



Wayland Men's Shed

SUBJECT	WMS SAFEGUARDING AND PROCEDURE REGARDING VULNERABLE ADULTS ATTENDING WAYLAND MEN'S SHED
AUTHOR	Malcolm Trayhorn

APPROVAL AUTHORITIES	NAME	SIGNATURE	DATE
WMS CHAIRMAN	Malcolm Trayhorn	<i>Malcolm Trayhorn</i>	20/7/26
WMS VICE-CHAIRMAN	Gordon Williams	<i>Gordon Williams</i>	20/07/26
WMS SECRETARY	Dave Cooper	<i>D Cooper</i>	20/07/26
WMS TREASURER	John Chamberlin	<i>J Chamberlin</i>	22/07/26
WORKSHOP SUPERVISOR	Rob Fielding	<i>Rob Fielding</i>	20/7/26
TECHNICAL	Mike Briggs	<i>M Briggs</i>	20/07/26



Wayland Men's Shed

ISSUE AND CHANGE CONTROL MECHANISM

This Safeguarding policy shall be prepared, configured, controlled, and stored in a retrieval system in accordance with WMS procedures. This document MUST be reviewed at least once a year.

ISSUE AND CHANGE RECORD	ISSUE	COMMENTS	DATE	No. OF SHEETS
Version 1	1	Approved by the WMS Committee	19/01/2021	5
Version 2	2	Reviewed by WMS Committee	June 2023	5
Committee Review	3.1	Issued for yearly review	14/07/2024	7
Committee Review	4	Issued for yearly review. No changes.	02/04/2025	7
Update	4.1	Jeff Heath removed from Approval Authorities	19/04/2025	7
Update	4.2	Charity Number added. Committee updated	21/10/2025	7
Update	4.3	Updated for CIO	02/03/2026	7
Update	4.4	Issued for yearly review. No changes	10/06/2027	7



Wayland Men's Shed

This policy sets out Wayland Men's shed's values in relation to safeguarding and outlines the roles and responsibilities of the Shed's committee as well as highlighting what is not their responsibility.

POLICY STATEMENT

Wayland Men's Shed encourages membership by adults from the age of 18 or over. Whilst we don't expect those attending to be a vulnerable adult, this may be the case in some instances. It is presumed that those who join and attend are not in need of community care services because of a disability (mental or other), age or illness. Unless informed otherwise it is expected that members are able to look after themselves, or protect themselves from harm or exploitation. However, it is recognised that a member may have underlying issues or a mental condition which could leave them open to being vulnerable. We are committed to taking the appropriate action in line with this policy.

The committee, through its handbook and policies, specify that we do not act as a carer to anyone whilst they are in attendance at a session. It is made clear that if someone needs a support worker or carer in their day to day lives then that person should accompany them to Shed sessions.

VULNERABLE PERSON

It is recognised that as we are a community-based support group for people there may be those who could be classed as vulnerable. We are conscious that we have a duty of care to all our members especially where a person is identified as being vulnerable.

GUIDING PRINCIPAL (As set out in Handbook)

Respect

Every member or guest is to be treated with equal respect and consideration whatever their, age, race, religion, gender, background, level of ability or practical skill. Members must be sensitive to the situation or circumstances of other members.

SIGNIFICANT HARM

Wayland Men's Shed is committed to take all reasonable steps to provide a duty of care to protect its members from significant harm in relation to :-

- Physical abuse
- Sexual abuse
- Emotional abuse
- Financial or material abuse
- Neglect
- Discrimination
- Institutional abuse



Wayland Men's Shed

1. For the purpose of this policy, a person of eighteen and over is used to cover vulnerable adults.

The definition of a vulnerable adult is a person who:

Is or may be in need, or eligible, for Community Care Services by reason of mental or other disability, age or illness AND is unable to take care of him / herself OR is unable to protect him / herself from significant harm or exploitation

A vulnerable person may be described as someone who is an older frail person with a

- mental health need
- learning difficulty
- physical impairment
- sensory impairment
- substance or alcohol dependency

2. **Definitions:**

Abuse: a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

Physical: e.g., hitting, slapping, burning, pushing, restraining or giving the wrong medication.

Psychological and Emotional: e.g., shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

Financial: e.g., the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

Sexual: e.g., forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship

Discriminatory: e.g., racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks;

Institutional: e.g., the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including the raising of awareness of members, their supervision and management, record keeping and liaising with other providers of care.

Neglect and acts of omission: e.g., ignoring medical or physical care needs. Deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services



Wayland Men's Shed

3. This policy is designed to ensure that vulnerable individuals are protected, according to Human Rights legislation, at Shed sessions and activities from all types of abuse as identified in section 2 above and other actions and activities that may be considered harmful. Whilst it has, in the past, been rare for vulnerable individuals to attend Shed activities, we do not wish to avoid potentially complex issues surrounding their attendance.

However, the Shed does recognise that it does not have the skills, resources, training and a sufficient pool of members having undergone the Disclosure and Barring Service (previously CRB) check to help ensure the safety of vulnerable people at every Shed activity.

In the light of the above, the following points will be implemented within the Shed:

- When attending Shed activities someone recognised as a vulnerable person as in section 1 above must be accompanied by a formal carer.
- Written agreement with a formal carer shall be obtained prior to a vulnerable person attending the Shed. This written agreement shall include the Nomination of the formal carer to accompany the vulnerable person.
- Should a vulnerable person arrive at a Shed activity unaccompanied, attempts shall be made to contact the nominated carer for the person to be collected as soon as possible. Until such time as he/she is collected, at least two Shed members shall be nominated to supervise the vulnerable person
- Vulnerable persons shall be treated as equals by all those present. Acceptable language shall be used in the presence of vulnerable persons.
- Vulnerable persons shall not be allowed to operate, assemble or disassemble equipment.
- A hardcopy of this Policy and Procedure will be made available for inspection at the AGM and a copy shall be given to all of the formal carers of a vulnerable person at the time of joining.

4. Prevention and Confidentiality

All Committee members and volunteers will be requested to read and familiarise themselves with Wayland Men's Shed Safeguarding Policy and Procedure.

Where abuse to a vulnerable member is alleged, suspected, reported or concerns are raised, the Safeguarding Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that committee members cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

5. Safeguarding Procedure

- a) If you think abuse has or may have just occurred. Act immediately. Make sure the person is safe. Inform the Designated Safeguarding Lead (DSL)/ chairman or committee member



Wayland Men's Shed

immediately. They will contact the police if it is thought a crime has just been committed and record details of the allegation on an incident report form.

- b) The DSL/chairman or committee member will contact the Police or local authority referral agency and assist with any investigation.

The Procedure in Detail

If you think abuse has or may have occurred. Act immediately. It is the responsibility of the person first becoming aware of a situation where there may be a vulnerable adult subject to, or at risk of, abuse to:

Make Safe

- Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.
- Do NOT discuss the allegation of abuse with the alleged perpetrator.
- Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected *do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.*
- If the allegation is about a Shed or committee member, ensure that the allegation is properly managed. This may include suspending the member(s) concerned. The member is also entitled to support at this stage but this will be the responsibility of the local authority referral agency or the police to source.

Inform

Tell another committee member if the DSL/ chairman is unavailable or is implicated in the allegation. Contact the police if it is thought a crime has just been committed.

Record

Record details of the allegation on an incident report form as soon as possible somewhere that can be kept secure. Include:

- a) The allegation or concerns, including the date and time of the incident, what the vulnerable adult said about the abuse, how it occurred or what has been reported to you.
- b) The appearance and behaviour of the victim.
- c) Any injuries observed.

It is the responsibility of the DSL/chairman and/ or committee member to:

1. Inform the member that the incident or allegation made must be reported.
2. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.



Wayland Men's Shed

3. Deal with any immediate needs:
 - a. Ensure that the victim of the alleged abuse is safe
 - b. Ensure that any necessary emergency medical treatment is arranged
 - c. Ensure that no forensic evidence is lost
 - d. If the alleged perpetrator is also a vulnerable adult, ensure that a committee member is *allocated to attend to their needs and ensure that other members are not put at risk.*
4. Clarify the facts stated by the member but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
5. Check that the circumstances fall within the safeguarding adults' procedures i.e., meeting the definition of abuse as defined in this Policy and Procedures. If at all uncertain a referral should be made to the local authority referral agency or police.
6. Address issues of consent and confidentiality.
7. A formal referral must be made on the same day as the alert is raised wherever:
 - A crime has been, could have been, or yet could be committed.
 - There is a suspicion that an abuse has taken place.
 - The allegation involves a member of staff or paid carer.
 - Other vulnerable adults are at risk.
 - *The alleged perpetrator is a vulnerable adult.*
 - They are unsure if abuse has taken place
8. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer to the Local Authority referral agency and it must be recorded that an alert has been considered.
9. The Local Safeguarding Team can be contacted by ringing 0344 800 8020 then selecting option 1 and then option 2 asking for the emergency duty team. A decision will then be made as to whether the matter should be referred to the Multi Agency Safeguarding Hub (MASH).
10. The Designated Safeguarding Lead (DSL) for Wayland Men's Shed is Malcolm Trayhorn, trustee and Chairman. Contact details: Tel: 07729 993163, email: malcolm.trayhorn@gmail.com

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