



People Need Nature

Safeguarding policy and procedure

August 2023

1. Introduction and purpose

This policy sets out how People Need Nature (PNN) operates to keep adults at risk of abuse or neglect and children safe from abuse. PNN makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

PNN encounters vulnerable adults through the following activities:

- being in nature, walking in nature and talking about nature.
- managing the amazing wildlife-rich places we are making in Poundbury
- Using Citizen Science to notice and understand nature.
- Butterfly and Bee recording.
- Counting Bee Orchids and other wildflowers
- Creating art, singing, writing poetry, creative writing about nature.
- Mindfulness, gentle exercise programmes including Tai Chi, learning breathing techniques that can help health and mood.

Activities will be prescribed by local GP practices, and offered to participants freely, with travel expenses paid. Group sizes will be small, so everyone benefits.

We have a Duty of Care to our volunteers and participants. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004.

The principal pieces of legislation governing this policy are:

- Care Act 2014
- Dorset Council Multi-Agency Adult Safeguarding Policy and Procedures

2. Definitions

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take several forms, including the following:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

(For signs of abuse in adults refer to Appendix A.)

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

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

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. This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

3. Responsibilities

All PNN staff have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

PNN expects all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

PNN will work with expert practitioners in the arts to use creativity to boost people's mental health and wellbeing and expect them to adhere to our policies and procedures and promote good practice as above.

The Board of Trustees has responsibility to ensure all staff paid or unpaid within PNN have sight of the Safeguarding Policy, are aware of the procedures around safeguarding and attend training yearly, as well as themselves.

PNN Trustees have the responsibility of making sure this policy is in place, appropriate, and accessible. A Safeguarding Lead will be appointed from amongst the trustees, and the Board will ensure sufficient resources (time/money) are distributed to ensure that the policy can be successfully implemented.

Safe recruitment

PNN ensures safe recruitment through the following processes:

1. Providing the following Safeguarding Statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’

2. Job or role descriptions for all roles involving contact with children and/or vulnerable adults will contain reference to safeguarding responsibilities.
3. There are person specifications for roles which contain a statement on core competency with regard to child/vulnerable adult protection/safeguarding.
4. Short listing is based on formal application processes/forms and not on provision of CVs.
5. Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification

Disclosure and Barring Service and Recruitment

The organisation helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups.

In order to avoid DBS gaps, PNN will check with the online DBS update service.

In addition to checks on recruitment for roles involving contact with children/vulnerable adults, for established staff the following processes are in place

1. A 3 year rolling programme of re-checking DBS is in place for holders of all identified posts.
2. Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

Training

All Trustees will take Level 1 Safeguarding training (which will be refreshed every five years).

The CEO will take Level 2 safeguarding training (which will be refreshed every five years)

The Safeguarding Lead Trustee will have Level 3 training competency.

Service delivery contracting and sub-contracting

PNN will ensure that Safeguarding will be a fixed agenda item on any partnership reporting meetings and board meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.

4. Reporting

PNN recognises its duty to report concerns or allegations against its staff or volunteers within the organisation or by a professional from another organisation.

The process outlined below details the stages involved in raising and reporting safeguarding concerns at PNN.

Communicate your concerns to the safeguarding lead trustee and activity leader



Seek medical attention for the adult if needed.



Discuss with safeguarding lead and if referral not needed, produce report.



Obtain permission to make referral if safe and appropriate.



If needed seek advice from Adult Social Service/Access and Response



Complete the Local Authority Safeguarding Incident Report Form if required and submit to the local authority within 24 hours of making a contact!



Dorset Council: contact Adult Access: 01305 221016,

Email: adultaccess@dorsetcouncil.gov.uk

Out of Hours - Social Services Evenings and Weekends: 01305 858250

(Dorset Adult Social Care has a process for reporting and this must be adopted)

If the immediate manager is implicated, then refer to their line manager or peer.

5. Monitoring

The safeguarding aspects to be monitored will include:

- Safe recruitment practices
- DBS checks undertaken
- References required for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place

6. Data Protection and Sharing information

Information will be gathered, recorded and stored in accordance with the following policies: Privacy and Data Protection Policy.

All PNN staff and volunteers will be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. However, information will be shared on a need-to-know basis only, as judged by the Safeguarding Lead.

All staff (paid or unpaid) will be made aware that they cannot promise service users or their families/ carers that they will keep secrets.

7. Communicating and reviewing the policy

PNN will make clients aware of the Safeguarding Policy through the following means:

A copy of our Safeguarding Policy will be provided to each client following their initial contact with PNN.

A copy of the policy will be available to download from our website.

This policy will be reviewed by PNN Board of Trustees on an annual basis and when there are changes in legislation, under the guidance of the Safeguarding Lead.

8. Our Policy

- People Need Nature has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.
- People Need Nature recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/or adult at risk is paramount and all adults have the right to protection from abuse.
- We are committed to working with appropriate agencies including Dorset Council Safeguarding Teams and the police etc. to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.
- We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities.
- All volunteers and staff are given an induction to People Need Nature, which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern.
- All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All Volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using People Need Nature's Procedures.
- All volunteers and staff who encounter adults at risk of abuse, and children and their families as part of their duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.

- The Designated Lead for safeguarding at People Need Nature is Trustee Ian Hedley.
- The Designated Safeguarding Lead for People Need Nature will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- Appropriate recruitment of volunteers and staff is in place including policies on when to obtain a DBS check.
- A Charity Trustee will have leadership responsibility for People Need Nature’s safeguarding arrangements.
- This policy will be reviewed annually by the Board.

| Date | Changes made | Review date |
|-------------|---------------------|--------------------|
| August 2023 | | August 2024 |

Appendix A

What are the signs of abuse in adults?

Abuse and neglect can happen in a variety of circumstances and can be defined in many ways; there can be no exhaustive list of the signs to look out for. Here are some of the most common signs to be aware of.

Physical abuse

The most visible form of abuse by far is physical abuse. The most common forms of this abuse include hitting, slapping, kicking, throwing things, scalding and even suffocation. Much of this abuse goes unnoticed or unreported.

Signs of physical abuse might include:

- Unexplained or inappropriately explained injuries including:
 - Cuts or scratches to mouth, lips, gums, eyes or external genitalia.
 - Bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing.
 - Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body.
 - Burns on unlikely areas of the body, e.g. soles of the feet, palms of the hands, back, immersion burns from scalding in hot water/liquid, rope burns, burns from an electrical appliance.
 - Fractures at various stages of healing to any part of the body.
- Exhibiting untypical self-harm.
- Medical problems that go unattended.
- Evidence of over/under-medication.
- Flinching at physical contact.
- Appearing frightened or subdued in the presence of particular people.
- Asking not to be hurt or repeating what the person causing harm has said such as – “Shut up or I’ll hit you”.
- Reluctance to undress or uncover parts of the body or wearing clothes that cover all parts of their body or specific parts of their body.

Violence and physical abuse can cause long-term physical and mental health problems. It affects not just the “victim” involved but can also affect any children, the family, and even the wider community through such things as inability to work, additional use of the NHS and homelessness.



Sexual abuse

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Denial of a sexual life to consenting adults is also considered abusive practice as is any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other by, for example, a teacher or tutor, social, residential, care or health worker etc.

Sexual exploitation

The sexual exploitation of adults with care and support needs involves exploitative situations, contexts and relationships where adults with care and support needs or a third person or persons, receive “something”, for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money as a result of performing sexual activities, and/or others performing sexual activities on them.

Sexual exploitation can occur using technology without the person’s immediate recognition. This can include being persuaded to post sexual images or videos on the internet or a mobile phone with no immediate payment or gain or being sent such an image by the person alleged to be causing harm. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources.

Signs of either abuse or exploitation might include:

- Depression.
- Withdrawal from regular activities, unusually subdued, or poor concentration.
- Unexplained fear or anxiety.

- Urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained.
- Experiencing pain, itching or bleeding in the genital/anal area.
- Exhibiting significant changes in sexual behaviour or outlook.
- Torn, stained or bloody clothing and/or underclothing.
- A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant.

Sexual abuse in adulthood is a traumatic experience, and it can have a tremendous negative impact on the survivor. These impacts may be felt immediately by some survivors, while in others it may manifest months or years later. For some survivors, the impact of sexual abuse may be short-lived while, for others, it could stay with them for the rest of their lives. Typically, sexual abuse affects adults on three levels: the impact on their physical and sexual health; the psychological impact the abuse leaves behind; and the social and relational impact on the individual.

Domestic abuse

The Home Office definition of domestic abuse is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This includes psychological, physical, sexual, financial, emotional abuse; so-called 'honour-based' violence; female genital mutilation; and forced marriage. The term Domestic Abuse is applied at age 16 years; under 16 years it is Child Abuse.

Family members are defined as:

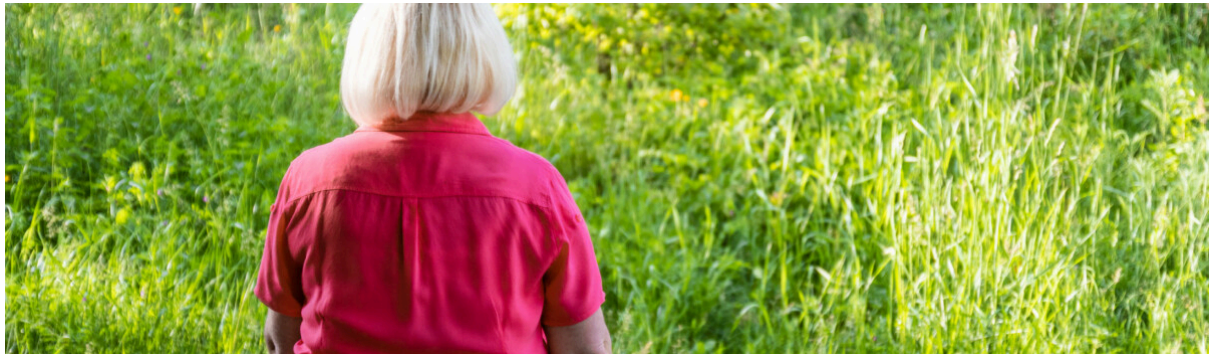
- Mother.
- Father.
- Son.
- Daughter.
- Brother.
- Sister.
- Grandparents.
- In-laws.
- Stepfamily.

Signs of domestic abuse might include:

- Physical injuries (as described above in physical abuse).
- Making excuses for frequent injuries.
- Stress, anxiety or depression.
- Absence from work and/or social occasions.
- Personality changes such as being jumpy or nervous.
- Low self-esteem.
- Lack of self-respect or self-worth.
- Lack of independent communication.

- Self-blame.
- Increased alcohol or drug use.
- Lack of money.
- Damage to property.

Domestic and family violence tears lives apart. Violence and the threat of violence at home create fear and can destroy family environments and lead to the break-up of families. Emotional and psychological trauma can have a devastating impact on an individual's physical, mental and emotional health including depression, shame, anger and suicide.



Emotional and psychological Abuse

Emotional and psychological abuse may not leave physical marks, but they can be just as destructive as physical abuse. Like physical abuse, they are primarily a means of control and a way for the abuser to feel superior. They are also more insidious because emotional and psychological abusers are evasive and often make you believe you are at fault. Distinguishing emotional abuse from psychological abuse is tricky because emotions generally fall under the umbrella of psychology.

However, some people find it useful to separate the two:

Psychological abuse is typically characterised by distorting someone's sense of reality; this is also called gaslighting. The goal of the psychological abuser is to convince the victim that they are crazy or incompetent. A psychological abuser will distort facts with the intent of undermining their confidence and making them more pliable.

Emotional abuse is more wide-ranging and, some would say, encompasses psychological abuse. Emotional abusers aim to manipulate other people by undermining their self-esteem or resorting to coercive behaviours. Emotional abusers may be prone to shouting or name-calling. They may behave in a disparaging or patronising way to make you feel stupid or incompetent. They may withhold affection until they get their way. Some may go so far as to control the money or hold your things hostage so you will do what they want. They may invade your privacy by going through your things or reading your mail, email or

text messages. The abuser often confines a person or isolates them by preventing them from having visits from family and friends or by denying them the chance to attend doctor or other personal care appointments.

Bullying, both in person and via social networking internet sites is a form of emotional and psychological abuse.

Signs of emotional and psychological abuse might include:

- Change in appetite.
- Low self-esteem.
- Deference.
- Passivity and resignation.
- Unexplained fear.
- Defensiveness.
- Ambivalence.
- Emotional withdrawal.
- Sleep disturbance.
- Self-harming behaviours.

People who suffer emotional and/or psychological abuse might at first be in denial. It can be shocking to find yourself in such a situation and it is natural to hope you are wrong. Severe emotional and/or psychological abuse can be as powerful as physical abuse and over time, both can contribute to low self-esteem and depression. Some researchers surmise that emotional and/or psychological abuse may contribute to the development of conditions such as post-traumatic stress disorder (PTSD), chronic fatigue syndrome and fibromyalgia.

Neglect

This is caused by an adult, supervisor or caregiver failing to provide food, proper health or sanitary care, clothing or sufficient care. This is a common form of abuse of older people.

Signs of neglect might include:

- Unexplained weight loss or malnutrition.
- Untreated medical problems.
- Bed sores.
- Confusion.
- Over-sedation.
- Poor personal hygiene.
- Deprivation of meals which may constitute “wilful neglect”.

The effects of neglect are often a fast deterioration in the victim’s physical and mental health.

Self-neglect

This form of self-abuse is growing and is challenging to treat and manage. This covers a wide range of neglecting behaviours from care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on

the adult's ability to protect themselves (mental capacity) by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Signs of self-neglect might include:

- Poor personal hygiene.
- Poor domestic hygiene.
- Disregard to personal health issues.
- Hoarding.
- Obsessional behaviour.
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For many people, self-neglect becomes a lifestyle choice and careful attention is needed to avoid long-term harm.



Financial or material abuse

This form of abuse is rarely spoken about, and financial and material abuse has similarities to identity theft. There are cases where a person's bank cards have been abused when details are entrusted to a caregiver, but there are also cases where entire estates have been lost via a power of attorney.

The elderly are often the main victims of this kind of abuse, but that is not to say younger people are not equally vulnerable. It often takes place where there is an unequal balance of power. Other examples include internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Signs of financial or material abuse might include:

- Unexplained withdrawals from the bank.
- Unusual activity in the bank accounts.
- Unpaid bills.
- Unexplained shortage of money.
- Unexplained or sudden changes to Wills.
- The person with responsibility for the funds is reluctant to provide basic food and clothes etc. or is evasive or non-responsive.
- Loss of personal items such as jewellery.

- Unusual interest shown by family or others in the person's assets.
- Purchase of items that the person does not require or use.

In the short term the victim of financial or material abuse may have the stress of paying bills and not having adequate means to pay, incurring interest and fees on charges, and creating a spiral of debt. In the longer term this will impact on their credit score, savings, and in turn their ability to access alternative safe accommodation. The emotional impact of this type of abuse should not be overlooked: feelings of disempowerment, financial pressures, loss of trust in people and loss of faith in their own judgement.

Modern slavery

This includes slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Whilst usually associated with organised crime groups, modern slavery is also committed by individual opportunistic perpetrators and even family members. Signs of various types of slavery and exploitation are often hidden, making it hard to recognise potential victims.

Signs of modern slavery might include:

- Not being in possession of legal documents such as passport, identification and bank account details as they are being held by someone else.
- Old or serious untreated injuries, and they are vague, reluctant or inconsistent in explaining how the injury occurred.
- Looking malnourished, unkempt, or appearing withdrawn.
- Owning few personal possessions and often wearing the same clothes and what clothes they do wear may not be suitable for their work.
- Being withdrawn or appearing frightened, unable to answer questions directed at them or speak for themselves and/or an accompanying third party speaks for them. If they do speak, they are inconsistent in the information they provide, including basic facts such as the address where they live.
- Appearing under the control or influence of others, rarely interacting, or appearing unfamiliar with their neighbourhood or where they work.
- Unable to speak English.
- Fearful of authorities.
- Perceiving themselves to be in debt to someone else or in a situation of dependence.
- Modern slavery takes various forms and affects people of all ages, gender and races. The emotional scars of modern slavery run very deep, with many survivors suffering from ongoing feelings of being dehumanised, depression and anxiety.



Organisational abuse

Abuse of power in care homes, hospitals and a variety of other institutions often comes from those entrusted most to provide care. It can stem from inflexible and non-negotiable policies, systems and routines that override the needs of those they are created to help, or they are let down by the people that are there to care for them.

When an institution compels individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution, by for example, requiring everyone to eat together at specified times, limiting bathing to times to suit staff, not providing doors on toilets, the institution could be abusing its power over individuals.

Signs of organisational abuse might include:

- Lack of respect shown to individuals.
- Lack of adequate physical care, an unkempt appearance.
- Sensory deprivation, for example denial of use of spectacles or hearing aids.
- Denial of visitors or phone calls.
- Restricted access to toilet or bathing facilities.
- Restricted access to appropriate medical or social care.
- Failure to ensure appropriate privacy or personal dignity.
- Lack of flexibility and choice, for example mealtimes and bedtimes, choice of food.
- Lack of personal clothing or possessions.
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Organisational abuse violates the person's dignity and represents a lack of respect for their human rights. The emotional distress that organisational abuse can cause influences a person's mental and physical wellbeing, which often goes into decline.

Discriminatory abuse

This form of abuse can be experienced as violence, harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability and sexual orientation (protected characteristics), and is often referred to as a "hate crime".

Discriminatory abuse can also link into all other forms of abuse when values, beliefs or culture result in a misuse of power or denial of mainstream opportunities to some groups or individuals because of their protected characteristics. Excluding a person from activities or services on the basis they are “not liked” is also discriminatory abuse.

As a result, the signs of discriminatory abuse might be associated to acts of other forms of abuse listed above, but may also include:

- Signs of a sub-standard service offered to an individual.
- Deliberate exclusion from rights afforded to others.
- Rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Unequal treatment.
- Inappropriate use of language.
- Lack of respect.
- Verbal abuse.
- Slurs.
- Bullying and harassment.

People become marginalised by discriminatory abuse, and the mental and physical effects of discrimination are vast. Individuals may begin to suffer from anxiety or depression because of their treatment. Others may even reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices in order to “fit in”.

In conclusion

Abuse is a violation of an individual’s human and civil rights by any other person or persons and, as we have seen, abuse can take many forms. If you suspect someone to be at risk of or suffering from harm or abuse you can ask for help and advice from, for example:

- NHS 111.
- Hourglass charity focused on the abuse and neglect of older people, telephone 0808 808 8141.
- Citizen’s Advice.
- Victim Support telephone 0808 1689 111.
- The Police 999.