

BLACK ISLE MEN'S SHED PROCEDURES & GUIDELINES FOR SAFEGUARDING VULNERABLE ADULTS

POLICY

It is the policy of the Black Isle Men's Shed to safeguard vulnerable adults taking part in Shed activities from physical, sexual or emotional harm. The Black Isle Men's Shed Board and Committee will take all reasonable steps to ensure that individuals participating in Shed activities do so in a safe environment and require all members to do the same. The Board and Committee recognize that the safety and welfare of all participants are paramount and that all individuals, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

This document is consistent with the Scottish Men's Shedders Protection Policy Guidelines.

BIMS works in proximity to other Adult Groups and Children within the Avoch Sea Scouts Community Centre and will therefore also adhere to the Centre's Vulnerable Groups guidelines:

avochcommunitycentre.wordpress.com/vulnerable-groups-children-and-adults/

BLACK ISLE MEN'S SHED (BIMS) CODE OF ETHICS

Our **code** as a Men's Shed is to:

- Create a safe and welcoming environment where members can have fun and develop their skills and friendship.
- Treat everyone with respect.
- Remember that some issues are confidential.
- Provide an example we would wish others to follow.
- Respect a vulnerable person's right to personal privacy.
- Take action to stop any inappropriate verbal or physical behaviour.
- Apply the Shed policy that vulnerable adults must be accompanied by a carer who is in loco parentis **at all times**.
- Undertake risk assessments for Shed activities and provide appropriate safety cover.
- Undertake the safe recruitment of Session Leaders who will be in contact with a member of a Vulnerable Group.
- Issue good practice guidelines to ensure the safety and welfare of all individuals in the Shed.
- Implement effective procedures for the handling of concerns, reports or allegations.

BLACK ISLE MEN'S SHED PROCEDURES

SAFE RECRUITMENT AND INDUCTION OF SESSION LEADERS

The recruitment of Session Leaders who will work with Vulnerable Adults is a key step in providing protection and also acts as a deterrent to those who might want to abuse members of Vulnerable Groups. In most cases the Session Leaders will be long standing and well known members of the Shed who will be **selected by the Board and Committee** and asked to instruct a Vulnerable Individual. In these situations it should be sufficient to ensure that:

- The selected volunteer **understands the role** that they are being asked to perform.
- They are provided with **appropriate training** for their role including Health & Safety and how to safeguard vulnerable people.

On the very rare occasions that the BIMS receives an offer to volunteer to do regulated work from a **non or new member**, in addition to the measures above the **prospective volunteer will be interviewed by 2 members of the Board or Committee and references will also be sought**. Scottish Men's Shedders provides useful templates both to record interviews and to ask for references in their Safeguarding Children and Protected Adults Policy & Guidelines available via the Scottish Men's Shedders website.

The Shed members who undertake regulated work will be **Session Leaders**. The Health and Safety (H&S) Advisor will give **training** to new Session Leaders and **annual refresher training** to existing Session Leaders that covers at least the following:

- The purpose of BIMS, its values, services and structure and how the structure (Board, H&S Advisor and Committee Members provides a supervision hierarchy.
- A briefing on Risks and Health & Safety procedures.
- A briefing on identifying and reporting abuse.

CODE OF PRACTICE

Organizers of Shed activities should ensure that:

- There is more than one adult present or at least within sight and hearing of other adults for activities that involve Vulnerable People.
- Every vulnerable person taking part in shed activities has a completed consent form, including relevant medical details, is accompanied by a responsible person or carer and has provided a contact name and number in case of emergencies.

PHOTOGRAPHY

Publishing articles and photos in newsletters, websites and local newspapers is an excellent way of recognizing our achievements and of promoting the Shed. Be aware that photos and articles should not give any details of where people live, their phone number nor email address. Photos should only be taken with the consent of the individual(s) to be photographed.

HANDLING OF CONCERNS, REPORTS OR ALLEGATIONS

All Session Leaders and BIMS members in general are encouraged to share concerns with the BIMS Health and Safety Advisor. If the situation is clearly **urgent**, if the person is too frightened to go home, or if there are very serious doubts about a vulnerable person's safety, either **contact the BIMS Welfare Officer or Social Work Services or the Police immediately** (see below). If your concerns are **more general** discuss these with the BIMS Welfare Officer who may then make a referral to Social Work Services.

Always remember to:

- Record any information or suspicions seen, heard or known, accurately at the time the event occurs.
- Share concerns with the BIMS Welfare Officer.
- Always REFER, **never** INVESTIGATE, any suspicions or allegations about abuse.

CONTACT NAMES AND TELEPHONE NUMBERS

BIMS Welfare Officer: John Chisholm 01381 620114

BIMS Deputy Welfare Officer: Steve Bramwell 07460839268

Social Services: 0800 0938100 (office hours) or 0845 601 4813 (out of hours)

Crimestoppers: call 0800 555 111.

Police Scotland: call 101 (or in an emergency 999).

Attachments:

Child protection – some notes for Session Leaders

Flowchart 1 – What to do if worried that a vulnerable person is being abused outside the shed's environment (but the concern is identified through the vulnerable person's involvement in the shed)

Flowchart 2 – What to do if concerned about the behaviour of any Member, Session Leader, Board or Committee Member or Carer.

VULNERABLE ADULT PROTECTION – SOME NOTES FOR SESSION LEADERS GOOD PRACTICE GUIDE

What is vulnerable person abuse?

Anything that adversely affects a person's right to feel safe and protected from any situation or practice that would result in them being physically or psychologically damaged.

What is BIMS's policy to combat vulnerable adult abuse?

The Shed has a Protecting Vulnerable Adults policy (this document) which does not include children.

Policy on ALL children including vulnerable children

Should any arrangement be made whereby children work with or interact with BIMS Shed members, all these children will be supervised by a teacher or other responsible adult who must be present at all times and who must have current PVG clearance.

Additionally:

- Session Leaders will receive induction training giving an overview of the Shed explaining its purpose, values, services and structure: *BIMS Constitution*
- Session Leaders will be briefed on Risks and Health & Safety procedures.
- Session Leaders will be briefed on identifying and reporting abuse:

What is the code of conduct for Session Leaders?

- **Rights** - Session Leaders must respect and champion the rights of every individual to participate.
- **Responsibilities: personal standards** – Session Leaders must demonstrate proper personal behaviour and conduct at all times.
- **Responsibilities: professional standards** – to maximize benefits and minimize the risks to members, Session Leaders must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

SCOTTISH SHEDDERS GOOD PRACTICE GUIDE

Handout for Session Leaders –

This guide only covers the **essential points** of good practice when working with protected adults.

- Avoid spending any significant time working in isolation with protected adults.
- Ensure that this only occurs with the full knowledge and consent of the protected adult's carer.
- Design training programs that are within the ability of the protected adult.
- If you do have to help a protected adult, make sure you are in full view of others, preferably the carer.
- Restrict communications with a protected adult via mobile phone, e-mail or social media to group communications about organizational matters. If it's essential to send an individual message, copy it to the carer.

You should never:

- Allow or engage in inappropriate touching of any form.
- Allow protected adults to use inappropriate language unchallenged, or use such language yourself when with protected adults.
- Make sexually suggestive comments to protected adults, even in fun.
- Fail to respond to an allegation made by a protected adult; always act.
- Do things of a personal nature that a protected adult can do for himself.

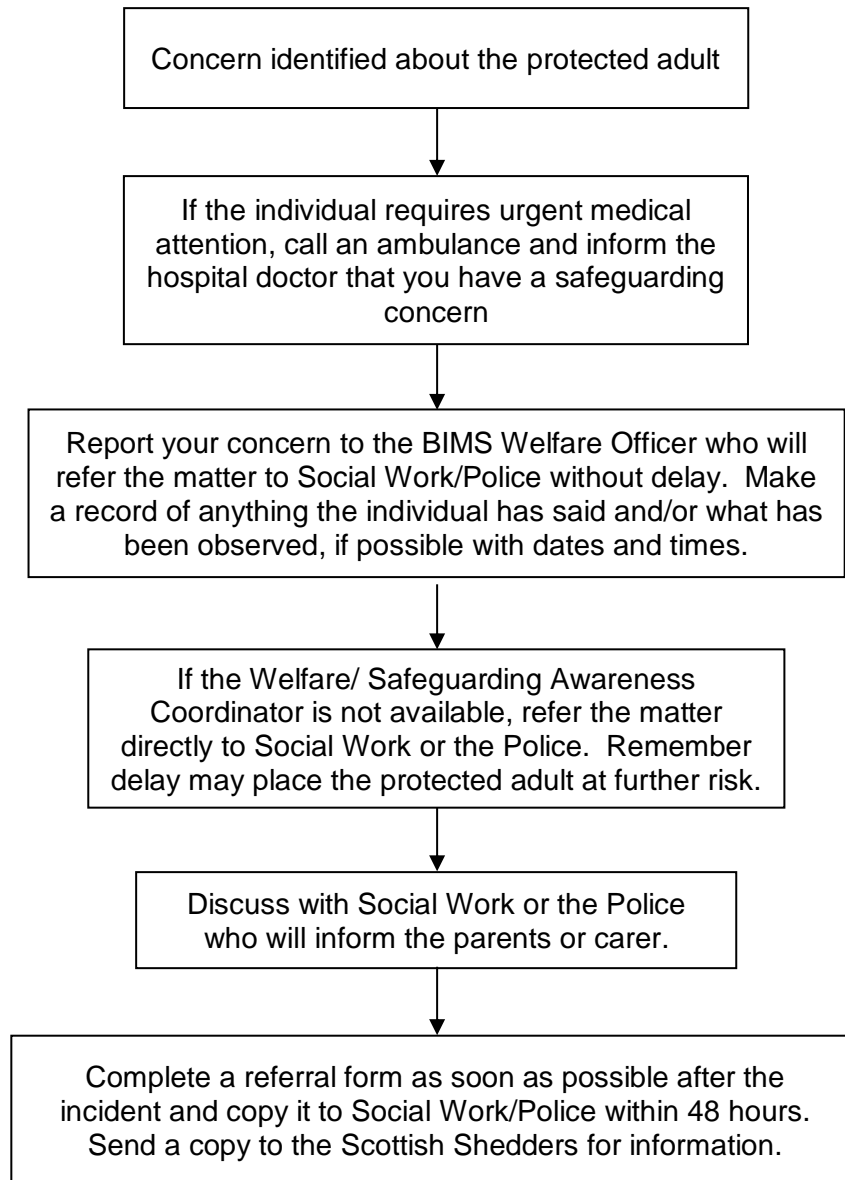
No tasks of a personal nature for a protected adult should be undertaken by a supervisor, particularly if they are very disabled. These tasks should only be carried out by the carers who should be in attendance at all times. In an emergency situation, it is important to ensure that any adult present is sensitive to the protected adult and assists the carer with personal care tasks with the utmost discretion.

WHAT DO I DO IF I SUSPECT A PROTECTED ADULT IS BEING ABUSED?

- Record any information or suspicions seen, heard or known, accurately at the time the event occurs.
- **Share your concerns with the Shed's Welfare Officer, Chairman or Vice-Chairman**
- Always REFER, **never** INVESTIGATE, any suspicions or allegations about abuse.

Flowchart 1

What to do if you are worried that a protected adult is being abused outside the Shed's environment



Flowchart 2

What to do if you are concerned about the behaviour of any member, supervisor or official of the BIMS

