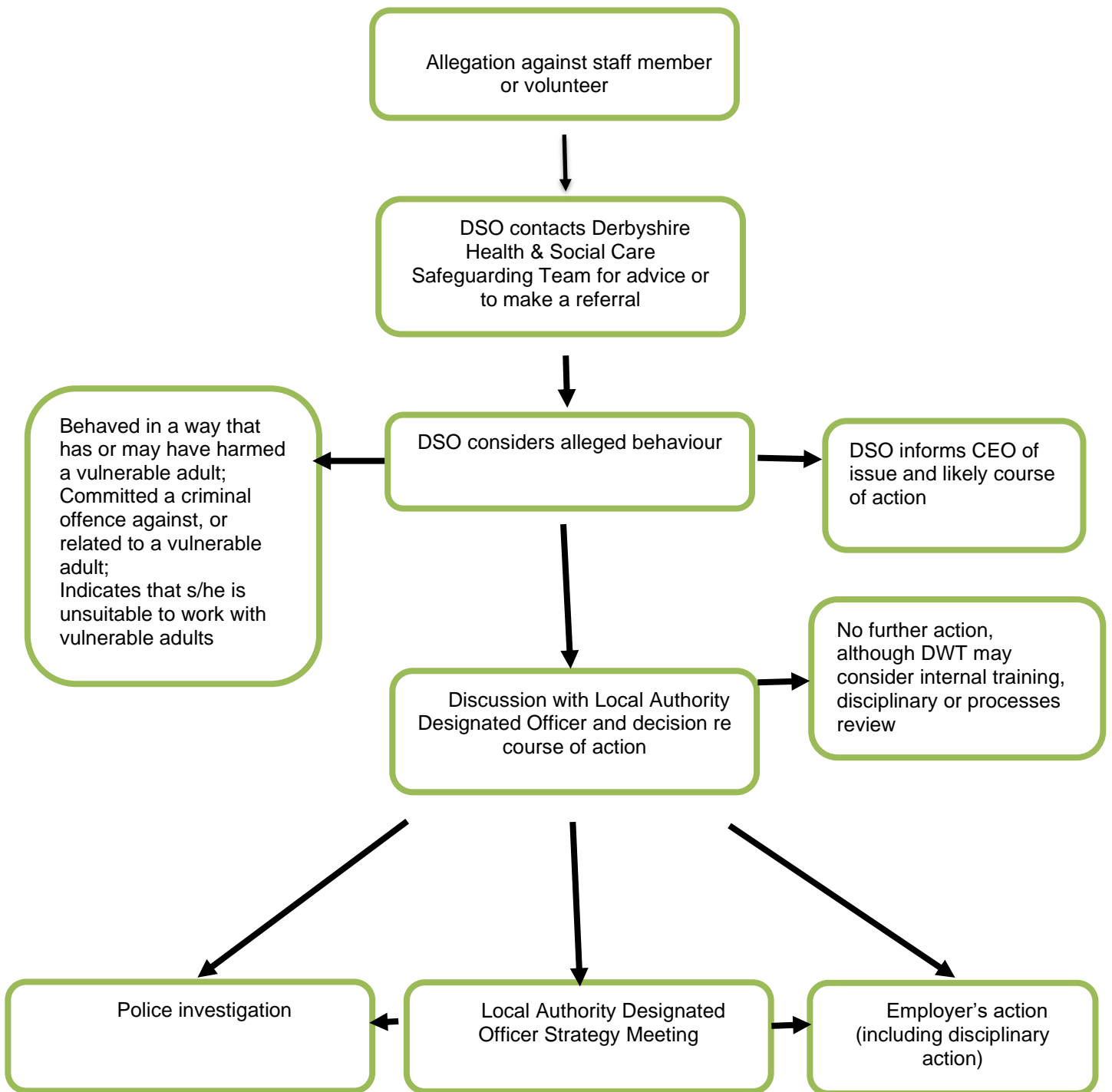
Where a member of staff/volunteer is thought to have committed a criminal offence the Police will be informed. If a crime has been witnessed the Police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The line manager and/or Designated Safeguarding Officer will liaise with the Derbyshire Health & Social Care Safeguarding Team to discuss the best course of action and to ensure that the Trust's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.



## Flowchart - Allegations of Abuse Against a DWT Representative – Staff or Volunteer



### 6.5 Recognising the signs and symptoms of abuse

Derbyshire Wildlife Trust is committed to ensuring that all managers, staff and volunteers undertake training to gain a basic awareness of the signs and symptoms of abuse. Derbyshire Wildlife Trust will ensure that the Designated Safeguarding Officers have access to higher levels of training around safeguarding adults and other members of relevant staff or volunteers are trained to the appropriate level.

Derbyshire Wildlife Trust will not be limited in its view of what constitutes abuse or neglect, as they can take many forms and the circumstances of an individual case will always be considered.

Abuse includes:

- **Discriminatory**  
Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.
- **Domestic abuse or violence**  
Including an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so called 'honour' based violence, forced marriage or Female Genital Mutilation (FGM).
- **Financial or material**  
Including theft, fraud, internet scamming, exploitation, 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 slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Neglect and acts of omission**  
Including ignoring medical, emotional or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Organisational (sometimes referred to as institutional)**  
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 a person's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Physical**  
Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.
- **Psychological (sometimes referred to as emotional)**  
Including 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 support networks.
- **Sexual**  
Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting.

It also includes sexual exploitation which is exploitative situations, contexts and relationships where the person receives “something” (e.g. food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

- **Self-neglect**

Includes a person neglecting to care for their personal hygiene, health or surroundings; or an inability to provide essential food, clothing, shelter or medical care necessary to maintain their physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

Abuse may be carried out deliberately or unknowingly and it may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

## **6.6 Responsibilities of Staff and Volunteers**

Staff and volunteers have a responsibility to be aware and alert to signs that all is not well with a vulnerable person. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse.

## **7 Taking, Storing and Using Images**

It is important to be aware of safeguarding issues when considering photos and videos. We use images of children and adults in our publications, websites and social networking sites. As an organisation, we must ensure that appropriate measures are taken to ensure the privacy and dignity of the subjects of those images at Derbyshire Wildlife Trust run events.

Everyone must be consulted about taking their photograph. This ensures that they are aware that the image is being taken and understand what it is going to be used for.

- Photographs and video can only be used by the Trust in the support of its work where consent is given.
- Photographs and consent forms will be kept in a locked cabinet/stored on the Trust's network and deleted from the Trust's cameras/smart phones.
- No personal use of images taken on behalf of Derbyshire Wildlife Trust is permitted.
- Parents, carers and partner or client organisations must be made aware of this photography policy.

The term child also covers vulnerable adults below:-

- DO use a parental/school permission form to obtain written consent for a child to be photographed and videoed, and for the subsequent use of those images by the Trust, including online.
- DO obtain the child's and parent's permission to use their image.
- DO ensure images of children in suitable clothing/poses only to reduce the risk of inappropriate use.
- DO state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection
- DO NOT use images where the child could be identified or use children's full names in photograph captions or text
- DO NOT allow photographers unsupervised access to children
- DO NOT approve photography sessions outside the event.
- DO NOT use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the Trust.

Where schools or groups have their own consent for photos, a copy of this consent form should be requested and when received (ideally ahead of the visit) can be saved with the photos in place of individual consent forms. If this consent form is not received by the beginning of the visit, photos should not be taken unless individual parental consent forms are filled in.

## 8 E Safety

Social media such as Facebook, Twitter, Whatsapp, blogs, instant messaging and photo and video exchange sites provide an opportunity to connect with people. It is important to make the most of networking sites, whilst safeguarding children, young people and vulnerable adults.

- Make sure that you are aware of the way individual social media services operate and the potential safeguarding implications before setting up a presence.
- Ensure that those managing your social media understand online safeguarding issues, including warning signs of grooming and sexual exploitation.
- Be aware that social networking services usually have a minimum requirement age of 13
- Consider using models or illustrations to promote an activity
- Avoid taking personal details of children and young people
- If a child or vulnerable adult is named, do not use their image
- If an image is used, do not name the child or vulnerable adult
- Obtain parents' written consent to use photographs/videos on web sites
- Images showing identifiable children and young people under the age of 18 and vulnerable adults should be avoided due to the potential for:
  - \* the tagging of children and young people and vulnerable adults thus identifying them at a location and allowing the opportunity for abusers to identify and locate them on social networking sites
  - \* the morphing of the image
  - \* personal intimidation by posting derogatory, abusive and threatening comments
  - \* cyber bullying

For the above reasons and the potential to post images of bullying and other inappropriate live incidents that occur, there should not be the ability for users to upload their own images on the Trust's website or any Trust social networking sites.