



## **Safeguarding Adults and Children Policy Statement**

The Block Armed Forces Foundation (The Block) is committed to creating and maintaining an inclusive, safe and positive environment and accepts our responsibility to safeguard the welfare of all adults we support in accordance with the Care Act 2014.

The Block AFF acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have policy and procedures in place so that all Trustees, managers, staff, volunteers and service users can work to prevent abuse and know what to do should a concern arise.

The policy and procedures have been drawn up in order to enable The Block to:

- promote good practice and work in a way that can prevent harm and abuse occurring;
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- stop abuse occurring.

The policy and procedures relate to the safeguarding of children and adults at risk.

A child is anyone under the age of 18 even if living independently.

The Care Act 2014 defines adults at risk (Adults at Risk) as individuals aged 18 and over who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- 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 and/or significant harm or exploitation.
- They may have a mental health problem, a disability, a sensory impairment, have some form of illness, or may suffer from drug or alcohol problems. They may be particularly vulnerable because of previous experiences, their level of dependency, communication needs or other issues.

The policy is underpinned by the Six Principles of Adult Safeguarding set out by the Care Act, namely:

**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 appropriate to the risk presented.

**Protection:** support and representation for those in greatest need.

**Partnership:** services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

**Accountability:** accountability and transparency in delivering safeguarding.

The policy applies to all Trustees, managers, staff, volunteers, service users and carers and anyone working on behalf of The Block.

It is acknowledged that significant numbers of children and adults at risk are abused and it is important that The Block have a safeguarding policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy and procedure, The Block recognise that:

- a) we have a duty to provide a safe and trusted environment for all adults who come in to contact with any The Block activity, in person or online
- b) We have a particular duty to promote the welfare of Adults and Risk who may be more susceptible than others (see definition of a Adults at Risk)
- c) All adults, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation or identity, have an equal right to protection from harm or abuse
- d) When working with children, young people or Adults at Risks, effective partnership with parents, carers and other agencies is essential in promoting their welfare and avoiding potential abuse or allegations of such.

The Block will:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to children and adults with care and support needs;
- promote the wellbeing of the children and adult(s) at risk in safeguarding children and adults arrangements;
- safeguard children and adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the children and adults concerned;

- raise awareness of safeguarding children and adults to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of a child or adult; and
- address what caused the abuse or neglect.

The Block will:

- ensure that all Trustees, managers, staff, volunteers, service users and carers are familiar with this policy and associated procedures.
- work with other agencies within the framework of the Knowsley Safeguarding Children and Adult Boards Policy and Procedures.
- act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- pass information to the Local Authority when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to adults with care and support needs or children.
- inform service users that where a person is in danger, a child or adult is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent;
- make a safeguarding child and adult referral to the Local Authority as appropriate;
- endeavor to keep up to date with national developments relating to preventing abuse and welfare of children and adults;
- will ensure that the Designated Child and Adult Safeguarding Manager (DASM) understands his/her responsibility to refer incidents of abuse to the relevant statutory agencies (Police/Local Authority).

The Designated Child and Adult Safeguarding Manager in The Block is Mark Bracken [RVH@theblockaff.org](mailto:RVH@theblockaff.org) Telephone Number 07476698590 who should be contacted for support and advice on implementing this policy and associated procedures.

Approved by the Board of Trustees:

Colin Eastaway CEO & Chair of trustees

Review date.

21.08.2026

## **Safeguarding Children and Adults Procedure**

### **1. Introduction**

The Block is a community group providing support to children, young people and adults who are residents in Knowsley and the surrounding area. These procedures have been designed to ensure the wellbeing and protection of any adult or child who visits The Block or accesses the services provided. The Block is committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees, volunteers and service users act appropriately in response to any concern of child or adult abuse. The Block will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

### **2. Preventing Abuse**

The Block is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within The Block will be treated with respect.

The Block is committed to safer recruitment policies and practices for volunteers and sessional workers. This will include Disclosure and Barring Service (DBS) checks for session staff and volunteers, ensuring references are taken up and provision of adequate training on safeguarding adults.

The organisation will work within the current legal framework for referring sessional staff or volunteers to the DBS who have harmed or pose a risk to children, Adults at Risks and/or children.

Information about safeguarding children and adults and our complaints policy will be available to service users and their families.

### **3. Recognising the Signs and Symptoms of Abuse**

The Block is committed to ensuring that all trustees and volunteers undertake training to gain a basic awareness of the signs and symptoms of abuse. The Block will ensure that the Designated Safeguarding Manager and other members of relevant staff or volunteers have access to high levels of training around safeguarding children and adults provided by the Knowsley Safeguarding Children and Adults Board. Until external training is possible, child and adult protection training will be cascaded by the existing volunteers.

The Block will not be limited in their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of an individual case will always be considered.

**Abuse includes:**

- **Discriminatory**

Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender.

This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.

- **Domestic abuse or violence**

Including an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so called 'honour' based violence, forced marriage or Female Genital Mutilation (FGM).

- **Financial or material**

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

- **Modern slavery**

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Neglect and acts of omission**

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

- **Organisational (sometimes referred to as institutional)**

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 a person's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Physical**

Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

- **Psychological (sometimes referred to as emotional)**

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

- **Sexual**

Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography. It also includes sexual exploitation which is exploitative situations, contexts and relationships where the person receives “something” (e.g. food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

- **Self-neglect**

Includes an adult neglecting to care for their personal hygiene, health or surroundings; or an inability to provide essential food, clothing, shelter or medical care necessary to maintain their physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. Designated Named Person for Safeguarding Adults**

The Block has an appointed individual who is responsible for leading safeguarding children and adult work in the organisation. In their absence, a deputy will be available for trustees and volunteers to consult with. The Designated Safeguarding Manager:

Mark Bracken [RVH@theblockaff.org](mailto:RVH@theblockaff.org) Telephone Number 07476698590  
Deputy Craig Donoghue

+447306484721

**Should either of these named people be unavailable then trustees, volunteers, sessional staff and service users should contact the Knowsley's Multi Agency Safeguarding Hub (MASH) Team directly. See below for contact details.**

The roles and responsibilities of the named person(s) are to:

- ensure that all trustees, volunteers and sessional staff are aware of what they should do and who they should go to if they have concerns that a child or an adult at risk may be experiencing, or has experienced abuse or neglect;
- ensure that concerns are acted on, clearly recorded and referred to the Knowsley Access Team or to the allocated social worker/care manager where necessary;
- follow up any safeguarding child and adult referrals and ensure the issues have been addressed;
- manage and have oversight over individual complex cases involving allegations against a trustee, sessional worker or volunteer.
- consider any recommendations from the child or adult safeguarding process;
- reinforce the utmost need for confidentiality and to ensure that trustees, sessional staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest;
- ensure that trustees, sessional users and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision;
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## **5. Responding to people who have experienced or are experiencing abuse**

The Block recognises that it has a duty to act on reports, or suspicions of abuse or neglect.

How to respond if you receive an allegation:

- Reassure the person concerned.
- Listen to what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions.
- Do not promise to keep it a secret.

If you witness abuse, or abuse has just taken place, the priorities will be:

- To call an ambulance if required.

- To call the Police if a crime has been committed.
- To preserve evidence.
- To keep yourself and others safe.
- To inform the Designated Safeguarding Manager.
- To record what happened in the safeguarding concerns log.

All situations of abuse or alleged abuse will be discussed with the Designated or Deputy Safeguarding Manager.

### **Child**

A referral should be made to the Knowsley's Children's MASH Team. If the child is under immediate threat or a crime has been committed the police or emergency services should be contacted.

Concerns should normally be shared with parents/carers as soon as possible. However, there could be circumstances when this could put the child at greater risk or there may be concerns that parents/carers would not respond appropriately.

### **Adult**

If it is appropriate, and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral should be made to the Knowsley Adult MASH Team. If the individual is under immediate threat or a crime has been committed the police or emergency services should be contacted.

In line with Making Safeguarding Personal principles, the Designated Safeguarding Manager should try to seek the views from the adult (or an appropriate representative) about what they would like to happen as result of the concern. This will help to inform the multi-agency Safeguarding Adults Enquiry.

## **6. Managing an allegation made against a trustee, sessional worker or volunteer**

The Block will ensure that any allegations made against the above will be dealt with swiftly.

Where a trustee, sessional worker or volunteer is thought to have committed a criminal offence the Police will be informed. If a crime has been witnessed the Police will be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment will be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with the Knowsley MASH Team and/or Police to discuss the best course of action and to ensure that The Block disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is or who the victim is. The Block will respect and not penalise those who stand up for anyone who is suspected of being abused.

Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff who report abuse are protected by the Public Interest Disclosure Act 1998.

## **7. Recording and managing confidential information**

The Block is committed to maintaining confidentiality wherever possible and information around safeguarding issues should be shared only with those who need to know.

All allegations/concerns should be recorded in safeguarding concerns log. The information will be factual and not based on opinions, it will provide a record of what the person tells you, what you have seen and witnessed if appropriate.

The information that is recorded will be kept secure and will comply with data protection and GDPR.

This information will be secured in a locked filing cabinet/ in the organisation. Access to this information will be restricted to the Designated Named Person and other named safeguarding persons of The Block

## **8. Disseminating/Reviewing policy and procedures**

This Safeguarding Children and Adults Policy and Procedure will be clearly communicated to trustees, sessional staff, volunteers and service users. The Designated Safeguarding Manager will be responsible for ensuring that this is done.

Approved by the Board of Trustees:

Colin Eastaway CEO & Chair of trustees

Review date.

21.08.2026

## **Useful Contacts**

### **Social Services**

#### **Knowsley MASH Team (children's or adults) - Phone: 0151 443 2600**

The Knowsley Access Team is available Monday to Friday 9.00am till 5.00 pm.

The same number will also contact Knowsley Adult and Children's Social Care out of hours team, to help with emergencies between 5pm and 9am every weekday, all weekends and public holidays.

#### **KMBC General Enquiries: 0151 489 6000**

### **Police**

#### **Police Emergency: 999**

#### **Merseyside Police: 101**

#### **Knowsley Vulnerable Persons Unit: 0151 777 6509**

### **Fire Service**

#### **Emergency: 999**

#### **Huyton: 0151 296 5445**

#### **Kirkby: 0151 296 5505**

### **Medical Attention**

#### **Ambulance: 999**

#### **A&E Whiston: 0151 426 1600**

#### **A&E Fazakerley: 0151 525 5980**

#### **NHS: 111**

### **Adult Mental Health**

**Knowsley Access and Advice Team: 0151 676 5263**  
(Covering Huyton, Prescot, Cronton or Halewood)

**The Acute Care Team: 0151 443 4465**  
(Kirkby)

**Adult Learning Disability: 07715 392158**

**Adult Physical or Sensory Impairment: 0151 443 5145**

**Adults Substance Misuse: 0845 873 4462**