



Safeguarding procedure

Date adopted: 1st Sept 2025

Next review date: 1st Sept 2026

Approved by: SLACC CIO trustees

Safeguarding Definitions

Safeguarding is protecting a child or vulnerable adult's right to live in safety, free from abuse, harm and neglect. Safeguarding is a collective responsibility. Everyone has a duty to safeguard children and vulnerable adults.

- **Child:** Anyone under the age of 18
- **Vulnerable adult:** Anyone over the age of 18 who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of mental or physical impairment.

The Law

The legal framework to protect children and young people is contained in Working together to safeguard children (2018). This applies to anyone under the age of 18.

The Care Act (2014) introduced statutory safeguarding duties which apply to any vulnerable adult.

The aims of safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect;
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child or a vulnerable adult;
- Address what has caused the abuse or neglect.

The Role of Volunteers in Identifying Abuse or Neglect

Safeguarding is everyone's responsibility. Never assume someone else will take action. Volunteers may be particularly well placed to identify abuse and neglect - the child or vulnerable adult may say or do things that hint that all is not well. It may come in the form of a complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go locally to get help, support and advice.

It is vital that all volunteers are vigilant on behalf of those unable to protect themselves, including:

- Knowing about different types of abuse and neglect and their signs;
- Supporting children and adults to keep safe;
- Knowing who to tell about suspected abuse or neglect; and
- Supporting children and adults to think and weigh up the risks and benefits of different options when exercising choice and control.

Types of abuse:

- Physical abuse
- Sexual abuse
- Psychological/emotional abuse
- Financial or material abuse (especially with adults at risk)
- Modern slavery
- Discriminatory or institutional abuse
- Domestic abuse includes behaviour which is controlling, coercive, threatening or violent by a partner or ex-partner or a family member.
- Neglect by those with caring responsibilities who may withhold the necessities of life, fail to intervene if the adult is at risk, or deny access to services.
- Self-neglect of hygiene, health or surroundings;

Signs of abuse

The type of activities which SLACC/WIW runs mean that our interactions with our customers are mostly short and do not give much opportunity to observe many of the signs of abuse. However regular volunteers may get to know café and customers or regular attendees at cook-alongs and other events. It is therefore possible that volunteers may see signs of abuse, or they may receive a disclosure. It is also possible that another volunteer may be at risk. These are some of the key signs which may be seen in our work.

- Physical injuries such as bruising or bite marks
- Changes in behaviour
- Unkempt, unclean or other signs of not looking after themselves
- Not having access to money

What to do if you suspect abuse

As we do not have a relationship with our service users that involves us having their personal details, we can only make a report with the person's cooperation. If you have worries about a customer talk to your lead or the DSL for advice.

What to do if someone makes a disclosure

Do

- Listen carefully and trust what is being said is correct
- Reflect back key phrases of what's been said to check your understanding
- Offer immediate support and reassurance
- Record a factual account of the conversation immediately using the person's actual words where possible. Sign, date and keep the record safe

- Share the report with the lead person on the day and with the designated safeguarding lead.
- Ask open questions to clarify what is being disclosed and check whether they have any concerns about this being shared so steps can be taken to mitigate any ongoing risks.

Don't

- Tell the person you can keep it a secret. Do explain that you may need to pass the information on to keep them or other people safe
- Panic, overreact, be judgemental or make assumptions
- Investigate, repeatedly question or ask the individual to repeat the disclosure
- Discuss the disclosure with people who don't need to know

Reporting a Concern

If anyone connected with SLACC/WIW has a safeguarding concern:

- Report it immediately to our Designated Safeguarding Lead (DSL):

Name: Anne Blackburn

Phone: 07776 253245

Email: anneblackburn@slacc.org.uk

- **Second line contact**

Name: Chris Rowley

Phone: 07774 561947

Email: slacc@slacc.org.uk

If the concern is urgent or someone is at immediate risk, call 999 or contact the local authority safeguarding team.

- Concerns about **Child or Young Person** Safeguarding should be reported to:

Westmorland and Furness Safeguarding Hub 0300 3732724

- Concerns about **Adult** Safeguarding should be reported to:

The Westmorland and Furness Safeguarding Adults helpline 0300 373 3301

This information is displayed on the kitchen larder noticeboard.

These procedures will be reviewed annually and after a safeguarding incident.