



Pumphouse Community Brewery Limited

Safeguarding Policy May 2018

Date created	1 May 2018
Date approved	8 May 2018
Approved by	Management Committee
Review date	April 2021



1. Background

Pumphouse Community Brewery Limited ('PHCB' or the 'Brewery' or the 'Society') is a registered Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014. It is owned by its members. As at May 2018 it has 80 members. PHCB has its registered office at Toppesfield Community Stores, Church Lane, Toppesfield and it operates from the Green Man Barn, Church Lane, Toppesfield, CO9 4DZ. PHCB was established to fulfill the following objectives:

- i. To produce good quality, good value traditional ales on a sustainable basis, especially for the adjacent community owned pub, the Green Man;
- ii. To provide, over time, employment opportunities;
- iii. To provide volunteering opportunities, especially for retired people;
- iv. To help make Toppesfield a more attractive destination for visitors and thereby benefit the other community owned enterprises in the village;
- v. To generate, in due course, surpluses which would be distributed within in the village, in line with our governing constitution.

In pursuit of these objectives PHCB operates on both a commercial and a socially responsible basis and endeavours to operate in line with best practice and to maintain the highest standards of governance.

The Management Committee, Staff and Volunteers recognise and accept the responsibility to develop and raise awareness of the issues involved in working with vulnerable adults.

We have therefore adopted an Equality and Diversity Policy.

Under such Policy we will ensure that all our staff, volunteers and members of the Management Committee are aware of their responsibilities towards the promotion of equal opportunities and valuing diversity and that they are properly equipped to take account of the different needs of particular groups and thus make provision for those groups, working positively towards the overall objectives of the organisation.



Policy statement

Definition

The broad definition of a vulnerable adult is a person:

‘Who is eighteen years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.’

The Society does not employ, sell products to or accept as a volunteer anyone beneath the age of 18. This policy therefore is directed at those over 18 years of age with whom the Brewery has a relationship of any kind.

PHCB strives to ensure that The Brewery is safe for everyone, regardless of whether they are legally classified as ‘vulnerable’. PHCB does not tolerate any kind of bullying or harassment, and will try to ensure that it is as safe as possible for this behaviour to be reported and acted upon.

This policy specifically covers vulnerable adults, regardless of gender, ethnicity, disability, sexuality or religion, and it is the duty of the PHCB Board, the staff of the Brewery and any volunteers working on behalf of PHCB to follow this. This policy should be used in conjunction with PHCB’s Equality and Diversity Policy.

Vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, psychological, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism will not be permitted or tolerated.

Objectives

- To provide an environment in which vulnerable adults feel safe and valued
- To ensure that the staff and volunteers take responsibility to protect vulnerable adults from harm at all times
- To appoint Board member and staff member as the designated representative for all vulnerable persons matters, and to identify appropriate training opportunities for that member.



- To develop and adopt a set of guidelines/code of conduct that all members of staff and volunteers are aware of and adhere to
- To share information and/or concerns in a confidential manner with the appropriate outside agency e.g. Social Services.
- To review and update, as necessary, this policy and practice annually.

Abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent.

Abuse can take several different forms and may be a single act or repeated acts.

Physical abuse includes hitting, slapping, kicking, pushing, withholding or misuse of medication

Sexual abuse includes sexual assault and rape, or sexual acts where the vulnerable person has not (or could not give) given consent or was forced into consenting, it also includes grooming of individuals with a view to sexual abuse.

Psychological abuse includes threats of harm, emotional abuse, humiliation, verbal abuse, intimidation, coercion, harassment, withdrawal of support, isolation and deprivation (physical and sensory).

Material / financial abuse includes fraud, theft, exploitation, financial transactions, misappropriation e.g. willed inheritance, property, benefits and possessions.

Neglect & Acts of Omission includes ignoring physical care and medical needs, withholding basic living requirements e.g. adequate nutrition, safe and warm environment, withholding necessary medication and failure to provide access to appropriate health and social care services and/or educational services.

Discrimination includes harassment and/or exclusion because of race, creed, culture, ability, gender and any slur deemed offensive and abusive.

Code of Conduct

- Staff and volunteers treat vulnerable adults with respect and sensitivity at all times.
- Staff and volunteers must ensure that the safety and dignity of those vulnerable adults in their care is maintained at all times.
- It is the duty of staff and volunteers to ensure that vulnerable adults in their care are aware that there are designated members of staff to help them with any worries and/or difficulties.
- All staff and volunteers should report any issues on the “cause for concern form”.



Sharing Information

- If staff or volunteers have concerns about the possible abuse of a vulnerable adult, or where a disclosure has been made, this must be reported to the line manager or relevant Manager as soon as possible.
- An accurate written record of concerns, disclosures and any related incident(s) must be made on the “Cause for concern form”
- The Board member will liaise with the relevant agencies and forward the cause of concern for information. A copy should be kept on file to which only designated staff members have access.

It is important for staff and volunteers to avoid making assumptions and discussing concerns indiscriminately.

Confidentiality and respect for the vulnerable adult(s) involved, is of the most importance. Guidance for staff and volunteers in safeguarding vulnerable adults whilst participating in PHCB activities/services.

Staff and volunteers must never:

- Undertake any tasks and extra duties for individuals which are over and above what is usually and reasonably expected;
- Verbally abuse, smack, hit or physically discipline a vulnerable person;
- If it is necessary to restrain someone a written record of this should be made and given to the line manager;
- Allow or engage in inappropriate touching;
- Allow the use of inappropriate language to go unchallenged;
- Make sexually suggestive comments even in fun;
- Allow allegations regarding a vulnerable person to go unchallenged, unrecorded or not acted upon.

Staff and volunteers should avoid:

- Being alone with a vulnerable adult without someone being nearby.

Guidance on the taking of images

From time to time events may take place at the Brewery which involve the taking of images for publicity purposes. In such circumstances anyone taking images should be pre-approved by PHCB.



What to do if there is a suspicion of abuse by another member of staff or volunteer.

The following circumstances may lead to a member of staff or volunteer to suspect that a member of staff or volunteer is abusing a vulnerable adult.

- An allegation is made by a vulnerable adult ;
- A member of staff notices inappropriate behaviour by another member of staff.

If this happens a "Cause for concern form" (Appendix 1) should be completed and given to the line manager. The appropriate agencies will be contacted by the Company Secretary/Chair.



Appendix I -- Cause for Concern Form

Name of vulnerable adult/child:

Address:

Telephone number:

Parent / Carer's details:

Telephone number:

Section A

Please give an account of your concern(s) and why you are concerned
Continue on additional paper if necessary

Time, date and location :

ACTION TAKEN

BY WHOM

FOLLOW UP REQUIRED? Y/N

NAME



SIGNATURE **DATE**