

HUMBLEDON OUTDOOR ACTIVITIES ASSOCIATION SAFEGUARDING POLICY

1 Introduction

Humbledon Outdoor Activities Association (HOAA) is a small Sunderland-based charity staffed entirely by volunteers. Our objective is to provide an annual programme of activities for adults with special needs offering interest and stimulation, recreation, healthy exercise, new experiences, social interaction and fun. Our charity is committed to the safety and welfare of all of its members and volunteers. We recognise that many of our members are adults at risk and as a consequence HOAA is committed to following good practice in relation to safeguarding procedures and to comply with all relevant legislation in order to protect our members from harm.

2 Purpose and Scope

The purpose of this policy is to provide our volunteer staff and helpers with guidance to ensure that HOAA continues to prioritise the safety of its members. This policy applies to anyone working on behalf of HOAA including Trustees, volunteers, carers and casual helpers.

For the purposes of this policy, an adult at risk refers to someone over 18 years old who:

- has care and support needs
- is experiencing, or at risk of, abuse or neglect
- is unable to protect himself or herself against abuse or neglect or the risk of it as a result of their care and support needs

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk.

3 Guidance for safeguarding in HOAA

3.1 New helpers and volunteers

All new helpers and volunteers aged eighteen or over, including members of the committee, are required to complete Form PD2. References will be sought on receipt of PD2

3.2 Disclosure & Barring Service (DBS) disclosures

All activity leaders, committee members, drivers, regular volunteers involved with residential activities and all who may be left alone in a supervisory role with a HOAA member are required to provide a basic DBS disclosure. This disclosure is free of charge to the volunteer.

The information declared by you or coming to the attention of HOAA through the procedures outlined in this policy document will be treated as strictly confidential with the exception of any information concerned with convictions, allegations or disciplinary action relating to the abuse of adults at risk. Such details must be made available to other appropriate individuals, organisations and authorities.

A criminal record unrelated to matters of safeguarding will not necessarily prevent you working with HOAA as a volunteer but we may need to discuss it with you.

A DBS Disclosure is the property of the person concerned but HOAA's Safeguarding Leads will need to maintain a record of DBS Disclosure numbers and dates together with relevant outcome information. Other information may be retained with the subject's permission for a period when there is purpose in doing so. Such information, its manner of storage and location will remain confidential. Any information obtained from a DBS Disclosure will be destroyed when a volunteer resigns from HOAA.

3.3 HOAA Safeguarding Leads

HOAA has two Designated Safeguarding Leads (DSL) who will ask individuals to complete PD2 and to apply for a DBS disclosure. They will provide advice on all protection issues and answer any questions on the completion of the required forms

HOAA's Safeguarding leads are:

Ross Cousins Tel: 07477 961660
Selfparkview14@outlook.com

Sarah Benson Tel: 07590 671868
Sarabenson152@gmail.com

3.4 Children in HOAA

HOAA does not currently have any members with special needs under the age of 18. We are proud to have a number of young volunteers who support our charity. For the purposes of safeguarding, children (under 18 years) will always be required to attend our activities with a family member or guardian who will be responsible for their welfare. Young helpers will always have an adult volunteer in attendance when working with HOAA members.

3.5 Professional care organisations working with HOAA

HOAA members often attend our activities with staff from professional care organisations. HOAA expects such organisations to meet the necessary regulatory safeguarding requirements and for their staff to comply with these. If serious safeguarding concerns are raised in respect of a participating care organisation or an HOAA member, these should be communicated in confidence to one of the HOAA Safeguarding Leads.

3.6 Risk assessments

Risk assessments are in place for all of our activities; These include measures to address safeguarding issues where appropriate.

3.7 Safeguarding Training

All Trustees or volunteers who support HOAA activities on a regular basis should undertake safeguarding awareness training ("Level 1 Safeguarding Everyone") every three years. This is available as an online training module provided by the Sunderland Safeguarding Adults Board ([register here](#)) – the certificate should be forwarded to the Designated Safeguarding Leads once successfully passed. HOAA is happy to accept evidence of safeguarding training undertaken elsewhere (i.e. via a place of work or other charity), subject to

submission of the certificate. The Designated Safeguarding Leads will undertake additional training – “Level 2 Safeguarding Adults”.

3.8 Raising and managing a concern

It is expected that HOAA volunteers and members will challenge all unacceptable behaviour and report any allegations or suspicions of abuse/neglect.

If a HOAA volunteer encounters an adult who is at risk of immediate danger they should immediately call 999 so that the relevant Emergency Service can respond to the situation. A Designated Safeguarding Lead (DSL) should also be informed by telephone as soon as possible so that the need for any follow-up safeguarding referrals can be considered.

- **If you suspect a person is being abused or if you receive an allegation about yourself or another person**, immediately tell a Designated Safeguarding Lead (or committee member /activity leader if these are not available).
- **If a member reports to you that they have been the subject of abuse** allow them to speak without interruption. Offer support but do not promise to keep what is said confidential. Do not try to investigate or ask questions in this conversation. Immediately tell a Designated Safeguarding Lead (or committee member /activity leader if these are not available).

In both of the above scenarios, record the facts and give a copy to the person you have reported to. Ensure that the person has access to an independent adult. Take precautions to ensure that the situation cannot continue.

Based on the information provided, the DSL will determine whether there are reasonable grounds to believe that the adult concerned is suffering, or is at risk of suffering from abuse or neglect. If the DSL believes that a member is suffering, or is at risk of suffering, from abuse or neglect then concerns will be raised to [Sunderland Safeguarding adults team](#).

If the DSL determines that there is an imminent risk, they will contact the police (101) and Sunderland adult safeguarding services immediately (0191 520 5552).

It is the responsibility of HOAA to report to the DBS **any** volunteer who is removed because they pose a threat to adults at risk or children, or indeed who leaves whilst under investigation for allegedly causing harm or posing a risk and to refer to the DBS any individual whose conduct is of concern (the DBS has the responsibility of assessing the risk).

Following any allegation a clear and comprehensive summary must be kept by the DSL of the allegations made, details of how they were followed up and resolved, and details of any action taken and decisions reached. A copy should be given to the individual against whom the allegation was made and the original will be retained on file even if the individual leaves the Association for purposes of future DBS enquiries or future references. Alternatively, should it be more practicable, the information may be passed to a competent authority for similar safekeeping.

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4 Communicating and updating the HOAA Safeguarding policy

All new volunteers and committee members will be asked to read the HOAA safeguarding policy. To make sure everyone is informed, involved and aware of the issues Safeguarding will be reviewed annually by the HOAA Committee and discussed at every HOAA Annual General Meeting.

Approved 6th March 2025