



SAFEGUARDING POLICY: ADULTS AT RISK

With effect from 20 October 2025

The policy sets out our values in relation to safeguarding and outlines the roles and responsibilities of Black Park Shed's Management Committee as well as highlighting what is not their responsibility.

Definitions

Shed Member refers to any member or attendee of the Shed.

Shed Volunteer refers to a Shed Member that has taken on a more formal role e.g. Health and Safety Officer or Safeguarding Contact (SC). They may have had some training or be particularly experienced in that particular area.

Values

Black Park Shed recognises that by providing a Shed for the local community, it has a duty of care to protect its members from harm. Black Park Shed's Management Committee (herewith referred to as the Committee sets out the following values in safeguarding its members:

- All Shed Members have the right to participate in the activities of the Shed, free from of abuse or neglect or fear of abuse or neglect
- All Shed Members have the right to have their views, wishes, feelings and beliefs respected and taken into account
- All Shed Members have the right to be provided with a safe environment with adequate health and safety procedures in place
- All Shed Members have the right not to be discriminated against for their age, gender, sexuality, race or other personal characteristic
- All Shed Members have the right to have any allegation they make about abuse or neglect taken seriously and acted on immediately

Black Park Shed's Safeguarding Contacts

Below are the Sheds main contacts if you need to report a safeguarding issue as detailed in this policy, or need further information.

Black Park Shed Safeguarding Contact (SC): Mark Lemon

Tel: 07914 583224

Email: markl.blackparkshed@gmail.com

Local Authority Adult Social Care Department:

Buckinghamshire Adult Protection Board

01296 387 146

buckssafeguarding.co.uk

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c/o Black Park Country Park, Black Park Road, Wexham, SL3 6DS

Contact: bps-admin@blackparkshed.org.uk

What is Safeguarding?

Safeguarding means protecting a person's right to a safe environment, free from abuse or neglect. It is about people and organisations working together to prevent and stop both the risks and experiences of abuse and neglect, whilst ensuring that an adult's wellbeing is promoted. This includes, where appropriate, having regard for their views, wishes, feelings and beliefs.

How do you determine whether an adult is at risk?

The Care Act 2014, which provides the legal framework for safeguarding, identifies '**an adult at risk**'.

The **Care Act 2014** recognises an adult at risk (historically referred to as a vulnerable adult) as an adult whom:

- a. Has needs for care and support.
- b. Is experiencing, or is at risk of, abuse or neglect, and
- c. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Are Shed Members considered adults at risk?

A Shed Member will only be considered an adult at risk if he or she fits with the above definition of an adult at risk, as defined by the Care Act 2014, which provides a legal framework for delivering care services and safeguarding. Many Shed Members live and carry out their lives independently, without the need for care or support to carry out their daily tasks and activities, they are not experiencing or at particular risk of abuse or neglect and they are able to protect themselves.

What is abuse?

Types of abuse vary. A person can be abused verbally, physically, psychologically or financially. It can happen as a result of an action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a financial or sexual exchange that they do not consent to, or aren't able to consent to.

Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It may result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by the law, as is everybody else.

Abuse is a wrongful use of power and can come in any of the following forms:

Psychological e.g. emotional abuse or depriving a person of contact with another.

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Sexual e.g. inappropriate looking or touching, taking sexual photos or rape.

Physical e.g. hitting, restraining or pushing.

Financial e.g. theft or putting pressure on somebody about their financial arrangements.

Modern Slavery e.g. forced labour.

Discriminatory e.g. harassment or insults because of a person's race, gender or identity.

Neglect e.g. ignoring emotional or physical needs.

Please note that the above are intended only as examples and not an exhaustive list. It is recognised that some instances of abuse may not fit neatly into these categories. If you have reason to believe somebody is being abused or neglected, you must act in line with this policy.

An abuser can be anybody - a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

Our role in safeguarding adults at risk

Black Park Shed operates a workshop facility with various types of machinery that may make the facility inappropriate for certain adults at risk.

Black Park Shed is a voluntary organisation and has no professional care practitioners, and as such is not competent to identify adults at risk. Help will need to be sought for any instance or allegation of abuse towards an adult at risk. Local Authorities take the lead in providing care to adults at risk in their area and should always be the first point of contact, unless the situation is deemed an emergency or crime, at which point the police should be called.

If you believe an adult to be at risk who has no care arrangements in place and you are concerned, you should speak with your local care giving authority for advice. It is not the responsibility of Black Park Shed to organise or seek carers for Shed Members.

The Committee recognises that from time to time, adults at risk may become members of the Shed. The following section details the roles and responsibilities of the Shed in safeguarding adults at risk.

Prevent:

- Black Park Shed's risk assessment will be regularly reviewed and will include an assessment of safeguarding for adults at risk, including mitigation strategies

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- All new Shed members will be given an induction that covers health and safety and safeguarding procedures including reading and understanding this policy
- Health and safety procedures will be regularly reviewed by the Committee to ensure minimal risk to all Shed Members, including adults at risk.
- Any adult at risk wanting to be a member the Shed will be met with by a suitable Shed Member to understand their needs for any additional provision. The adult at risk will be accompanied by their professional support worker. A judgement will be made as to whether the prospective member needs professional support at each visit to safeguard them and the other Shed Members from harm or allegation of harm.
- At no time will the Committee introduce sessions for adults at risk where no professional support worker is supervising their nominated adult.
- The Committee will always ensure recorded information is stored safely and securely and is accessible only to those who need the information in the protection of adults at risk.

Report:

Although every effort will be made to prevent instances of abuse, if a Member or Volunteer does witness an incident, or have a concern about an adult at risk they should:

- Take ALL suspicions or allegations of abuse seriously
- Report quickly using the reporting form included in this document, giving all of the detail you know and leaving nothing out
- Submit your form to a Safeguarding Contact (SC) with no delay.
- If you think the matter is serious and the adult at risk may be being, or have been harmed, do not wait to find a SC and phone the police

On receipt of a completed reporting form, the SC will:

- If the concern is considered minor and an adult at risk has brought a worry about another Volunteer or Member to the SC's attention, they will discuss with the Committee to ensure that all efforts are in place to protect the person i.e. they are supervised or the activities are in large groups.
- Seek help from the Local Authority's Adult Social Care department if appropriate (details above)

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- The SC will never try to resolve a serious allegation of abuse or neglect alone. It could make things worse.

Record:

The SC lead who receives a report, or witnesses any incident of abuse will:

- Listen carefully, giving full attention and never directly questioning the adult at risk unless the report comes from them in person.
- Allow the reporter to provide a spontaneous account, never interrupting to ask something when the person is recalling events.
- Make an accurate record of the information, taking care not to miss any details, however insignificant they may feel at the time.
- Use the reporters own words where possible.
- Explain that they cannot promise to not share this information with other appropriately selected people – never offering false confidentiality.
- Reassure the reporter that they did the right thing by raising the issue.
- Explain what they will do next and that they will need to get help to keep the adult at risk safe.
- Never ask the reporter to repeat their account to anybody.

Choosing an appropriate level of safeguarding

Not all of the responsibilities will apply at all times, but the above summarises the safeguarding actions that the SC or Shed Members might carry out, depending on the assessed level of risk to Shed Members at any one time. For example, if the Shed currently has no members considered at risk then an introductory talk to all new Shed Members that includes reading this safeguarding policy may suffice. If the Shed has members that are deemed to be at risk and Shed Volunteers are likely to spend time supporting them, all of the preventative actions may be necessary and a full, formal investigation and reporting strategy will need to be in place. Due to the nature of the Shed environment, it is very unlikely that Shed volunteers will ever be alone with adults at risk and the safeguarding actions will reflect that.

The safeguarding strategy is based heavily on prevention, however it recognises that having recording and reporting systems in place is good practice in case of the event of abuse.

Black Park Shed's Committee recognises that its Shed Volunteers are not care practitioners and that an adult at risk wanting to be a member of the Shed may need professional support to do so. Therefore it will ensure that appropriate steps are taken to ensure that prospective members are met with and an assessment is made as to whether the Shed is a safe place for them, or whether

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they may need professional support, at an appropriate person to person ratio to be able to safely attend the Shed. Where every effort will be made for the Shed to be accessible to everyone, it is recognised that safety is the most important factor and the nature of the Shed activities may mean that not everybody will be able to attend. The Committee will seek advice from their Local Authority wherever there is any doubt.

Safeguarding is not a one-off exercise and this policy and the procedures within it will be regularly reviewed and updated as appropriate.

Signature and Review

Signed

Name
on behalf of Black Park Shed

Date

This policy will be reviewed annually.

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Incident Reporting Form

This form will be used by Safeguarding Contacts to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

Your		Tel	
The adult at risk's details			
Name:		Tel	
Address:			
D.O.B:			
Other relevant details about the adult, if known <i>e.g. home circumstances:</i>			
Carers details, if known			
Details of the allegations/suspicions			
Are you recording:			
Disclosure made directly to you by the adult Yes: ☐ No: ☐ (tick as appropriate)			
Disclosure or suspicions from a third party Yes: ☐ No: ☐ (tick as appropriate)			
Your suspicions or concerns Yes: ☐ No: ☐ (tick as appropriate)			
Date and time of disclosure			
Date and time of incident			
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible:</i>			
Action(S) taken so far:			

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Signed:		Date:	