



# The National Honey Show Ltd. Safeguarding Vulnerable Adults Policy

## Background

Due to the nature of its work, the National Honey Show Ltd. (the Show) is unlikely to be in a position in which its Volunteers or Trustees are able to develop relationships which could lead to abuse of vulnerable people, either children or adults. The live Show takes place over three days at the end of October, with 1000 attendees per day and nearly 150 volunteers. Other meetings throughout the year of trustees and executives are mainly held by videoconference.

However, recognising that there is a legal duty and that the potential for abuse to occur could develop in the future, the Show adopts the following policy. The Show believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation. It is the policy of the Show that abuse and neglect will not be tolerated, and should anyone associated with the Show become aware of abuse or neglect they will take the actions outlined in the guidance attached.

## 1. OBJECTIVES

- 1.1. To explain the responsibilities the Show and its Volunteers and Trustees have in respect of vulnerable adult protection.
- 1.2. To provide a clear procedure that will be implemented where vulnerable adult protection issues arise.

## 2. CONTEXT

- 2.1. An **adult at risk** is an individual aged 18 years and over who:
  - has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
  - is experiencing, or at risk of, abuse or neglect, AND;
  - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## 3. ABUSE and NEGLECT

- 3.1. Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.
- 3.2. There are different types and patterns of abuse and neglect and different circumstances in which they may take place.
  - Physical
  - Sexual
  - Psychological
  - Neglect
  - Financial
  - Discriminatory abuse
  - Institutional abuse
  - Multiple forms of abuse

3.3. Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

#### **4. LEGAL FRAMEWORK**

- 4.1. The Human Rights Act 1998
- 4.2. The Data Protection Act 2018
- 4.3. General Data Protection Regulations 2018
- 4.4. England - The Care Act 2014 Care and Support Statutory Guidance (especially chapter 14) 2014
- 4.5. Wales - Social Services and Well Being Act 2014  
Wales Safeguarding Procedures 2019
- 4.6. Scotland - Adult Support and Protection Act 2000  
Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- 4.7. Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015

#### **5. THE ROLE OF VOLUNTEERS AND TRUSTEES**

- 5.1. All Volunteers and Trustees working on behalf of the Show have a duty to promote the welfare and safety of vulnerable adults.
- 5.2. Volunteers and Trustees may receive disclosures of abuse and observe vulnerable adults who are at risk. This policy will enable volunteers to make informed and confident responses to specific adult protection issues.

#### **6. PROCEDURE IN THE EVENT OF A DISCLOSURE**

- 6.1. It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.
- 6.2. This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.
- 6.3. Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.
- 6.4. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.
- 6.5. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

#### **3. RESPONDING APPROPRIATELY TO AN ALLEGATION OF ABUSE**

3.1. In the event of an incident or disclosure:

##### **DO**

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts. Complete a copy of the form at the end of this policy
- Make careful notes and obtain agreement on them
- Ensure notation of dates, time and persons present are correct and agreed
- Take all necessary precautions to preserve forensic evidence
- Follow correct procedure
- Explain areas of confidentiality
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

## **DON'T**

- Confront the alleged abuser
- Be judgmental or voice your own opinion
- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume Information
- Make promises
- Ignore the allegation
- Elaborate in your notes
- Panic

3.2. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the Designated Vulnerable Adult Protection Officer.

## **4. CONFIDENTIALITY**

- 4.1. Vulnerable adult protection raises issues of confidentiality which must be clearly understood by all.
- 4.2. Volunteers and Trustees have a professional responsibility to share relevant information about the protection of vulnerable adults with other professionals, particularly investigative agencies and adult social services.
- 4.3. Clear boundaries of confidentiality will be communicated to all.
- 4.4. All personal information regarding a vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.
- 4.5. If an adult confides in a Volunteer and requests that the information is kept secret, it is important that the Volunteer tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.
- 4.6. Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it.
- 4.7. Where possible, consent must be obtained from the adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the vulnerable adult is the priority.
- 4.8. Where a disclosure has been made, the Volunteer must let the adult know the position regarding their role and what action they will have to take as a result
- 4.9. The Volunteer must assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.
- 4.10. This policy needs to be read in conjunction with other policies for the Show, including
  - Missing Child Policy
  - Complaints Policy

## **5. ROLE OF DESIGNATED VULNERABLE ADULT PROTECTION OFFICER**

- 5.1.1. The role of the Designated Vulnerable Adult Protection Officer is to deal with all instances involving adult protection that arise within the organisation. They will respond to all vulnerable adult protection concerns and enquiries.
- 5.1.2. The designated Vulnerable Adult Protection Lead for the organisation is published at each Show in the Guidance to Stewards and Volunteers and is the current Health and Safety Officer.

<b>APPENDIX I</b>			
<b>VULNERABLE ADULT FORM</b>			
In the event of a vulnerable adult seeking help the following form must be completed			
<b>Date:</b>		<b>Time of Report:</b>	
<b>Completed by:</b>		<b>Signature:</b>	

<b>DETAILS OF ALLEGED ABUSED ADULT:</b>			
<b>First Name:</b>		<b>Last Name:</b>	

<b>Date of Birth &amp; Age</b>		<b>Gender</b>	
<b>Description of Alleged Abuse</b>			
<b>When?</b>			
<b>Where?</b>			
<b>Nature of alleged abuse?</b>			
<b>Description of any injuries observed</b>			
<b>The account of the allegation</b>			

<b>DETAILS OF PERSON REPORTING:</b>			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Phone No.:</b>		<b>E-mail:</b>	
<b>Address:</b>			
<b>Relationship with vulnerable adult</b>			

<b>DETAILS OF ANYONE ELSE PRESENT:</b>			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Phone No.:</b>		<b>E-mail:</b>	
<b>Address:</b>			
<b>Relationship with vulnerable adult</b>			

<b>DESIGNATED ADULT PROTECTION OFFICER CONTACTED:</b>
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## APPENDIX II SOURCES OF INFORMATION AND SUPPORT

### Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24Hour Freephone Domestic Abuse Helpline

Tel: 0808 2000 247

[www.nationaldahelpline.org.uk/Contact-us](http://www.nationaldahelpline.org.uk/Contact-us)

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Text: 07717 989 025  
Text relay: 18001 0800 138 1625  
By post: PO Box 851, Leeds LS1 9QS

**Susy Lamplugh Trust**

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Tel: 020 83921839  
Fax: 020 8392 1830  
Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)  
[www.suzylamplugh.org](http://www.suzylamplugh.org)

**Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111  
[www.victimsupport.com](http://www.victimsupport.com)

**Women’s Aid Federation of England and Wales**

Women’s Aid is a national domestic violence charity. It also runs a domestic violence online help service.  
[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)

Approved by the National Honey Show Ltd. Directors