



## Moulsecoomb Forest Garden and Wildlife Project

### Policy and procedures in respect of Safeguarding Adults

#### 1. Policy

This policy, which is approved and endorsed by the Trustees and staff of the Moulsecoomb Forest Garden and Wildlife Project (MFGWP), demonstrates the project's commitment to the safeguarding of children that are involved with the project. It applies to all Trustees, staff and volunteers.

This policy specifically focuses on safeguarding adults who use our services, who are referred to the project by specialist adult social care organisations, and groups supporting adults with learning and other disabilities. A separate policy sets out our commitment to safeguarding children.

The Moulsecoomb Forest Garden and Wildlife Project (MFGWP) is a registered charity which provides educational and volunteering opportunities to children and adults in a community garden in Moulsecoomb, Brighton.

The main activities of the Moulsecoomb Forest Garden and Wildlife Project are:

- Gardening, including ground preparation, planting, weeding, harvesting; managing compost and manure bins; safe use of equipment and tools
- Outdoor cooking, including storage, preparation and cooking of foods; and cleanliness and storage of supplies, equipment and utensils
- Bushcraft skills, including forest skills, building and managing fires; carpentry and woodcraft, forestry skills, management and use of sharp tools.
- Other activities include wildlife observation and recording, minor construction and carpentry.

#### **The purpose of this policy statement is:**

- To protect people who receive MFGWP's services from harm.
- To provide staff and volunteers, as well as adults and their families, with the overarching principles that guide our approach to adult safeguarding protection.

This policy applies to anyone working on behalf of MFGWP.

#### **Principles**

The following principles underpin both this policy and the project's procedures for the safeguarding of children and adults:

- The welfare of people who use the project is paramount in all the work we do and in all the decisions we take
- Everyone without exception has the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs
- We recognise that some people are additionally vulnerable because of the impact of discrimination, previous experiences, their levels of dependency, communication needs or other issues.



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- Any concerns or allegations about the abuse of adults must be taken seriously by Trustees, staff and volunteers; and dealt with appropriately (including referral to appropriate adult social care services or, in emergencies, to the police)
- People who attend the garden in any capacity, including key workers and their referring organisations, must be made aware of this policy and the project's procedures for the safeguarding of children and adults as appropriate.
- The project is committed to safe recruitment of all Trustees, staff and volunteers and to their training about this policy and the project's safeguarding procedures
- Trustees, staff and volunteers recognise that they have an important role to play in safeguarding children and adults 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.
- Working in partnership with adult social care, specialist groups and referring organisations, families, carers and other agencies is essential in promoting everyone's welfare

We will keep people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated safeguard lead, a deputy and a lead trustee/board member for safeguarding
- Adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Ensuring that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Making sure that adults and their families know where to go for help if they have a concern
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving adults, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment
- Having effective complaints and whistleblowing measures in place
- Providing a safe physical environment for everyone by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

#### **Associated documents policies and procedures**

This policy is part of a linked set of documents, policies and procedures designed to minimise risk, and safeguard the well-being of everyone connected with or involved with the MFGWP. The other relevant documents, policies and procedures are:



## Moulsecoomb Forest Garden and Wildlife Project Policy and procedures in respect of Safeguarding Adults

- Child Safeguarding Policy and Procedures
- Adult Safeguarding Procedures
- Risk Strategy
- Risk Assessment Forms
- Health and Safety Policy
- Equal Opportunities Policy

### Monitoring, Evaluation and Review

Both this policy and the procedures for safeguarding children will be subject to a process of ongoing monitoring and evaluation by the Project Manager, Warren Carter, and reviewed at least annually by the Trustees and staff.

Signed by Project Manager and Trustees

Julie Shergold  
*Treasurer*

Duncan Graham Cameron  
*Company Secretary*

Susie Howells  
*Chair*

Warren Carter  
*Project Manager*

Date: January 2025

### Procedures for the Safeguarding of Adults

The procedures set out in this document have been endorsed and approved by the Trustees and staff of the Moulsecoomb Forest Garden and Wildlife Project (MFGWP) and are applicable to all Trustees, staff and volunteers. They relate specifically to the safeguarding of children and adults from significant harm.

### Scope



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The different roles and responsibilities relating to safeguarding all those visiting or working at the MFGWP are set out in the project's 'Risk Strategy' and 'Health and Safety Policy', but it is important to stress how this broader differentiation of roles and responsibilities impacts on the safeguarding of children and adults.

All children and adults visiting or working at the project will either have a designated worker at the project or be accompanied by a mentor, key worker or other responsible adult. **It is the responsibility of those people to:**

- Carry out a proper risk assessment of the extent to which any individual that they are proposing to bring to the site might pose a risk to any other people who maybe at the site including children and adults.
- Ensure that children and adults know how to behave when attending the project, for example through a behaviour policy and/or induction into the site rules
- Monitor the behaviour of those they are responsible for.

#### **Defining significant harm, recognising abuse and neglect**

Detailed definitions of significant harms and how to recognise them are set out in the 'Sussex Safeguarding Adults Policy and Procedures' [Home | Sussex Safeguarding Adults Policy and Procedures](#) specifically section 2.2 [Sussex Safeguarding Adults Policy and Procedures V5](#)

Although definitions of abuse and neglect of adults are somewhat different, for the purposes of these procedures the above definitions - suitably modified - are adequate for understanding what might constitute the abuse or neglect of an adult

#### **Responsibilities of all Trustees, staff and volunteers**

If someone is concerned about a person's welfare they should tell the lead safeguard Officer (Warren Carter) or their nominated deputy (Pat Beach and Daisy Brown).

Any concerns must be kept confidential and should not be discussed with anyone other than the lead safeguard officer, who will follow the legislation and guidance set out above, and may make a referral to the hosting organisation of that person. Reporting concerns helps the organisation build an overall picture of the person's life and the support they or their family may need.

If a person tells any member of staff, trustee or volunteer that they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault. Never promise a person that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

People should be given the opportunity to decide whether they agree to their personal information being shared. If a person doesn't have the capacity to make their own decisions, ask their key worker, referring organisation, parent or carer (unless doing so would put the person at risk of harm). Safeguarding ultimately overrides confidentiality.



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#### Raising concerns

- If any Trustee, member of staff or volunteer has any concerns about the behaviour or actions of any person working or visiting the project, they should immediately report their concerns to Warren Carter (or deputy\* if absent) and, if applicable and where appropriate, to that person's mentor, key worker or other responsible adult.
- The named Trustee with Safeguarding responsibility is Susie Howells, Chair of Trustees.

#### Responsibilities of MFGWP

MFGWP must ensure that:

- There is always a named person and deputies who have clearly defined roles in the safeguarding of children and adults. This person is presently **Warren Carter**. **\*His deputies are Pat Beach and Daisy Brown**.
- The named person and any deputies have successfully completed suitable training to enable them to identify and make referrals to appropriate professional agencies.
- All staff and volunteers who come into contact with children or adults must have an appropriate DBS check, and that all Trustees must have an appropriate DBS check.
- Warren Carter is responsible for ensuring that necessary DBS checks are carried out. Warren Carter and Trustee Duncan Graham-Cameron are authorised to check DBS documentation.
- All staff and volunteers working with on the project are monitored and supervised, and that they have opportunities to learn about safeguarding children and adults in accordance with their roles and responsibilities.
- That any complaint regarding the behaviour of any Trustee, member of staff or volunteer is dealt with by the Trustees as soon as possible.

#### Responsibilities of lead safeguard officer (or deputy if absent)

- If anyone expresses concerns about the safety or welfare of a child or an adult or about the behaviour or actions of any person working or visiting the project, Warren Carter (or deputy if absent) should immediately discuss these with any relevant mentor, key worker or other responsible adult and, where necessary, refer these concerns to the appropriate agency/agencies.
- Warren Carter (or deputy if absent) will ensure that, as appropriate, all children and adults are told about the safeguarding policies and procedures of the project and that he is the person to approach if they have concerns.
- Similarly, he will ensure that everyone visiting or working at the project is aware of how they can make a complaint about unacceptable and/or abusive behaviour towards children or adults.

Signed by Project Manager and Trustees



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Julie Shergold  
*Treasurer*

Duncan Graham Cameron  
*Company Secretary*

Susie Howells  
*Chair*

Warren Carter  
*Project Manager*

Date **January 2025**