



# Windsor and Eton Pride

## Adult Safeguarding Policy and Procedures

W & E Pride Charitable Incorporated Organisation, registered in England and Wales No. 1210825,  
International House, 109-111 Fulham Palace Road, London, W6 8JA.

<https://www.windsorpride.co.uk/>



# Adult Safeguarding Policy

Windsor and Eton Pride

## 1. Aims

The aims of this policy are:

- To ensure appropriate action is taken in a timely manner to safeguard and promote the welfare of adults at risk.
- To ensure all volunteers are aware of their roles and responsibilities with regard to the safeguarding of adults at risk when participating in activity on behalf of Windsor and Eton Pride.
- To ensure volunteers are appropriately trained to recognise and report safeguarding issues.
- To ensure all those who interact with Windsor and Eton Pride are aware of the principles that guide our approach to safeguarding adults at risk.

## 2. Linked Policies

This policy has links with and should be read alongside the following policies:

- The Code of Conduct for Volunteers.
- The Child Safeguarding Policy

## 3. Legislation and Statutory Guidance

- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can volunteer with vulnerable adults.
- The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention of Human Rights.
- The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics.
- The Sexual Offences Act 2003, which defines sexual offences concerning adults at risk.
- The Mental Capacity Act 2005, which defines in the law the right of every adult to make their own decisions unless it is proven they are not able to do so.

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- The Safeguarding Vulnerable Groups Act 2006, which provides the legislative framework for the Vetting and Barring Scheme.
- The Care Act 2014, which provides a definition for an adult at risk and adult safeguarding.

## 4. Definitions

**An adult at risk** is defined under The Care Act 2014 as is someone over 18 years old who: 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.

**Adult safeguarding** is defined under The Care Act 2014 as Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

**Abuse** is a form of maltreatment of an adult or child. It may involve inflicting harm of failing to act to prevent harm. The four types of abuse are commonly understood to be physical abuse, emotional abuse, sexual abuse and neglect.

A **victim** is commonly understood as someone who has been subjected to abuse. However, we recognise that not everyone subjected to abuse considers themselves a victim. When responding to an incident, we will use any term the individual feels most comfortable with.

**Regulated activity** refers to certain roles that involve working or volunteering with children or vulnerable adults. Organisations have a legal duty to ensure that adults those taking part in this activity are not barred from doing so due to offences committed.

## 5. Key principles with regard to adult safeguarding

- No adult should never experience abuse of any kind.
- Abuse happens to at risk adults, including that which we do not see and are not aware of.
- The safeguarding of at risk adults is everyone's responsibility.

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- We have a responsibility to promote the welfare of all at risk adults regardless of age, disability, gender, gender reassignment, race religion or belief, sex or sexual orientation.
- Various factors can make an adult at risk to a lesser or greater extent. These may include where an adult is:
  - is elderly and frail due to ill health, physical disability or cognitive impairment;
  - has a learning disability
  - has a physical disability and/or a sensory impairment
  - has mental health needs, including dementia
  - has a long-term illness or condition
  - misuses substances or alcohol
  - is a carer (family member/friend) and is subject to abuse
  - does not have capacity to make a decision and is in need of care and support

## 6. Roles and Responsibilities

Adult safeguarding is everyone’s responsibility. However, there are some with specific responsibilities relating to adult safeguarding within the organisation. These are set out below:

Role	Responsibilities
The Trustees	<ul style="list-style-type: none"> <li>● Appointing a Designated Safeguarding Officer and Deputy Designated Safeguarding Officer.</li> <li>● Ratification of the Designated Safeguarding Officer on an annual basis.</li> <li>● Addressing and investigating any concerns raised with regard to the conduct of the Designated Safeguarding Officer.</li> <li>● Taking relevant and up to date training pertaining to the safeguarding of at risk adults.</li> <li>● Facilitating the participation of the Designated Safeguarding Officer in the organisation’s work where vulnerable adults may be involved.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Monitoring, with appropriate confidentiality, of adult safeguarding issues raised.</li> <li>● Ensure that adult safeguarding is at the heart of the organisation's strategic planning.</li> <li>● Practice the principles outlined in the adult Safeguarding policy whenever representing Windsor and Eton Pride, offline and online.</li> </ul>
The Designated Safeguarding Officer	<ul style="list-style-type: none"> <li>● The authoring, monitoring and revision of the Adult Safeguarding Policy.</li> <li>● Audit the effectiveness of safeguarding practices within the organisation.</li> <li>● Leadership for Adult Safeguarding with regard to all aspects of Windsor and Eton Pride's activities.</li> <li>● Contributing to relevant risk assessments for the organisation's events where at risk adults will or may be in attendance, including the main annual Pride event.</li> <li>● Provide advice and support with regard to Adult Safeguarding to each of the team coordinator to ensure all workstreams are promoting the highest standards of safeguarding practice with regard to at risk adults.</li> <li>● Maintain up to date records of Enhanced DBS checks for Trustees, team coordinator and those engaged in 'regulated activity'. Conduct risk assessments for volunteers with convictions but who are not barred as appropriate.</li> <li>● Respond to safeguarding concerns in line with the procedures set out within this policy. Where necessary, liaise with external agencies as appropriate.</li> <li>● Lead safeguarding training for all volunteers within the organisation at a level proportionate to their role. This includes their ensuring their own training and knowledge is up to date at DSO level.</li> <li>● Lead on promoting the adult safeguarding principles set out within this the adult safeguarding policy both internally and at public-facing events.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Maintain awareness of local specialist support agencies, for example regarding sexual violence and sexual harassment, so these can be appropriately signposted.</li> <li>● Practice the principles outlined in the Adult Safeguarding policy whenever representing Windsor and Eton Pride, offline and online.</li> </ul>
The Deputy Designated Safeguarding Officer	<ul style="list-style-type: none"> <li>● Deputise for the Designated Safeguarding Officer in relation to their responsibilities as set out above.</li> <li>● Support the Designated Safeguarding Officer in decision making regarding the actions to mitigate risk and responses to safeguarding concerns. We note it is good practice for such decisions to be taken collaboratively rather than unilaterally.</li> <li>● Practice the principles outlined in the Adult Safeguarding policy whenever representing Windsor and Eton Pride, offline and online.</li> </ul>
Team Coordinators	<ul style="list-style-type: none"> <li>● Seek advice from the Designated Safeguarding Officer regarding their team's work and planning when their work will or may involve participation or interaction with at risk adults.</li> <li>● Take part in adult safeguarding training relevant to their role.</li> <li>● Provide an up to date Enhanced DBS Check to the Designated Safeguarding Officer.</li> <li>● Understand what is meant by 'regulated activity' and report in good time any planned activities that would constitute volunteers engaging in 'regulated activity'.</li> <li>● Understand the contents of the Adult Safeguarding policy.</li> <li>● Practice the principles outlined in the Adult Safeguarding policy whenever representing Windsor and Eton Pride, offline and online.</li> </ul>
All volunteers	<ul style="list-style-type: none"> <li>● Understand the contents of the Adult Safeguarding policy.</li> <li>● Take part in adult safeguarding training relevant to their role.</li> <li>● Practice the principles outlined in the Adult Safeguarding policy whenever representing Windsor and Eton Pride, offline and online.</li> </ul>

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## 7. Minimising Risk

The table below details potential risks linked to the activities of Windsor and Eton Pride and how they will be mitigated.

Identified risk:	How will risk be mitigated?
<p>Volunteers do not have sufficient knowledge of adult safeguarding to effectively promote the welfare of at risk adults</p>	<ul style="list-style-type: none"> <li>● The Designated Safeguarding Officer and Deputy Designated Safeguarding Officer will take part in CPD Certified DSO training at least once every two years.</li> <li>● The Trustees, Team coordinators, Team members and any volunteers engaged in ‘regulated activity’ will take part in training delivered by the Designated Safeguarding Officer at twice every year. This will cover their roles and responsibilities with regard to adult safeguarding.</li> <li>● Wider volunteers (for example, volunteers supporting for a specific event) will receive an at risk safeguarding briefing before taking part in any Wider and Eton Pride Event. The briefing will remind volunteers of their responsibilities as set out within this policy alongside any particular risk assessment that has been undertaken for the event in question.</li> <li>● Safeguarding information, including signposting to external organisations, will be displayed at all events hosted by Windsor and Eton Pride.</li> </ul>
<p>An adult engages in inappropriate, exploitative or abuse behaviour towards an at risk adult.</p>	<ul style="list-style-type: none"> <li>● All volunteers to have signed the organisation’s Code of Conduct before engaging with any volunteering activity.</li> <li>● Ensure that all adults engaged in ‘regulated activity’ with potentially at risk adults (including the DSO and DDSO) have an in date Enhanced DBS Check and Barred List Check. These must be renewed at least every three years.</li> <li>● Ensure that all Trustees and Team Coordinators have an in date Basic DBS Check.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Before any activity where at risk adults may present is undertaken (whether deemed ‘regulated activity’ or not), ensure that volunteers are reminded of their responsibilities; their position of authority; and the need to behave appropriately. This includes:             <ul style="list-style-type: none"> <li>● Working alone with an at risk adult.</li> <li>● Consuming alcohol, drugs, tobacco or vaping while volunteering.</li> <li>● Humiliating other adults.</li> <li>● Taking part in unnecessary physical contact with an at risk adult.</li> </ul> </li> </ul>
<p>There is a concern with how safeguarding matters are being handled by the Windsor and Eton Pride.</p>	<ul style="list-style-type: none"> <li>● All volunteers to be made aware of the local adult social care team contact details, who they should consult regarding any concerns they may have with:             <ul style="list-style-type: none"> <li>● The Trustees of the organisation.</li> <li>● The Designated Safeguarding Officer and Deputy Safeguarding Officer of the organisation.</li> <li>● How adult safeguarding is being handled by the organisation.</li> </ul> </li> </ul>

## 8. Identifying Concerns

Internal training for all volunteers will remain responsive to ever changing landscape of risks faced by young people. It will include, but not be limited to, the following topics: Indicators of Abuse and Neglect; Cybercrime; Homelessness; financial exploitation, theft and fraud; domestic abuse; so-called honour-based violence (including Female Genital Mutilation (FGM)); mental health; serious violence; radicalisation; hate crime; harassment; and modern slavery and human exploitation.

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## 9. Responding to Concerns: Volunteers

The below table details how volunteers should respond to adult safeguarding concerns. Where the word “adult” is used within the below table, this refers either to an adult volunteering with the organisation or an adult who otherwise comes into contact with the organisation (for example, by attending an event the organisation is hosting).

Concern	Action
There is an emergency situation affecting the safety or wellbeing of an adult OR you believe a serious crime has taken place or is in process.	<p>Call 999.</p> <p>Inform the DSO at the earliest opportunity:  <a href="mailto:safeguardingmailbox@windsorpride.co.uk">safeguardingmailbox@windsorpride.co.uk</a></p>
You believe an adult is suffering or is likely to suffer harm	<p>If it is safe to do so, speak with the adult to gather their views as to what they wish to happen. Inform the DSO and DDSO at the earliest opportunity via email. If you know their views, include these in your report to the DSO and DDSO.</p> <p>If you cannot contact the DSO or DDSO, you can make a referral yourself to adult social care:  <a href="mailto:adultsocialcarefrontdoor@rbwm.gov.uk">adultsocialcarefrontdoor@rbwm.gov.uk</a></p>
An adult disclosing a safeguarding issue to you.	<p>Listen to them and believe them.            Stay calm and don't appear shocked or upset.            Tell the adult they have done the right thing in telling you.            Explain that you have to pass the information on. Do not promise to keep it a secret.            Signpost them to appropriate victim support if you feel confidence to do so (see Victim Support within this policy).            Write up the conversation in the adult's own words as soon as possible and pass on to the DSO and DDSO via email: <a href="mailto:safeguardingmailbox@windsorpride.co.uk">safeguardingmailbox@windsorpride.co.uk</a>            Do not disclose to anyone else.</p>
You have concerns about an adult volunteer's behaviour or conduct towards at risk adults.	<p>Inform the DSO and DDSO at the earliest opportunity via email, who will advise further on any next steps:  <a href="mailto:safeguardingmailbox@windsorpride.co.uk">safeguardingmailbox@windsorpride.co.uk</a></p>

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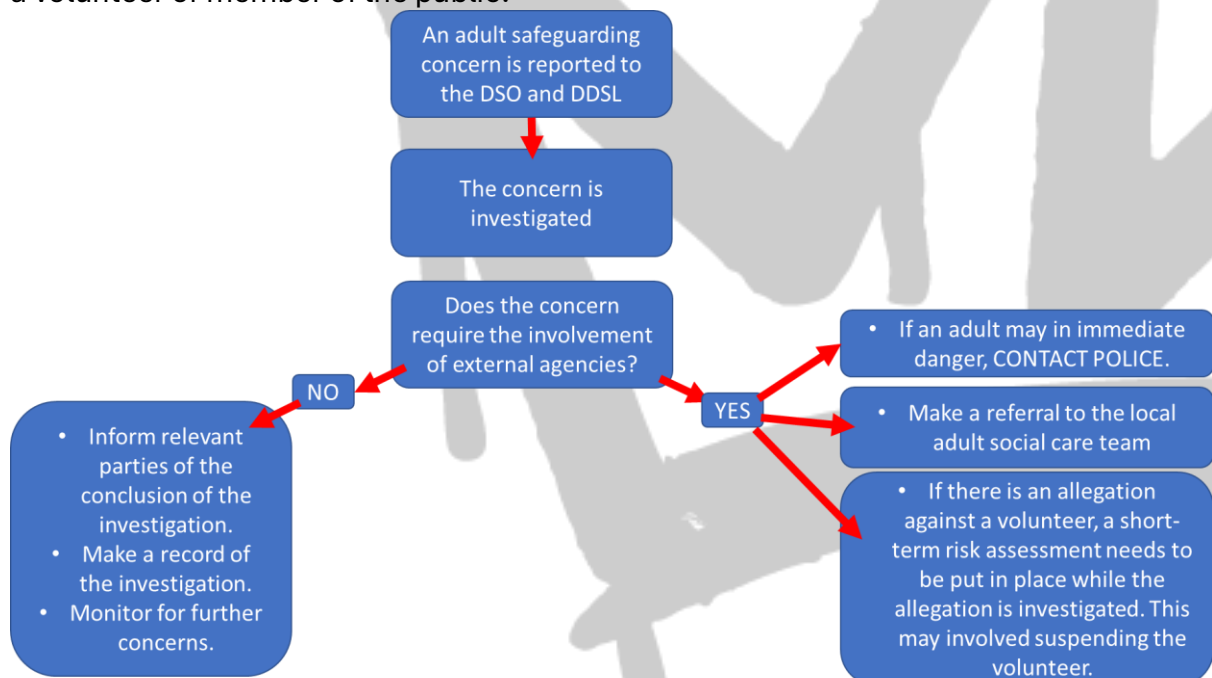
<https://www.windsorpride.co.uk/>



	<p>If your concern relates to the DSO, inform the Trustees of the organisation.</p> <p>If your concern relates to the Trustees of the organisation, you should either seek confidential advice from the DSO or seek external advice from the Windsor and Maidenhead Social Care team: 01628 683744</p> <p><b>Do not confront the person you believe may have caused the harm.</b></p>
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## 10. Responding to Concerns: Designated Safeguarding Officer

The below diagram details the process used by the Designated Safeguarding Officer (or Deputy Designated Safeguarding Officer) upon a safeguarding concern being raised by a volunteer or member of the public.



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### Investigating an allegation against a volunteer:

Where the safeguarding concern involves a volunteer, the matter is first investigated internally by the DSO (or DDSO) with oversight and updates provided to the Trustees of the organisation. The investigation should involve:

- Speaking with the person who made the initial report. Reassuring them they have done the right thing to make the report and reminding them of the importance of confidentiality.
- Speaking with the alleged victim of the abuse or harm (where they are a different person to the person who made the report). Ensure that their views are considered as part of the investigation. Ensure they are aware of the details of the process taking place.
- Undertaking any further investigative actions they believe may be appropriate.

Once an investigation has concluded, a report will be produced detailing the scope, investigative actions and conclusion of the investigator with their decision detailing which of the following actions they believe to be appropriate:

- Contact the police:
  - A serious crime has been committed.
  - A crime has been committed against someone who does not have the mental capacity to contact the police themselves.
  - The adult has asked you to contact the police on their behalf.
- Make a referral to the local adult social care team if the investigation concludes an adult is an adult at risk.
- A decision made about the future participation of the alleged perpetrator within the organisation, which may include one or more of the following in line with the organisation's Dignity for All (Bullying and Harassment) Policy:
  - No further action taken.
  - Removal of the individual from future participation within the organisation.
  - Restriction of the volunteer's future participation to specific activities to reduce the risk of further harm.
- Support put in place to facilitate the alleged victim's future participation within the organisation.

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## 11. Record Keeping and Confidentiality

Timely records regarding safeguarding disclosures, reports, investigations and referrals will be maintained by the DSO and DDSO. These records will not be shared internally beyond the DSO, DDSO and Trustees of Windsor and Eton Pride.

In the vast majority of cases, a safeguarding concern relating to an adult will be shared with the adult themselves with their views taken into account in how to proceed.

Information for the purposes of safeguarding at risk adults will be used with other agencies. This is in line with The Data Protection Act 2018, which allows for data to be shared without consent for the purposes of safeguarding individuals at risk.

Where information does need to be shared with an external agency, this should take place in a timely manner.

## 12. Victim 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](tel:02087657000)

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](tel:01159515400)

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](tel:08088010327)

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## National LGBT+ Domestic Abuse Helpline

Tel: [0800 999 5428](tel:08009995428)

## National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
<p>Tel: <a href="tel:08082000247">0808 2000 247</a></p> <p><a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a></p>	<p>Tel: <a href="tel:08088021414">0808 802 1414</a></p> <p><a href="http://www.dsahelpline.org">www.dsahelpline.org</a></p> <p>Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a></p> <p>Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a></p>
Scotland	Wales
<p>Tel: <a href="tel:08000271234">0800 027 1234</a></p> <p>Email: <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a></p> <p>Web chat: <a href="http://sdafmh.org.uk">sdafmh.org.uk</a></p>	<p>Llinell Gymorth Byw HebOfn/ Live free from fear helpline</p> <p>Tel: <a href="tel:08088010800">0808 8010 800</a></p> <p>Type Talk: <a href="tel:1800108088010800">18001 0808 801 0800</a></p> <p>Text: <a href="tel:07860077333">078600 77 333</a></p>

## 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)

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## 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](tel:02073830700) or [0808 808 0700](tel:08088080700) (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](tel:08001381625)

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](tel:07717989025)

Text relay: [18001 0800 138 1625](tel:1800108001381625)

By post: [PO Box 851, Leeds LS1 9QS](mailto:POBox851@stophateuk.org)

## 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.

Tel: [020 83921839](tel:02083921839)

Fax: [020 8392 1830](tel:02083921830)

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

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

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## **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](tel:08081689111)

[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)



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## 13. Monitoring and Review of Policy

The Adult Safeguarding Policy will be reviewed and updated on an annual basis.

Version/ updates	Date	Author
1st Draft	24th August 2024	Bradley Day
Version A – updated charity registration and address	11 <sup>th</sup> January 2025	Fiona Lamond
Version B - Update to amend safeguarding email address	18 <sup>th</sup> February 2025	Bradley Day

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