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## Abbey Physic Community Garden

### Adult Safeguarding Policy

Version 1	Date
Named Safeguarding Lead	Sarah Porter, Secretary
Designated Safeguarding Officer	Garden Manager
Policy agreed	April 2020, updated August 2022
Date of next review	August 2023 (yearly)
Signed: Agreed at Trustee Meeting by all Trustees September 2022	

#### Context

Abbey Physic Community Garden (APCG) is a charity that aims to ensure everyone is welcomed into a safe, caring environment with a happy and friendly atmosphere, where people can speak up. It takes seriously the welfare of all adults and adults with care and support needs who come onto its premises and who are involved in its activities. The charity recognises that it is the responsibility of each of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of adults and adults with care and support needs (adults at risk) and to report any abuse discovered or suspected. It also recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse. The charity is committed to supporting, resourcing and training those who work with adults with care and support needs, and to providing supervision.

This policy outlines the steps that Abbey Physic Community Garden will make to safeguard adults with care and support needs if they are deemed to be at risk of abuse or neglect. It includes the roles and responsibilities of staff, volunteers and trustees and how we work with other professionals and agencies in promoting adults' welfare and ensuring that our working practices are safe and effective. Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect:

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

The key objectives of this policy are for all employees, members/volunteers and trustees of APCG to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

#### Terminology - Adults who Need Care and Support

This document does not refer specifically to adults as 'vulnerable'. It refers instead to adults who need care and support, who may be at risk of abuse. This is the wording used in the

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Care Act and is the common form of terminology in adult safeguarding practice. It also highlights the fact that a person's needs for care and support should not, in a civilised society cause them to be inherently vulnerable.

**Safeguarding** refers to the proactive steps taken to prevent abuse against children and adults at risk, including the action Abbey Physic Community Garden takes to promote the welfare of people including children and adults at risk to protect them from harm.

## What is Safeguarding Adults?

*'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'*

*(Care and Support Statutory Guidance, Department of Health, updated February 2017)*

All adults should be able to live free from fear and harm. However, some may find it hard to get the help and support they need to stop abuse. Some may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but may be unable to do so because of an accident, disability, frailty, addiction or illness. There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

## Who do Adult Safeguarding Duties Apply To?

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

## What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take many forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against their will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation or humiliation
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Personal exploitation – this involves denying an individual their rights or forcing them to perform tasks that are against their will
- Violation of rights e.g. preventing an individual speaking their thoughts and opinions
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity
- Modern slavery

## **Rights of Adults who Need Care and Support**

Adults who need care and support have 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 and in any decisions about how best to respond to their safeguarding situation giving them choice, control and the opportunity for improved quality of life, wellbeing and safety
- to receive information about the outcome.

Abbey Physic Community Garden adheres to following the six key principles that underpin safeguarding actions (as outlined in the Care Act 2014):

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Adults have complex lives and being safe is only one of the things they want for themselves. Any safeguarding action needs to keep the person at the centre of decision-making and to keep their best interests paramount – it should not be a process imposed on them.

## **Making Safeguarding Personal**

The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety. This means that each situation is dealt with on a case by case basis – adults have different preferences, histories and lifestyles and the same process may not work for everyone.

## **Reporting and Responding to Concerns**

Anyone who makes a complaint, allegation, or expression of concern, whether staff, volunteers, trustees, garden members or members of the public:

- will be taken seriously
- will be treated confidentially but their concerns may be shared if they or others are at significant risk
- will not affect their membership to the garden or employment, if relevant, and if the allegation or concern is raised in good faith.

The Garden Manager (Suzanne Campbell as at 3/8/22) is the named Safeguarding Lead for Abbey Physic Community Garden, responsible for the following safeguarding duties:

- To act as the central point of contact for all staff, volunteers and members to discuss any safeguarding concerns
- To maintain a confidential recording system for safeguarding concerns
- To coordinate any safeguarding action
- To liaise with other agencies and professionals in line with this policy, ensuring agreed procedures are followed, keeping the individual at the heart of the decision-making
- To represent the charity at an inter-agency safeguarding meeting if the need arose – but this may also be a trustee
- To be available during working hours for staff, volunteers and members to discuss any safeguarding concerns
- To ensure all staff access appropriate safeguarding training and relevant updates
- To promote a safe environment

In the absence of the Garden Manager, the Assistant Garden Manager has the safeguarding lead role for APCG (Tom Jewell as at 3/8/22).

The Garden Manager will be supported in this role by the trustees and specifically, the Designated Safeguarding Lead (DSL) within the Trustee body in the first instance (Sarah Porter as at 3/8/22). If the concern directly relates to the Garden Manager, then the DSL will act as the named Safeguarding Officer in this instance and can be approached directly with a concern.

All staff, volunteers and members should contact the Garden Manager (or the Assistant Garden Manager in her absence) if they have any concerns/queries regarding safeguarding adults. A written record of the concern will be kept, and the Garden Manager will inform one of the trustees, the DSL trustee in the first instance. If deemed necessary, the Garden Manager will make decisions about notifying Adult Social Services or consider alternative actions where necessary. The records will be kept in a secure digital folder only accessible to the DSO and DSL and must be handled in line with the APCG Data Protection Policy, which includes only being stored for a limited time.

Staff, volunteers or members at APCG who have adult safeguarding concerns should:

### **Respond**

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services  
Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini investigation

## Report

Seek consent from the adult involved to take action and to report the concern to the Garden Manager. In doing so they should consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. The gaining of consent is not essential in order for information to be passed on but if this is the case then the staff member/volunteer should record their decision and the reasons for it. The reasons might include:

- The scale of the abuse
- The risk of harm to others
- Staff should ascertain, to the best of their ability, if the person understands the issues of abuse and consent

## Refer

In deciding whether to refer or not, the Garden Manager, as our named Safeguarding Lead, should take into account:

- the adult's wishes and preferred outcome
- whether the adult has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of children or other adults with care and support needs
- whether there is a person in a position of trust involved
- whether a crime has been committed.

The safeguarding log should include a record of the reasons for referring the concern or reasons for not referring. Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

If there is any doubt about whether or not to report an issue to Adult Social Services then it should be reported.

## Recruitment, Training and Supervision

Abbey Physic Community Garden will ensure that all staff whose roles include working with adults who need care and support are carefully selected, screened, trained and supervised. There is specific training on safeguarding.

## Disclosure Checks

As part of the recruitment procedure, all staff, committee members and trustees that have contact with adults who need care and support will have Disclosure and Barring checks (DBS clearance).

## Confidentiality and Information Sharing

Abbey Physic Community Garden expects all staff, volunteers and trustees to maintain confidentiality at all times and not to share information on individuals if not required. This policy is supplemented by and is consistent with the charity's Data Protection Policy and Confidentiality policy.

While off duty activities are the personal concerns of APCG staff, they should avoid a position where work and private interests conflict or could be perceived to conflict or which could put them at risk. This includes making associations or friendships with members via social networking sites, giving access to their personal mobile phone numbers or email addresses. All communications should be via the APCG phone and email addresses. These actions are designed to safeguard the safety of members and the safety and professional integrity of staff. If any social contacts do occur beyond the workplace, then the member of staff should keep the Garden Manager informed and aware of any possible conflicts of interest.

## **Prevent**

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

## **Safe Working Practice**

Finally, safeguarding will be on the trustees' meeting agendas and will be regularly discussed with the Garden Manager to ensure that this is continually on our radar as an organisation that holds the safety of its individual members very highly. The safeguarding log will be checked regularly by the Designated Safeguarding Lead within the Trustee body. On a daily level, each member of staff has contact numbers for other staff and trustees in case there is an unexpected emergency situation. Lone-working is covered within the Lone-working Policy.

All staff, members and volunteers should take care not to place themselves in a vulnerable position regarding potential allegations.

Abbey Physic Community Garden will not accept the behaviour of any individual that threatens security or leads others to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site. It is paramount that the garden remains a safe place where we can support one another within an ethos of mutual respect and being together as a community.

## **Contact Numbers for Reporting Safeguarding Concerns**

Abbey Physic Community Garden Designated Safeguarding Officer (DSO): Suzanne Campbell, Garden Manager

Phone 01795 539915/ 07599 012894 Email [suzanne@abbeyphysic.org](mailto:suzanne@abbeyphysic.org)

***In Suzanne's absence, DSO is Tom Jewell, Assistant Garden Manager***

***Phone 07933 508262 Email [tom.abbeyphysic@gmail.com](mailto:tom.abbeyphysic@gmail.com)***

APCG Trustee Designated Safeguarding Lead (DSL): Sarah Porter,

Email [sazkporter@gmail.com](mailto:sazkporter@gmail.com)

APCG Chair of Trustees: Helen Carr, Email [chair.abbeyphysic@gmail.com](mailto:chair.abbeyphysic@gmail.com)

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If you do not use email and would like to speak with Sarah Porter or Helen Carr, please call the main garden number on 01795 539915 and leave a message requesting we return your call.

**Adult Social Services – 03000 416161 or [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)  
Out of hours – 03000 419191**

**If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.**

## **Useful resources**

Guidance from Kent County Council: <https://www.kent.gov.uk/social-care-and-health/report-abuse>

Easy read version for Kent & Medway – ‘How to Protect Yourself from Abuse’  
[https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0014/13514/Adult-Abuse-easy-read-leaflet.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0014/13514/Adult-Abuse-easy-read-leaflet.pdf)

‘What may Happen when a Concern is Reported’:  
[https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0010/79480/Safeguarding-Adults-what-happens-next-factsheet-easyread.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0010/79480/Safeguarding-Adults-what-happens-next-factsheet-easyread.pdf)

## **National Support Organisations**

### **Support for Adults**

Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)

Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

The Samaritans: [www.samaritans.org](http://www.samaritans.org)

MIND: [www.mind.org.uk](http://www.mind.org.uk)

NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)

Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Support for Learning Disabilities**

Respond: [www.respond.org.uk](http://www.respond.org.uk)

Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Domestic Abuse**

Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)

Women’s Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)

Sateda (local charity addressing domestic abuse): [www.sateda.org](http://www.sateda.org)

Men’s Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)

### **Honour-based Violence**

Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)

### **Online Safety**

UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)

Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

**Radicalisation and Hate**

Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)

True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)