Safeguarding Adults at Risk
Introductory notes for voluntary & community groups

It is crucial to ensure that all voluntary and community groups that provide services and activities for adults at risk in Cambridgeshire have the appropriate level of Adult Safeguarding Policy, Guidance and Procedures in place.

An adult at risk is defined in the Care Act (2014) as:

The Care Act 2014 defines safeguarding as protecting an adult’s right to live in safety, free from abuse and neglect.

Adult Safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of abuse and neglect and
- as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect

This guidance is designed for all community and volunteer groups. It provides information and guidance ensuring that all services meet the requirements of the care act.

The information is for guidance purposes only. No responsibility or liability will be accepted for any action taken or not taken in relation to this guidance.

**Engagement Levels**

The examples below give guidance on what engagement level your organisation may be at.

**The 4 Engagement Levels**

**Paid Staff and Regular Contact** – This applies to organisations that have regular contact with adults at risk (on a daily basis) and also have paid staff in their organisation. For example, a befriending scheme for adults at risk or a day service.

**Regular Contact** - This applies to organisations that have regular contact with adults at risk (on a daily basis), but don’t have any paid staff. For example, a self-help group designed for people with previous mental health issues or a drop-in service specifically for adults at risk groups.

**Irregular Contact** - Is classed as occasional, irregular or short term contact over a period of time (once a month). It is also unlikely that your organisation core aims are to provide support for adults at risk. For example, social activity groups.

**Limited Contact** - Is contact within a group context, in a public space – taking part in an activity with minimal physical contact, not providing intimate care or being left alone with the adults at risk. For example, putting up the village Christmas lights.
**Note:** It is likely that both, ‘Paid Staff and Regular Contact’ and ‘Regular Contact’ volunteer groups or organisations maybe engaging in Regulated Activities. For further information on this and the effect it will have on enacting DBS checks go to [http://www.dh.gov.uk/health/2012/08/barring-services-regulated-activity/](http://www.dh.gov.uk/health/2012/08/barring-services-regulated-activity/)

### SA Policy, Procedures & Training Recommendations Chart

The Safeguarding Policy and Procedures can be accessed here: [http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures](http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures)

<table>
<thead>
<tr>
<th>Organisation Size</th>
<th>Policy Recommendations and Guidance</th>
<th>Training Recommendations</th>
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<tbody>
<tr>
<td><strong>Paid Staff and Regular Contact</strong></td>
<td>Sign up to Cambridgeshire County Council’s Adult Safeguarding Policy and Procedures. Develop your own Safeguarding Adults at Risk policy (based on the CCC Policy and Procedure) for your service and have a named responsible person (Safeguarding Adults at Risk Champion). Safeguarding Adults at Risk Leaflets/posters</td>
<td>Manager/Safeguarding Adults at Risk Champion - Safeguarding Adults at Risk Management Responsibilities Course. Paid Staff – Safeguarding Adults at Risk: Making Safeguarding Personal course. Volunteers – CCC Safeguarding Adults at Risk: Making Safeguarding Personal session for Volunteers Session.</td>
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<td><strong>Regular Contact</strong></td>
<td>Develop your own Safeguarding Adults at Risk policy (based on the CCC Policy and Procedure) or use the model policy, for your service, and have a named responsible person (Safeguarding Adults at Risk Champion). Safeguarding Adults at Risk Leaflets/posters</td>
<td>Manager/Safeguarding Adults at Risk Champion - Safeguarding Adults at Risk Management Responsibilities Course. Volunteers – CCC Safeguarding Adults at Risk: Making Safeguarding Personal for Volunteers Session.</td>
</tr>
<tr>
<td><strong>Irregular Contact</strong></td>
<td>Have a small Safeguarding Adults at Risk statement/policy (optional) and have a named responsible person (Safeguarding Adults at Risk Champion). Safeguarding Adults at Risk Leaflets/posters</td>
<td>30 min Introduction to Safeguarding <em>(Optional)</em> &amp; Volunteers – CCC Safeguarding Adults at Risk: Making Safeguarding Personal session for Volunteers <em>(Optional).</em></td>
</tr>
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<td><strong>Limited Contact</strong></td>
<td>Have a small Safeguarding Adults at Risk statement/policy (optional) and have a named responsible person (Safeguarding Adults at Risk Champion). Safeguarding Adults at Risk Leaflets/posters</td>
<td>30 min Introduction to Safeguarding <em>(Optional)</em> &amp; Volunteers – CCC Safeguarding Adults at Risk: Making Safeguarding Personal session for Volunteers <em>(Optional).</em></td>
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Safeguarding Adults (SA) Champion?

Unpaid Staff and volunteers working in the voluntary and community sector have a vital role to play in delivering services and activities to a range of people in many varied settings, therefore it would be helpful for the organisation to appoint a SA Champion, someone who will ensure the safety and wellbeing of adults at risk.

This person will be responsible for ensuring that policy and best practice is followed, monitored, and where appropriate (to your service) reporting also to the management committee or to appropriate bodies.

The SA Champion will have a good working knowledge of safeguarding issues and will be the person volunteers approach regarding their concerns for an individual. They will take responsibility to ensure that appropriate bodies are informed, should this be required. Depending on the size of your organisation, you may wish to have more than one person in this role. For smaller organisations or groups, it is recommend giving this role to the individual who takes the lead on ensuring other policies and procedures are in place.

The SA Champion will monitor and record the level of contact (see above) to ensure that unpaid staff receive training and supervision (where appropriate) which is consistent with the frequency and level of contact they have with adults at risk. Also, where appropriate, the management committee or Trustees will be advised so that appropriate steps are followed to ensure safeguarding legislation is adhered to.

The person responsible for the SA Guidance and Procedure will:

- Ensure that the welfare of adults at risk is given the highest priority by the organisation, its management and volunteers
- To promote good practice and ensure that volunteers are able to work with adults at risk with confidence
- Ensure that this Practice Guidance and Procedures is followed and monitored including the briefing, training and gathering feedback from volunteers
- Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels.
- Act as the main contact for disclosing information around adult safeguarding concerns
- Ensure that the concerns of adults at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with vulnerable adults to ensure all staff/volunteers remain up to date with current practice and legislation
- Ensure volunteers have access to further appropriate information
- Where appropriate, sign up to Cambridgeshire County Council’s Safeguarding Adults Policy and Procedures
Additional Guidance

The Disclosure and Barring Service

The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

For more info go to: http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/

Local Safeguarding Guidance (Cambridgeshire)

Cambridgeshire County Council have developed their safeguarding Policy and Procedures which all agencies who work with adults in Cambridgeshire should follow.

For further guidance go to: http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures

You will also find that by visiting our website or contacting the Cambridgeshire Adult Safeguarding Team that we offer free in-house training for unpaid staff and volunteers.

To enquire about this training offer, contact the Adult Safeguarding Training Administrators on: adultsafeguardingtraining@cambridgeshire.gov.uk

Telephone 01223 699307/ 703538

For further information around Cambridgeshire County Council’s Training Charging Policy for Paid Staff go to:

http://www.cambridgeshire.gov.uk/social/adultprot/training/Training+Charging+Policy.htm

Cambridgeshire County Council Child Protection website:

http://www.cambridgeshire.gov.uk/info/20075/parenting_and_family_support/409/child_protection_and_safeguarding_children
If more information or clarification on your Adult Safeguarding responsibilities is required, help is available from:

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<tr>
<th>Organisation</th>
<th>E-mail</th>
<th>Website</th>
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<tbody>
<tr>
<td>Cambridge Council for Voluntary Service (CCVS)</td>
<td><a href="mailto:enquiries@cambridgecvs.org.uk">enquiries@cambridgecvs.org.uk</a></td>
<td><a href="http://www.cambridgecvs.org.uk">http://www.cambridgecvs.org.uk</a></td>
<td>01223 464696</td>
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<td>Hunts Forum of Voluntary Organisations</td>
<td><a href="mailto:info@huntsforum.org.uk">info@huntsforum.org.uk</a></td>
<td><a href="http://www.huntsforum.org.uk/">http://www.huntsforum.org.uk/</a></td>
<td>01480 420601</td>
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<tr>
<td>Voluntary Community Action East Cambridgeshire (VCAEC)</td>
<td><a href="mailto:info@vcaec.org.uk">info@vcaec.org.uk</a></td>
<td><a href="http://www.vcaec.org.uk/">http://www.vcaec.org.uk/</a></td>
<td>01354 666166</td>
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<tr>
<td>Cambridgeshire County Council Safeguarding Adults Team</td>
<td><a href="mailto:adultsafeguardingtraining@cambridgeshire.gov.uk">adultsafeguardingtraining@cambridgeshire.gov.uk</a></td>
<td></td>
<td>01223 703538 or 01223 699307</td>
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