



## **SAFEGUARDING POLICY**

Safeguarding is everyone's concern and carries a moral obligation of care to any adult or child who may be at risk. This policy relates to adults only, as separate requirements apply to children. With safeguarding in mind, Kent Floral Art and its affiliated clubs must show an awareness and understanding of the following:

1. Everyone has an equal right to protection from abuse and to be kept safe from harm.
2. The membership is made up of individuals rather than a single group and be conscious of their differing needs.
3. Some adults may be additionally vulnerable because of previous experience(s), their level of dependency, communication needs, or other issues.

### **UNDERTAKING**

- to uphold a zero-tolerance approach to abuse of any kind
- to provide a safe social and learning environment for all adults
- to raise awareness of issues relating to safeguarding, and promoting the welfare of all adults
- to ensure that risk assessments are undertaken, and relevant documentation completed where necessary
- to ensure that safeguarding is a key priority in the management of Kent Floral Art
- to work with relevant agencies as necessary, in order to identify and implement appropriate support for vulnerable adults
- to have effective procedures for dealing with allegations of abuse against Area/club officers, members and volunteers
- to review this policy every two years, and after every safeguarding intervention has been employed
- to remedy any deficiencies or weaknesses in safeguarding procedures that may become apparent

**DESIGNATED SAFEGUARDING MANAGER: AREA CHAIRMAN**

**DEPUTY SAFEGUARDING OFFICER: AREA PRESIDENT**

The Safeguarding Manager –

- has overall responsibility for safeguarding within Kent Floral Art, and keeping up to date with developments in relevant issues
- has a responsibility to manage and update Kent Floral Art's policy and procedures
- will liaise, as necessary, with and inform the relevant personnel, agencies etc., e.g. the Local Authority Services and Police, to refer individual allegations and cases of suspected or identified abuse, neglect, or related allegations
- will act as the key contact person at Kent Floral Art



- will raise awareness about safeguarding, ensuring all clubs are familiar with this policy and related procedures
- will provide advice and support to other Kent Floral Art personnel on issues relating to safeguarding and the welfare of members
- will maintain a secure record of any safeguarding referrals, complaints or concerns (even when that concern does not lead to a referral)
- will keep all reports of safeguarding incidents and referrals

### **RESPONDING, RECORDING, REPORTING ALLEGATIONS OF ABUSE**

There are many signs and indicators that may suggest someone is experiencing abuse or neglect. There may be other explanations for these signs or indicators, but Kent Floral Art and its affiliated clubs will not ignore them if they are apparent.

Kent Floral Art personnel are required to respond sensitively, responsibly and, above all, proportionately to any matters of concern raised by a member.

#### **RESPONDING**

If a member self-discloses a matter that constitutes a potential or alleged situation of abuse, the response should be as follows:

- Always make sure the person speaking up feels they are being listened to and supported
- **Do not** promise to keep the information confidential between you and them
- Tell a member of the club committee or the Area Chairman (or Vice Chairman or President if the Area Chairman is implicated) about the concerns. They will then be responsible for taking action.
- Listen carefully and stay calm; the person **should not** be interviewed, but asked what happened, and questions kept to a minimum
- Obtain sufficient facts to understand what is being alleged; leading questions **must not** be asked, as this can cause problems for any subsequent investigation and court proceedings

#### **RECORDING**

A full record must be made as soon as possible, detailing the nature of the allegation; a template for recording can be found at the end of this policy.

- Always stick to the facts communicated; do not embellish
- Avoid jargon
- If an opinion is given, it should be kept separate from the facts, with an explanation why that particular opinion was voiced
- The following must be included:
  - ✓ The date of the alleged abuse, and the date recorded
  - ✓ The time (as above)
  - ✓ The place where the alleged abuse happened
  - ✓ The recorder's name, and the names of others present (if applicable)



- ✓ The name of the complainant and, where different, the name of the person who has allegedly been abused
- ✓ The nature of the alleged abuse
- ✓ A description of any injuries observed
- ✓ An account of the allegation
- ✓ It is important to PRINT name and title (if appropriate) of the person completing the report, and the name of the person reporting the incident (if different).

#### **REPORTING**

- Any suspicion, allegation or incident of abuse must be reported to the Safeguarding Manager as soon as possible; s/he will then decide whether a referral to an appropriate agency should be made
- A written record should include what action will be/has been made
- All records will be kept in a confidential file
- Recorded information will be shared, on a need-to-know basis, with any relevant club and/or personnel

Adopted Date: 19<sup>th</sup> January 2023



TEMPLATE FOR RECORDING ALLEGATION OF ABUSE

Date and time of reporting of alleged abuse	Date and time of alleged abuse
Place of alleged abuse	
Name of person recording the alleged abuse and any other persons present	
Name of complainant	
Name of person who has allegedly been abused if different from the complainant.	
The nature of the alleged abuse	
A description of any injuries observed	
An account of the allegation	



## USEFUL INFORMATION AND CONTACTS

If someone is in immediate danger **PHONE 999**

You can also speak confidentially to a police officer by calling **101**

**Kent County Council reporting abuse** call 03000 416161, email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk) or online form <https://www.kent.gov.uk/social-care-and-health/report-abuse>

**Medway Council**

[https://www.medway.gov.uk/info/200169/adult\\_social\\_care/429/adult\\_abuse\\_and\\_safeguarding/2](https://www.medway.gov.uk/info/200169/adult_social_care/429/adult_abuse_and_safeguarding/2)

**National Domestic Violence Helpline (open 24 hours a day, 7 days a week) – 0808 2000 247**

**Action on Elder Abuse – works to protect and prevent the abuse of vulnerable older adults 0808 8088141**

**Kent & Medway Safeguarding Adults Board has a number of useful resources for the public concerned about an adult** – a leaflet on how to protect yourself from abuse is also available in a number of alternative languages.

**Rising Sun Domestic Violence & Abuse Service** <https://www.risingsunkent.com/> (Canterbury based)

**OASIS Domestic Abuse Service** <https://www.oasisdaservice.org/> (Covers East Kent, Medway and North Kent)

A list of **domestic abuse services** in all areas of Kent can be found at

<https://www.domesticabuseservices.org.uk/>

**DAVSS Domestic Abuse Volunteer Support Services** <https://www.davss.org.uk/> (West Kent)