Safeguarding Adults (SA)  
Guidance for funders & commissioners supporting voluntary & community groups in Cambridgeshire

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

Safeguarding means protecting an adult’s 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.

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

Where a funder or commissioner supports a voluntary or community group it is important that the 4 levels of engagement tool is used to identify the group’s level of activity and engagement with the safeguarding procedures, and training and they have in place.

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 with care and support needs.

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 may be 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/

**SA Policy, Procedures and Training Recommendations Chart**

Our Safeguarding Policy and Procedures can be accessed here: 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paid Staff and Regular Contact</strong></td>
<td>Sign up to Cambridgeshire County Council’s Adult Safeguarding Policy and Procedures A detailed SA policy and procedures for your service A named responsible person (SA Champion) SA Leaflets/posters</td>
<td>Manager/SA Champion - 2 days SA Management Responsibilities Course. Paid Staff - SA Raising Awareness. Volunteers – CCC SA Volunteer Awareness Session.</td>
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<tr>
<td><strong>Regular Contact</strong></td>
<td>A detailed SA policy and procedures for your service A named responsible person (SA Champion) SA Leaflets/posters</td>
<td>Manager/SA Champion - 2 days Management Responsibilities Course. Volunteers – CCC SA Volunteer Awareness Session.</td>
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<td><strong>Irregular Contact</strong></td>
<td>A small SA statement (optional) A named responsible person (SA Champion) SA Leaflets/posters</td>
<td>30 min Introduction to Safeguarding <strong>(Optional)</strong> &amp; Volunteers – CCC SA Volunteer Awareness Session <strong>(Optional)</strong>.</td>
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Checklist for commissioners

The following checklist should provide a framework for commissioners, to ensure you are supporting Voluntary and Community based groups to meet their duties under Safeguarding Adults policy and procedures.

- Is the group or organisation you are funding going to be engaging in a Regulated Activity?
- If the group or organisation is undertaking regulated activities, does their recruitment policy include processes for DBS checks for paid and unpaid staff or volunteers?
- Have the group or organisation already attended or have plans to undertake the recommended level of training for their Engagement Level?
- Do they have in place the recommended level of SA policy/guidance for their organisation/group size?
- Has their SA policy/guidance been developed in accordance with Cambridgeshire SA Guidance & Procedures?
- Where an Organisation has a national policy, this must refer to the Cambridgeshire County Councils SA Guidance & Procedures.
- Have they identified a Safeguarding Champion/s for their Organisation?

Regulated activities are the activities that the Disclosure and Barring Service can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.

Regulated Activity (adults) sets out the scope of the barring regime for adults from 10 September 2012. For people who work in these roles the Disclosure and Barring Service can provide a Certificate with information about whether the individual is barred from working in a regulated activity.

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/

If you require additional advice regarding this guidance including any aspect of training for voluntary or community based groups, then please contact the adult safeguarding training team on 01223 703538/ 699307.