

Wollaton Historical & Conservation Society

Safeguarding Adults at Risk Policy

Version 1.0
Updated: 17 June 2026

The Wollaton Historical & Conservation Society (WHaCS) Safeguarding Adults at Risk Policy sets out how our charity protects individuals who may be at risk of abuse or neglect, in line with the principles of the Care Act 2014.

It outlines our commitment, defines what constitutes harm, details reporting procedures, and identifies our Designated Safeguarding Lead.

1. Policy Statement

WHaCS believes that everyone has the right to live free from abuse, neglect, and exploitation. We are committed to safeguarding adults at risk and to promoting their wellbeing, ensuring that all our activities are safe, inclusive, and respectful.

We recognise the six safeguarding principles set out in the Care Act 2014: empowerment, prevention, proportionality, protection, partnership, and accountability.

2. Who is an “Adult at Risk”?

In line with the Care Act 2014, an adult at risk is any person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting those needs), and
- Is experiencing, or at risk of, abuse or neglect, and
- As a result of those needs, is unable to protect themselves from the abuse, neglect, or risk of it.

3. Types of Abuse We Protect Against

We recognise that abuse can take many forms, including those identified in statutory guidance:

- Physical Abuse: Hitting, pushing, or misuse of medication.
- Domestic Abuse: Including psychological, physical, sexual, or financial control.
- Sexual Abuse: Inappropriate touching or non-consensual sexual acts.
- Psychological/Emotional Abuse: Intimidation, threats, or humiliation.
- Financial and Material Abuse: Including coercing or inappropriately influencing an adult at risk to donate property, money, or historical artefacts, or misusing funds during activities or events.
- Neglect and Acts of Omission: Including failing to ensure that sites, workshops, or field activities are safe, accessible, and appropriately risk assessed.
- Discriminatory Abuse: Harassment or unfair treatment based on characteristics such as age, disability, or race.
- Organisational Abuse: Poor practice within an organisation or care setting.
- Modern Slavery: Human trafficking and forced labour.

4. Roles and Responsibilities

- Our Executive Committee: Holds ultimate responsibility for ensuring this policy is in place, regularly reviewed, and effectively implemented.
- Designated Safeguarding Lead (DSL): Ninya Mikhaila is the primary point of contact for safeguarding concerns and will liaise with external agencies where appropriate.
- Project and Site Leaders: Responsible for risk assessments, safe supervision, and ensuring that adults at risk are not placed in unsafe or isolating situations.
- Members and Volunteers: All have a duty to report concerns promptly. They must not investigate concerns themselves.

Wollaton Historical & Conservation Society

Safeguarding Adults at Risk Policy

5. How to Report a Concern (Procedure)

If you are concerned that someone is at risk or experiencing abuse:

- Listen: Allow the person to speak without interruption. Do not promise confidentiality.
- Reassure: Acknowledge that they have done the right thing in speaking out.
- Record: Write down what was said, using the person's own words where possible, including the date, time, and location.
- Report: Share the information immediately with the Designated Safeguarding Lead.
- Emergency: If there is immediate danger or a crime is in progress, call 999.

Where appropriate, concerns may be referred to the local authority safeguarding team in line with Care Act duties.

6. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and in accordance with data protection requirements. Information will be shared on a need-to-know basis with relevant agencies (such as the Police or local authority) where necessary to protect the individual.

7. Safer Recruitment

WHaCS will ensure that members and volunteers working with adults at risk are appropriately recruited and vetted. This may include Disclosure and Barring Service (DBS) checks where roles require them.

8. Safe Working Practices in Heritage Settings

To ensure safety during conservation and heritage activities:

- Avoid One-to-One Isolation: Do not work alone with an adult at risk in isolated locations. Ensure others are present or within sight.
- Accessible Risk Assessments: All sites and events must consider accessibility and additional needs.
- Maintain Professional Boundaries: Do not offer personal transport or arrange home visits outside approved charity activities.
- Digital Media and Imagery: Do not take or publish images of adults at risk without explicit, informed, written consent.

9. Review

This policy will be reviewed annually, or sooner if there are changes to legislation or organisational practice.

10. Local Safeguarding Contacts (Nottingham)

If a safeguarding concern requires referral beyond the charity, the following contacts should be used:

- Nottingham City – Adult Social Care
Tel: 0300 131 0300
- Emergency Duty Team (out of hours)
Tel: 0300 456 4546
- Police
Emergency: 999
Non-emergency: 101

Concerns may be referred directly to Adult Social Care where there is a risk of abuse or neglect, in line with the Care Act 2014.