



SAFEGUARDING ADULTS' POLICY

1. Context

Whistlewood Common Limited (WCL) is a non-profit mutual benefit society made up of a board of volunteer directors, members and volunteers in South Derbyshire. The community woodland site has been designed along permaculture principles so that it works for people, for wildlife, and is a welcoming space for people of all ages and backgrounds. We aim for our community to be welcoming, positive and safe.

This policy sets out how we safeguard adults who visit, volunteer or take part in activities at Whistlewood.

2. Definitions used in this policy

Safeguarding: Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Regulated Activity: Supporting adults at risk with healthcare, personal care, social work or providing assistance to manage their own affairs as outlined at:

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-adults-in-england-and-wales#what-is-regulated-activity>

LADO: Local Authority Designated Officer – used only for concerns about adults who may pose a risk to children.

Adult: Anyone aged 18 or over.

Adults at risk of harm: Are those that have needs for care and support and are unable to protect themselves from the experience or risk of abuse or neglect.

3. Vulnerability can be variable

Vulnerability and resilience can vary throughout a person's life. Many people who are generally emotionally and psychologically stable may, on occasion, find themselves in a more vulnerable position – for example after a bereavement, serious illness, or breakdown of a relationship.

Although we do not run activities specifically for those with identifiable vulnerabilities, we recognise that people who may be vulnerable in these ways

may attend our events or volunteering sessions. We therefore treat all adults with care, respect and awareness that vulnerability may not be obvious.

4. Safeguarding principles and responsibilities

Whistlewood follows the six Care Act safeguarding principles: empowerment, prevention, proportionality, protection, partnership and accountability.

Designated Safeguarding Lead (DSL)

Roz Phillips Email: safeguarding@whistlewoodcommon.org

Deputy safeguarding contacts

(Full details in Appendix 5)

- Katherine Parrish – Chair
- Rob Davis - Board Member

Everyone at Whistlewood Common is responsible for safeguarding, including:

Directors, session leaders, volunteers and anyone representing Whistlewood.

5. Types and signs of abuse

WCL recognises all categories of abuse under the Care Act 2014, including physical, domestic, sexual, psychological, financial, modern slavery, discriminatory, organisational, neglect and self-neglect.

See:

- Appendix 1 – Types of Abuse
- Appendix 2 – Signs of Abuse

6. What to do if you have a concern

You can use the flowchart in Appendix 10 to help decide whether your concern is about safeguarding or something else.

All allegations or suspicions should be reported to:

Safeguarding Lead: Roz Phillips Email: safeguarding@whistlewoodcommon.org

All concerns will be taken seriously, and the DSL will follow the process outlined in Appendix 4 to decide what actions are necessary; all reported concerns will be recorded in our safeguarding log with a record of actions taken.

If you are unhappy with our response or feel that someone is at immediate risk, you can contact:

Derbyshire Adults Social Care emergency helpline: 01629 532600 Police emergency: 999

7. How we respond to a disclosure or concern

7.1 What we will avoid doing

We will avoid:

- Reacting negatively
- Pressing for details
- Making judgments
- Promising secrecy
- Confronting alleged perpetrators
- Investigating ourselves (See section 9 for allegations against board members)

7.2 What we will do next

Our first concern is the safety and wellbeing of any individual who may be experiencing abuse or neglect.

If the person receiving the disclosure is not the DSL, they must inform the DSL as soon as possible. If the DSL is unavailable, another board member should be informed (see Appendix 5).

We will seek consent to share information where possible, but safeguarding concerns may override confidentiality.

If anyone may be in immediate danger, the DSL, another board member or the person receiving the disclosure will contact social services or the police straight away. Telephone referrals will be confirmed in writing within 24 hours.

The person receiving the disclosure will make detailed factual notes as soon as possible, including time, date and location, and pass them to the DSL.

No member of WCL should attempt to investigate a criminal allegation.

8. Secure, confidential record-keeping

The DSL will keep a detailed log of all safeguarding concerns, conversations, actions and reasoning. These records will be:

- factual and respectful
- stored securely
- accessible only to the DSL, Chair and Secretary
- kept in locked storage or encrypted digital formats

See Appendix 7 – Incident Reporting Form.

9. Allegations against Whistlewood Board Members

If an allegation is made against a serving board member, they will be suspended until the matter is investigated.

The DSL and non-conflicted directors will assess whether the concern is a safeguarding matter or another internal issue.

If the concern is a safeguarding matter, we will follow the process in Appendix 4, including referrals to police or Adult Social Care where necessary.

If the allegation relates to behaviour that may pose a risk to children, the DSL will follow the LADO process in line with our Safeguarding Children Policy.

If the board member is cleared, they may return without discrimination.

If the allegation is against the DSL, the Chair will lead the process.

10. LADO and when it applies

The LADO process applies only to concerns about adults who may pose a risk to children.

Whistlewood does not use LADO for adult-only safeguarding concerns.

However, because Whistlewood runs family activities and mixed-age sessions, LADO may be relevant if an adult's behaviour or vulnerability indicates that a child may be at risk.

In such cases, the DSL will follow the LADO referral process in line with our Safeguarding Children Policy.

11. Safer recruitment and training

Whistlewood will:

- Use Safer Recruitment Practices
- Require DBS checks where appropriate
- Renew DBS checks every 3 years
- Ensure directors, session leaders and key volunteers complete safeguarding training every 3 years

See Appendix 9 – Safer Recruitment Guide.

12. Further information

Derbyshire Safeguarding Adults Board:

<https://www.derbyshiresab.org.uk/home.aspx>

13. Related documents and appendices

The following appendices are published separately:

1. Appendix 1 – Types of Abuse

2. Appendix 2 – Signs of Abuse
3. Appendix 3 – Mental Capacity Guidance
4. Appendix 4 – Safeguarding Flowchart
5. Appendix 5 – Contact Details
6. Appendix 6 – Volunteer Quick Guide
7. Appendix 7 – Incident Reporting Form
8. Appendix 8 – Session Leader Checklist
9. Appendix 9 – Safer Recruitment Guide
10. Appendix 10 - Flowchart to identify type of concern



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✓ APPENDIX 1 - TYPES OF ABUSE

This appendix outlines the legal recognised categories of abuse under the Care Act 2014 and Derby City Council safeguarding procedures. These definitions apply to adults and adults at risk.

Abuse Type	Examples
Physical Abuse	Hitting, slapping, pushing; misuse of medication; restraint or inappropriate physical sanctions; unexplained injuries
Domestic Abuse	Psychological, physical, sexual, financial, or emotional abuse; coercive control; honour-based violence; forced marriage; Female Genital Mutilation (FGM)
Sexual Abuse	Rape or sexual assault; sexual harassment; inappropriate touching; sexual photography or exposure; sexual acts without consent or under pressure; sexual acts where the adult lacks capacity
Psychological / Emotional Abuse	Threats of harm; humiliation or blaming; intimidation or coercion; isolation; verbal abuse; cyberbullying
Financial or Material Abuse	Theft or fraud; misuse of property or benefits; coercion in financial matters; unexplained withdrawals; misuse of Power of Attorney
Modern Slavery	Human trafficking; forced labour; domestic servitude; exploitation
Discriminatory Abuse	Harassment or slurs; abuse based on race, gender, disability, age, religion, or sexuality
Organisational Abuse	Poor care practice; neglect within a care setting; rigid routines; lack of choice or dignity
Neglect and Acts of Omission	Ignoring medical or physical needs; withholding medication; lack of access to care; poor nutrition or heating
Self-Neglect	Hoarding; poor personal hygiene; unsafe living conditions; failure to seek medical care

✓ APPENDIX 2 - SIGNS OF ABUSE

This appendix outlines common indicators that may suggest an adult is experiencing abuse or neglect. These signs are not exhaustive and may appear alone or in combination.

Abuse type	Possible signs
1. Physical Abuse	<ul style="list-style-type: none"> • Unexplained injuries • Bruising in unusual places • Burns or fractures • Flinching at physical contact • Appearing frightened of certain people
2. Domestic Abuse	<ul style="list-style-type: none"> • Excuses for injuries • Fearful or withdrawn behaviour • Controlling partner or family member • Limited access to money or communication
3. Sexual Abuse	<ul style="list-style-type: none"> • Difficulty walking or sitting • Torn or stained clothing • Sexually transmitted infections • Sudden changes in behaviour • Sexualised behaviour
4. Psychological Abuse	<ul style="list-style-type: none"> • Low self-esteem • Anxiety or depression • Withdrawal • Fearfulness • Confusion or disorientation
5. Financial Abuse	<ul style="list-style-type: none"> • Missing money or possessions • Sudden inability to pay bills • Unexplained bank withdrawals • Changes to wills or property deeds
6. Modern Slavery	<ul style="list-style-type: none"> • Poor physical appearance • Signs of malnutrition • Always accompanied by someone • Fear of authorities • No personal documents
7. Discriminatory Abuse	<ul style="list-style-type: none"> • Derogatory language • Withdrawal • Low mood • Avoidance of services
8. Organisational Abuse	<ul style="list-style-type: none"> • Lack of choice • Poor hygiene • Rigid routines • Fear of staff
9. Neglect	<ul style="list-style-type: none"> • Poor personal hygiene • Malnutrition • Untreated medical issues • Unsafe home environment
10. Self-Neglect	<ul style="list-style-type: none"> • Hoarding • Poor hygiene • Unsafe living conditions • Lack of engagement with services

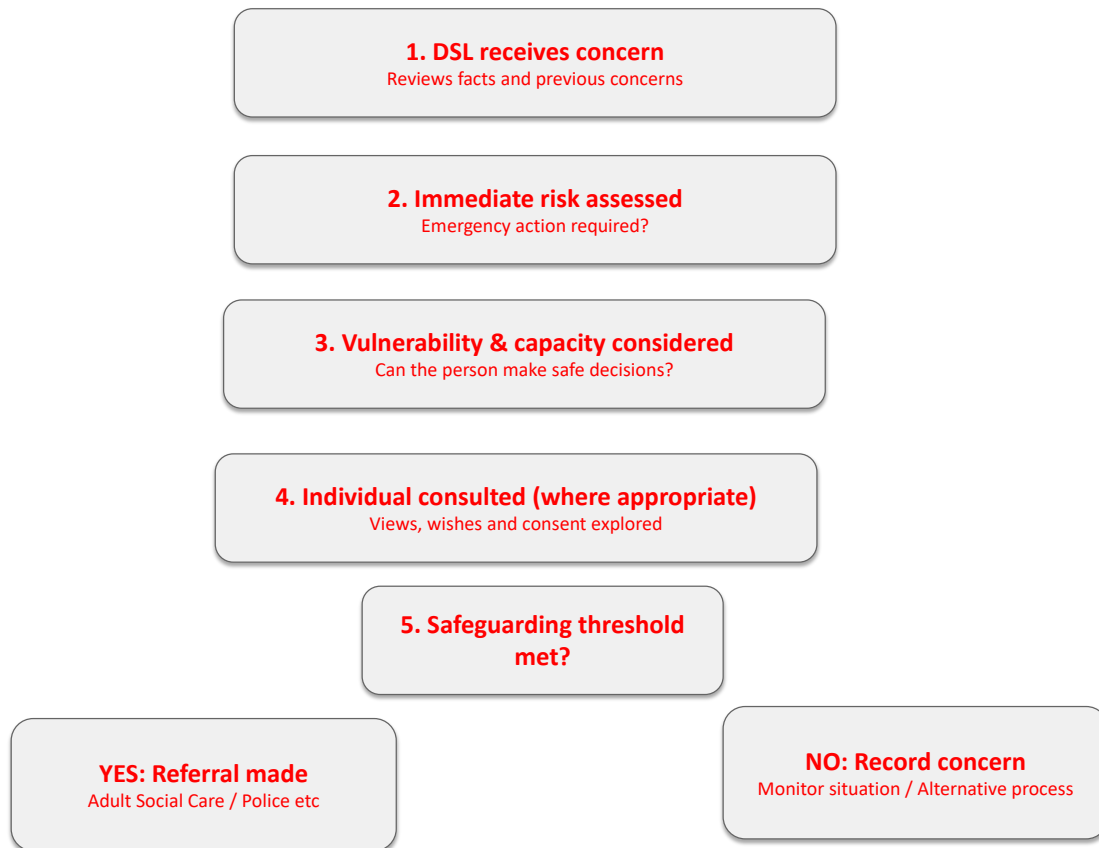
✓ APPENDIX 3 – MENTAL CAPACITY GUIDANCE

Mental capacity refers to a person’s ability to make a specific decision at a specific time. Capacity is decision-specific and time-specific.

Section	Details
1. When a Person Has Capacity	A person has capacity if they can: <ul style="list-style-type: none"> • Understand information • Retain it long enough to decide • Weigh it up • Communicate their decision
2. When a Person May Lack Capacity	Possible causes include: <ul style="list-style-type: none"> • Dementia • Learning disabilities • Mental health conditions • Brain injury • Intoxication • Illness or trauma Capacity can fluctuate.
3. Mental Capacity Act Principles	<ol style="list-style-type: none"> 1. Assume capacity 2. Support the person to decide 3. Unwise decisions do not equal incapacity 4. Act in best interests if capacity is lacking 5. Use the least restrictive option
4. Why Capacity Matters in Safeguarding	Capacity affects: <ul style="list-style-type: none"> • Consent • Risk • Information sharing • Decision-making If a person lacks capacity and is at risk, action may be taken without consent.
5. What Volunteers Should Do	<ul style="list-style-type: none"> • Do not assess capacity • Record factual observations • Report concerns to the DSL

✓ **APPENDIX 4 – SAFEGUARDING FLOWCHART**

Outlining what actions the DSL will take when a Safeguarding concern is received



✓ APPENDIX 5 – CONTACT DETAILS

1. Whistlewood Safeguarding Contacts

Roz Phillips	Designated Safeguarding Lead (DSL) (Board Member)	safeguarding@whistlewoodcommon.org
Katherine Parrish	Chair; Deputy Safeguarding Contact (Board Member)	katherine@whistlewoodcommon.org
Rob Davis	Deputy Safeguarding Contact (Board Member)	rob@whistlewoodcommon.org
General Board Contact	Board	board@whistlewoodcommon.org

2. Other Whistlewood Board Members

Name	Role	Email
Helen Saunders	Secretary	helen@whistlewoodcommon.org
Finn Elliott Spencer	Director	finn@whistlewoodcommon.org
Gaelle Bardsley	Director	gaelle@whistlewoodcommon.org
Jamie Walker	Director	jamie@whistlewoodcommon.org
Rose Boston	Director	rose@whistlewoodcommon.org

3. Derbyshire Safeguarding Contacts

Service	Contact	Notes
Call Derbyshire	01629 533190	Standard office opening hours
Derbyshire Social Care	01629 532600	Out of hours
Derbyshire Safeguarding Adults Board website	https://www.derbyshiresab.org.uk/home.aspx	Website
Police emergency	999	Emergency
Police non-emergency	101	Non-emergency

4. Additional National and Local Support Contacts

Service	Contact	Notes
NHS urgent medical advice	111	When it is not an emergency
National Domestic Abuse Helpline	0800 2000 247	Domestic abuse support services
Mental Health Crisis Support	0300 790 0596	Crisis support
Modern Slavery Support Services	08000 121 700	Support service
Samaritans	116 123	Listening support
Age UK	0800 678 1602	Support and advice

✓ APPENDIX 6 – VOLUNTEER QUICK GUIDE

Whistlewood Common Limited

This guide summarises what volunteers need to know to keep adults safe at Whistlewood:

	Section	Topic	Details
1	Your responsibilities	Volunteer Duties	Treat everyone with respect; follow Whistlewood’s safeguarding policy; report concerns promptly; maintain appropriate boundaries; never work alone with a vulnerable adult; keep information
		Important Note*	You are not expected to diagnose, investigate, or prove abuse.
2	What Counts as Abuse?	Types of Abuse	Physical, emotional, sexual, financial, neglect, domestic abuse, discriminatory, organisational, modern slavery, self-neglect.
		Reference	See Appendix 1 of the Adult Safeguarding Policy – Types of Abuse for full definitions
3	Signs of Abuse	Possible Signs	Injuries or unexplained marks; fearfulness or withdrawal; sudden behaviour changes; poor hygiene or malnutrition; controlling relationships; unusual financial activity.
		Reference	See Appendix 2 of the Adult Safeguarding Policy - Signs of Abuse for more details
4	If Someone tells you Something	DO	Stay calm; listen; reassure them; explain you must pass it on; record facts; report immediately.
		DON’T	Promise secrecy; ask leading questions; confront anyone; investigate
5	How to Report a Concern	Process	Use the flowchart in Appendix 10 to help decide if this is a safeguarding concern
		Report to	Roz Phillips – Designated Safeguarding Lead (DSL). Email: safeguarding@whistlewoodcommon.org
		If unavailable	If Roz is unavailable, contact a deputy safeguarding lead (see Appendix 5).
		Emergency	If someone is in immediate danger, a crime is happening; you cannot keep someone safe call 999 .
6	Mental Capacity	Adults may struggle to:	Understand information; remember it; weigh it up; communicate a decision.
		Guidance	If you’re unsure, report your concern. See Appendix 3 of the Adult Safeguarding Policy – Mental Capacity Guidance

✓ APPENDIX 7 — INCIDENT REPORTING FORM

This form must be completed as soon as possible after an incident or safeguarding concern.

Safeguarding Adults Report Form

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 - Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 - Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Your Role in organisation	
Section 3 - Description of the Incident	
Describe what happened. Include:	
Factual details	
Exact words used (if relevant), Injuries or distress observed, who else was present	

Date/ Time	
Section 4 - Who Did You Report This To?	
DSL contacted: Yes / No If yes, name:	
Deputy contacted: Yes / No If yes, name:	
Emergency services involved: Yes / No Details:	
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	

OFFICE USE ONLY

Section 5 - Follow up Required (To be completed by Safeguarding Lead)

Further monitoring, Contact with family, Referral to Adult Social Care, No further action

Details of any other agencies contacted:

✓ APPENDIX 8 – SESSION LEADER CHECKLIST

Session Leader Checklist Whistlewood Common Limited	Done
1. Before the Session	
Session planned and risk assessed	
Equipment prepared	
Weather checked	
First Aider identified	
DSL/deputy contact known	
Site checked for hazards	
No lone working planned	
2. At the Start	
Welcome and briefing	
Safety points explained	
Register taken (if required)	
Behaviour expectations set	
3. During the Session	
Supervision maintained	
Tools and equipment monitored	
Participants safe and supported	
Safeguarding concerns noted	
No lone working with vulnerable adults	
4. End of Session	
Participants leave safely	
Tools cleaned and stored	
Site checked	
Notes completed	
5. After the Session	
Concerns reported to DSL	
Incident form completed if needed	
Improvements noted	

✓ APPENDIX 9 – SAFER RECRUITMENT GUIDE

This guide outlines how Whistlewood ensures safe and appropriate recruitment of volunteers, session leaders, and staff.

1. Principles

Principle
<ul style="list-style-type: none">. Safeguarding is central to recruitment. Roles are clearly defined. Appropriate checks are completed. Training is provided. Concerns are acted upon

2. Recruitment Steps

Step	Key details
1. Role Description	Clear responsibilities Expected conduct Safeguarding duties
2. Application / Expression of Interest	Name and contact details Relevant experience Any support needs
3. Interview / Conversation	Motivation Experience Understanding of safeguarding Boundaries and expectations
4. Checks	DBS check (required for session leaders or anyone who may be alone with adults at risk) References (optional but recommended)
5. Induction	Safeguarding policy Reporting procedures Site safety Behaviour expectations
6. Ongoing Monitoring	Regular check-ins Training every 3 years Addressing concerns promptly

✓ APPENDIX 10 – DECIDING HOW TO RAISE A CONCERN AT WHISTLEWOOD

