


 [rotherhamallotments.org.uk](http://rotherhamallotments.org.uk)  
 [admin@rotherhamallotments.org.uk](mailto:admin@rotherhamallotments.org.uk)  
 07714 300334  
 PO Box 819, Rotherham, S60 9NR

# Rotherham Allotment Alliance Ltd

## Safeguarding Policy

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## Policy Introduction

The Rotherham Allotment Alliance (RAA) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This policy outlines our approach to ensuring a safe environment for all members and visitors.

The Rotherham Allotment Alliance (RAA) is involved in providing allotment plots for those interested in gardening. Some of these people could be adults at risk. This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance. The organisation has obligations to strive to protect adults who it believes to be abused or at risk of abuse and / or neglect. This policy and procedures have been developed to assist the RAA in acting on reported or suspected abuse. Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supplemented by local procedures

## Statement

Rotherham Allotment Alliance (RAA) considers it the duty of the all its Shareholders, co-workers, contractors, staff and volunteers of the RAA and anyone else visiting any of our allotment sites, to protect adults and children at risk who they come into contact with from abuse and / or neglect.

## Statement on Safeguarding Children

It should be remembered that in line with our Allotment Rules - Clause 06.1. Children are welcome on our allotment sites (they are the gardeners of the future) but Parents and Carers are reminded that allotments are not playgrounds but a working environment containing potential dangers. Parents and Carers are responsible for the behaviour and wellbeing for any children brought on site and should remain on the tenants' plot at all times and not cause any nuisance to neighbouring plot holders.

## Purpose

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who participate in activities organized by the RAA.
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

## Values – held by the RAA

RAA recognises that all adults and children have a right to protection from abuse. The RAA takes seriously its responsibility to protect and safeguard the welfare of adults, children and young people.

We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse and neglect
- Provide adults, parents and children with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse and neglect

## Scope

This policy applies to all members, volunteers, and anyone working on behalf of the RAA.

## Definitions

RAA employs an Allotment Support Officer (ASO) who along with the Board of Directors and on certain sites the elected Allotment Society committees (who are all volunteers) administer 1000\* allotment plots across 34\* allotment sites throughout the Rotherham Metropolitan Borough. All plot holders are Shareholders of the RAA and along with any co-workers, family or friends visiting the plots/sites are covered by this policy.



The safeguarding duty applies to an adult or child who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- 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 Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

## Categories of abuse

**Physical abuse Including** - assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions

**Domestic abuse Including** - psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence

**Sexual abuse Including** - rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult or child has not consented or was pressured into consenting

**Psychological abuse Including** - emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks

**Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits

**Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal or coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

**Discriminatory abuse Including** - harassment, slurs or similar treatment: because of race; gender and gender identity; age; disability; sexual orientation; religion

**Organisational abuse Including** - neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation

**Neglect and acts of omission Including** - ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating



## Principles

- The welfare of children, young people, and vulnerable adults is paramount.
- All individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting welfare.

## The Six Safeguarding Principles

The following six principles underpin all adult (and child) safeguarding work :

- Empowerment - People are supported and encouraged to make their own decisions and informed consent
- Prevention - It is better to take action before harm occurs
- Proportionality - The least intrusive response to the risk presented
- Protection Support and representation - for those in greatest need
- Local solutions - through services working with their communities  
Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability and transparency - in delivering safeguarding

## Making Safeguarding Personal (MSP)

The adult (or child) at risk and/or their representative should be as involved as possible and to the extent to which they would like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. MSP is about seeing people as experts in their own lives and working alongside them.

## Preventing Abuse by Volunteers

RAA shareholders do not normally assist other plots holders on their plots. On the rare occasions that this may be required, Shareholders should not work alone with any vulnerable person. It may be very hard for a Shareholder to report a concern about a colleague to the RAA ASO, but, as with all other difficulties, anyone who has concerns about the safety and protection of an adult (or child) at risk that must be the priority in any decision that is made.

## Responsibilities

**Safeguarding Lead:** The RAA will designate a Safeguarding Lead responsible for implementing this policy. The current Safeguarding Lead is [Name].

**Directors:** All directors must understand their roles and responsibilities in respect of safeguarding.

**Volunteers and Members:** All volunteers and members are expected to adhere to this policy and report any concerns to the Safeguarding Lead.

## Responsibilities of volunteers

In any organisation, there should be adult (and child) safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult (and child) and, where necessary, to help the adult (or child) recover and develop resilience. Such policies and procedures should assist those working with adults and children on how to develop swift and personalised safeguarding responses and involving the adult or child at risk. This, in turn should encourage proportionate responses and improve outcomes for the people concerned. Volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.



## Procedures

**Reporting Concerns:** Any concerns about the welfare of a child, young person, or vulnerable adult should be reported to the Safeguarding Lead immediately.

**Action on Concerns:** The Safeguarding Lead will take appropriate action, which may include contacting local authorities or other relevant agencies.

**Confidentiality:** All safeguarding concerns will be handled with the utmost confidentiality, sharing information only with those who need to know.

## Disclosure of abuse

If an adult (or child) at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 10. All action must proceed urgently and without delay.

## Suspicion of abuse

There may be circumstances when a volunteer suspects that an adult at risk is being abused or neglected. It is vital that anyone who suspects an adult at risk is being neglected or abused discusses the situation immediately with another member of the Committee.

## Action on disclosure of abuse / Making a referral

There should always be the opportunity to discuss concerns with and seek advice from colleagues and other agencies, but;

- Never delay emergency action to protect an adult (or child) at risk
- Where possible always involve the adult (or child) at risk and/or their representative
- Always record any concerns and/or action taken
- The Adult or Child Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- You should always discuss the concern with the RAA Allotment Support Officer or other Designated Representative of the RAA.
- Any Concerned Shareholder can report concerns to the Adult Protection Team irrespective of the opinion of RAA representatives. Volunteers need to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult (or child) using the same language especially names of body parts or sexual acts.

## Recruitment and Training

**Recruitment:** The RAA will take all reasonable steps to ensure unsuitable individuals are prevented from working with children, young people, and vulnerable adults.

**Training:** All directors, volunteers, and staff will receive appropriate safeguarding training.



## Contact Information

**Safeguarding Lead:** [Name, Contact Information]

**Allotment Support Officer:**

**Local Authority Adult Safeguarding Contact:** [Contact Information]

**Local Authority Child Safeguarding Contact:** [Contact Information]

**Police Non-Emergency - 101**

**Police Emergency - 999**

## Monitoring and Review

This policy will be reviewed annually and updated as necessary to reflect best practices and legislative changes.



## Appendix 1

### Reporting Concerns About Others

