



Charity.no:7790757

## The Friends of Romsey Abbey Safeguarding Policy

### Policy statement

The Friends of Romsey Abbey acknowledges the duty of care to safeguard and promote the welfare of adults at risk and is committed to ensuring safeguarding practices reflect statutory responsibilities, government guidance and compliance with best practice.

This policy applies to the Board of Trustees and Volunteers.

A vulnerable adult is defined as anyone over the age of 18 who is or may be in need of safeguarding by reason of mental impairment, physical impairment, age or illness, or who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

During the scope of our work, the Friends of Romsey Abbey, Board of Trustees and volunteers have limited contact with adults at risk.

Through our contact with our members, many of whom are elderly, we might well encounter adults at risk at our events.

### Purpose of the policy

To ensure all Trustees and volunteers have a clear understanding of the principles and practices involved in the safeguarding and protection of vulnerable adults and to ensure that all understand how to identify and respond to safeguarding concerns.

### Safeguarding processes

#### WHAT TO DO IF AN ADULT AT RISK DISCLOSES HARM TO YOU

If an adult at risk chooses to disclose to you that they have been abused, please follow these guidelines:

##### 1. Recognise

Main forms of abuse/potential indicators:

Physical: bruises, burns, cuts, bites, fractures, wounds etc which have no obvious explanation

Emotional: untypical changes in mood or behaviour, withdrawn or clingy, depression, aggression, extreme anxiety, low self-esteem

Neglect: poor appearance/hygiene, rashes, sores, lice, constant hunger, inadequate care, clothing, supervision, untreated medical conditions

Sexual: Inappropriate behaviour. Sexual drawings or language, unexplained fear, aggression, becoming withdrawn, self-harm, eating disorders

Grooming: gaining the trust of an individual, family, community in preparation for abuse.

Domestic Violence/Abuse: incidents/patterns of controlling, coercive or threatening behaviour, violence or abuse who are/were intimate partners or family members

Financial: unexplained disappearance of funds or valuables, sudden changes in bank accounts or wills, lack of money for essentials

Discriminatory: this includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion

Institutional abuse: this includes neglect and poor practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment.

Spiritual: using faith, spirituality, trust to manipulate and control people.

Other forms of abuse include: Bullying/Cyber bullying, Modern Slavery, Criminal Exploitation.

## 2. Respond

We may become aware of abuse, allegations or concerns in a number of ways:

A disclosure from an individual, someone who knows them or you may witness abuse directly.

An allegation about someone's conduct or concern about their behaviour.

All concerns and allegations must be taken seriously and acted upon.

DO NOT

- Attempt to investigate it yourself
- Discuss the case with anyone else
- Speak to the person who is the subject of the allegation / concern
- Ignore it

With a person making a disclosure

- Never promise to keep a secret or confidentiality. Tell them you may need to share this.
- Assure them they are not to blame for what happened.
  - Reassure the person they have done the right thing by telling you.
- React calmly, be aware of non-verbal messages and body language.
- Listen, do not ask leading questions or investigate. Avoid making comments or judgements.
- Tell them what you are going to do and that they will be told what is happening at each stage.
- Refer as soon as possible to the Friends of Romsey Abbey Safeguarding Manager
- Find support for yourself.

### 3. Record

Make full notes of what you are told including names, the person making the disclosure/referral, date and time.

Date and sign your notes.

Use the words the vulnerable adult used – as far as possible use the exact words used in the disclosure.

If someone else is making an allegation or raising a concern, you will need to include their contact details.

The original document should be forwarded to the Friends of Romsey Abbey Safeguarding Manager

What to record

- Who was involved – names of key people
- What happened – facts not opinions
- Where it happened
- When it happened – date and time
- Whom it was referred to

WORKING WITH AN INDIVIDUAL ADULT AT RISK

- You should plan never to be alone in a building, car or a closed room with an adult at risk.

The Friends of Romsey Abbey Safeguarding Policy is available on the Friends of Romsey Abbey Website – [www.romseyabbeyfriends.org](http://www.romseyabbeyfriends.org) and is also available on request to others outside the organisation.

Safeguarding Officer contact details: Jill Hall 07808812546

