



# WWA Safeguarding Policy & Procedure 2019

## Introduction

WWA is committed to ensuring that all Trustees, committee members, volunteers and supporters (known as WWA associates for this document) are safeguarded in their activities in connection with WWA in line with the provisions of the Care Act 2014 and guidance from Charities Commission.

Safeguarding means protecting the 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. It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves.

## 1. Scope of the Policy and Procedure

The aim of this policy and procedure is to ensure-

- the safety of adults at risk by outlining clear procedures and
- that all members are clear about their responsibilities.

## 2. Definition of Adult at risk

An adult at risk is a person aged 18 or over;

- who has needs for care and support and is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Adults at risk could be present at any time, so this safeguarding policy statement is applicable throughout all activities. In the case of suspected abuse initially members should raise an alert and submit this to the named Safeguarding Lead who will contact other authorities as applicable.

## What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive but is illustrative of the kinds of abuse that might be experienced.

- Physical or Domestic Abuse
- Psychological



- Discrimination and Organisational abuse

### 3. Standards

#### (a) All WWA associates are required to:

- Demonstrate respect for all as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Ensure that all experience a suitable and supportive environment to encourage disclosure of any issues which might affect the way in which they should be treated.
- Invite and encourage constructive feedback about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures
- Ensure that all are provided with a briefing on these safeguarding procedures.
- Report any incidents immediately.
- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, constructive environment in which diversity is valued positively.

#### (b) Dealing with claims of abuse

This Policy makes it clear how all are expected to perform when dealing with adults at risk. It specifically ensures that claims made of abuse will be investigated and dealt with.

## Safeguarding Procedure

### 1. First steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person.

Do NOT discuss the allegation of abuse with the alleged perpetrator.



Do NOT disturb or destroy articles that could be used in evidence.

If the allegation is about an associate of WWA, ensure that the allegation is properly managed. The first point of contact should be the organiser of the event, who should then escalate the matter to the Safeguarding Lead who would also inform another Trustee. However if the Safeguarding Lead is unavailable or is implicated in the allegation, contact should be one of the other Trustees.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- a) the allegation or concerns, including the date and time of the incident,
- b) what the adult at risk said about the abuse and how it occurred or what has been reported to you.
- c) the appearance and behaviour of the victim.
- d) any injuries observed.

## 2. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
2. Deal with any immediate needs:
  - a) Ensure that the victim of the alleged abuse is safe
  - b) Ensure that any necessary emergency medical treatment is arranged
  - c) Ensure that no forensic evidence is lost
  - d) If the alleged perpetrator is also an adult at risk, ensure that another member is allocated to attend to their needs and ensure that others are not put at risk.
3. Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
4. Check that the circumstances fall within the safeguarding adult's procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.



5. Address issues of consent and confidentiality.

6. A formal referral must be made on the same day as the alert is raised when:

- a crime has been, could have been, or yet could be committed.
- there is a suspicion that an abuse has taken place.
- the alleged perpetrator is themselves an adult at risk.
- they are unsure if abuse has taken place

7. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.

### The referral stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:

- All referrals should be made to: **Cheshire East Safeguarding Adults Board**  
The following number should be called **0300 123 5010**
- The police if you think a crime may have been committed - Tel: 101 and specify it is a safeguarding issue (999 in an emergency).
- If a child is also at risk contact Children's Services Tel: 0300 123 5012
- Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children and adults on the **out of hours** number **0300 123 5022**.

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- The name of the adult, date of birth and age, address and telephone number
- Why the adult is considered to be at risk
- Whether consent has obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults are at risk)
- Whether there are any concerns or doubts about the mental capacity of the adult at risk
- Whether the police are aware of the allegation, and whether a police investigation is underway



## **Projects**

WWA provides funding for a range of water-related projects in Africa. In accordance with WWA's Standard Information and Conditions of Funding, responsibility for execution of each project rests with the Project Sponsor, who may be another charity organisation or group of individuals. Their responsibilities cover all aspects of project management and delivery, including safeguarding and governance.

Before agreeing to fund a project WWA makes appropriate enquiries of the Project Sponsor's governance and any relevant procedures, including assurances that there have been no past issues and the project has appropriate procedures to safeguard the vulnerable.

They are advised that WWA expects appropriate high standards of legality and ethics, including safeguarding issues and suchlike matters. Any allegations of inappropriate behaviour are to be brought to WWA's attention forthwith. In these circumstances we reserve the right to take appropriate action, which may include requiring money to be returned. However, we would seek to minimise adverse impact on the project and consider in the light of the actions taken by the Project Sponsors.

## **Safeguarding Lead Person**

The named contact is:

Jenny Gibbs

The named person will have full awareness of the above policy and procedures guidelines

**POLICY DATED:**

**REVIEW DATE:**