

GoRendang CIC



Adults at Risk Protection and Safeguarding Policy

1. Definitions and Responsibilities

Safeguarding should be a key governance priority. These 10 actions director boards need to take to ensure good safeguarding governance:

- Ensure GoRendang CIC has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose.
- Identify possible risks, including risks to your beneficiaries or to anyone else connected to GoRendang CIC and any emerging risks on the horizon.
- Consider how to improve the safeguarding culture within GoRendang CIC.
- Ensure that everyone involved with GoRendang CIC knows how to recognise, respond to, report and record a safeguarding concern.
- Ensure people know how to raise a safeguarding concern.
- Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
- Review which posts within GoRendang CIC can and must have a DBS check from the Disclosure and Barring Service.
- Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.
- Periodically review safeguarding policy and procedures, learning from any serious incident or 'near miss'.
- If working overseas, find out what different checks and due diligence GoRendang CIC needs to carry out in different geographical areas of operation.

The term 'adult at risk' refers to any person aged 18 years and over who is, or may be in need of support "to retain independence, well-being and choice and to access their human right to live a life that is free from abuse and neglect". At GoRendang CIC we are committed to the safeguarding of adults at risk that are involved in any way with the project, which applies to all volunteers and participants. At GoRendang CIC all contact with adults at risk should be based on the following principles:

- All adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs.
- Any concerns or allegations with regard to the abuse of adults at risk must be taken seriously by the organization and dealt with appropriately (including appropriate adult social care services or, in emergencies, to the police).
- Any project is committed to the safe recruitment of all staffs and volunteers and to their training with respect of this policy and the project's procedures for the safeguarding of adults at risk.
- All staffs/volunteers must recognize that they have an important role to play in respect of

safeguarding of adults at risk and protecting them from all forms of abuse. They are required to enact and support the principles set out in this policy and are responsible for following the project's procedures for the safeguarding of children and adults at risk.

- Respect for individuals: it is every person's right to live a life free from abuse and neglect. Adults at risk will be treated in a way that respects and promotes the human rights of all citizens under the Human Rights Act 1998. Actions taken to protect their interests will aim to respect their dignity, privacy and beliefs, whatever their race, religion, language, gender, disability, age or sexual orientation. An individual's communication needs will be considered at all times. All members of GoRendang CIC will respect and value all volunteers and participants.

2. Types of Risks and Harm

Harm and risks the organization are alert to, whether online or in person, include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- people abusing a position of trust they hold
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting the organization
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

3. Handling reports of abuse:

If there is an incident or allegation of abuse, staffs/volunteers should:

- Act quickly, ensuring they stop or minimise any further harm or damage. Listen without interrupting, stay calm and give time and space for the conversation. Be honest and do not promise total confidentiality and do not give advice or coach.
- Record the facts, date, location and who was there in a secure and responsible way. Record what was said by both of you and do not record personal opinions. - All reports of abuse will be treated

seriously and will be reported to GoRendang safeguarding lead as soon as possible or to MASH (The Surrey Multi-Agency Safeguarding Hub) where appropriate. Updated contact number can be found in this link or call 03004709100. <https://www.surreysab.org.uk/concerned-about-an-adult/>

- Plan what to say to those involved with the organization and the media if appropriate.
- Be as open and transparent as possible, so that GoRendang CIC build the organization's reputation for acting with integrity while protecting confidentiality appropriately.
- Review what happened to understand how to stop it from happening again
- Use [guidance on handling safeguarding allegations in a charity](https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities) for help on handling incidents and concerns. <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>
- Capacity and consent: individuals will be assumed to have the capacity to make informed decisions, unless there is clear evidence to the contrary. Adults at risk should be supported to make their own decisions based on an awareness of the choices available.
- Adults at risk having been made aware of any options available to them will be supported in making their own decisions about their lives. This will include the taking of reasonable risks as long as these do not threaten, harm, or put at risk other adults or children who may be involved.
- Directors should consider whether the incident or concern involves criminal behaviour and whether they therefore need to report it to the police. Follow [guidance on reporting to the police](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity) for further details. <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

4. Confidentiality and information sharing

GoRendang CIC will always maintain the confidentiality of all our customers and clients complying with GDPR guidelines.

- <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>
- Data of inactive customers for more than 3 years will be permanently removed from the system.
- Information will only ever be shared when informed consent has been obtained on a 'need to know basis'.
- All staffs/volunteers should, where possible, respect the wishes of adults at risk who wish particular information or conversations to be kept confidential. But sometimes a balance has to be struck between respecting an adult's wish for confidentiality and the need to safeguard the welfare and safety of that adult at risk. The safety and welfare of an adult at risk must be the overriding consideration, so staffs/volunteers must always consider safety and welfare when deciding whether information about them should be shared. If it is felt that information should be shared, the agreement of the adult at risk to that information sharing should be sought and complying with GDPR guidelines.

5. Operating online

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information.

- **Content:** GoRendang CIC website include the HTTPS and SSL protocols, which ensure the communication between visitors and the site is completely secure. Any data travelling between visitor servers and GoRendang CIC site stays encrypted, so it's a safe browsing experience for all.
- **Conduct:** any inappropriate comments will be removed by the moderator.

- GoRendang CIC will request individual or parental permission before displaying any images on website or social media accounts.
- General public who has any online concerns can be reported to GoRendang CIC via their general contact email stated on the website.

Safeguarding Lead : Dean Guy
Safeguarding Contact : 07552689780
Agreement Date : **12.10.23**
Review Period 12 calendar months from date of agreement
Next Review Date : **12.10.24**
Signed by : **Melissa Kam**

