10. Safeguarding Policy

This Woking Strokeability safeguarding procedure is based on guidance provided by the Stroke Association.

Safeguarding vulnerable groups – Stroke Association Guidance

The Stroke Association considers many service users and Stroke Club members over the age of 18 to be vulnerable adults.

Much of the work of that Stroke Clubs carry out is for the benefit of those who have been affected by stroke, many of whom will have had a stroke themselves. The impact that stroke has on an individual's mobility, speech, and comprehension skills, as well as their general day to day needs means that they can be classed as 'vulnerable adults'. As with groups who work with children or young people under the age of 18, there are laws and guidelines on making sure that everyone involved is protected, many of which are due to change over the next few years.

Woking Strokeability Response

Woking Strokeability, a charity focused on working with stroke survivors, understands the importance of safeguarding. To that end a safeguarding lead has been appointed:

- Campbell Ford, Chairman Woking Strokeability

Safeguarding checks – Stroke Association Guidance

Depending on their role, volunteers and staff working with vulnerable groups are required to be checked by the organisation they are working or volunteering for. There are two levels of safeguarding check. Please note that these used to be called CRB checks but are now called DBS checks.

- Enhanced DBS check which looks at whether an individual has any criminal convictions or cautions;
- (Adult) barred list check which looks at whether an individual has been barred from working with children and/or adults because of their previous behaviour.

The Charity Commission recommend that all Trustees have a DBS check.

Woking Strokeability Response

Woking Strokeability will require:

- Standard DBS checks for Trustees as recommended by the Charity Commission (reference: Finding new trustees (CC30)).
- Enhanced DBS checks for professional suppliers (i.e. trainers) who through their role may work unsupervised with vulnerable adults.

What is regulated activity? – Stroke Association Guidance

People undertaking regulated activity are divided into six categories as are anyone who provides day to day management or supervision of those people.

1. Providing health care
2. Providing personal care
3. Providing social work.
4. Assistance with cash, bills and/or shopping
5. Assistance in the conduct of a person's own affairs
6. Conveying
   - A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, healthcare, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care.
   - This will not include family and friends or taxi drivers.

Woking Strokeability Response

After a review Woking Strokeability have concluded that they do not have any trustee, trainer or volunteer undertaking any regulated activity on behalf of the charity.

Stroke Association Recommendation

Vigilant, ongoing, day-to-day management is crucial to managing the risk of mistreatment or abuse so that an unusual or concerning behaviour is picked up at the earliest opportunity. Safe and careful volunteer (and staff) recruitment is also important and should include getting references, face to face interviews, and appropriate time for induction and probation. This is where the emphasis now lies.

However, there may still be volunteers (and staff) in certain roles that your club feels still need to be DBS checked. For example, this might include people who are in an unsupervised role such as drivers or people doing home visits. There may be other activities that apply here. If this is the case, then checks can be carried out.

Each Stroke Club is responsible for deciding how they are affected by the rules and guidance outlined above, including whether they have volunteers or staff that need to be checked.

Woking Strokeability Response

Any member of the group may, at the discretion of the Management Committee, be asked to have a DBS check.

Safeguarding Check Process – Stroke Association Guidance

If an enhanced DBS or (adult) barred list check is needed, the process is a straightforward one.

1. The individual completes a form with basic personal details (such as their name, address, date and place or birth) and shows ID to prove their identity.
2. The form is sent to the DBS who process it. In short, they use the information held on the Police National Computer and listed held by the Independent Safeguarding Authority to produce a report, called a Disclosure.
3. A paper copy of the Disclosure is sent to the individual concerned. The counter signatory will check the Disclosure using a secure online website.
4. If the Disclosure does give some information that may prevent a person from volunteering or working with vulnerable people, then the counter signatory will contact Woking Strokeability to discuss it.

Woking Strokeability Response

Woking Strokeability has an agreement with Woking Borough Council for DBS checks. All Trustees will undergo a standard check and trainers an enhanced check. The Secretary will arrange such checks as may be required.

Safeguarding - Allegations, Suspicions or Complaints

All staff, volunteers and trustees working on behalf of Woking Strokeability have a duty to promote the welfare and safety of vulnerable adults.

- All complaints, allegations or suspicions will be taken seriously.
- Any suspicion, allegation or incident of abuse must be reported to the a member of the management committee or trustee on that day where possible. The attached form 'Safeguarding Initial Cause for Concern Form' should be used
- When appropriate a member of the management committee, a Trustee or the Chairman on their behalf shall telephone and report the matter to the appropriate local adult social services duty social worker.
- A full record of all such events shall be kept on the form provided.
- The designated Vulnerable Adult Protection lead for Woking Strokeability is the Chairman.

The Safeguarding Vulnerable Adults Policy template prepared by the Stroke Association provides guidance and details of best practice. It should be referred to for detailed guidance on safeguarding.

Further information and support

For further information refer to the Stroke Association, but there are other sources of information and support:

- Disclosure and Barring Service - 0870 90 90 811 - Disclosure and Barring Service
- Volunteering England - 020 7713 6161 - www.volunteering.org.uk

Dated: 18 January 2021

Safeguarding Initial Cause for Concern Form

Any safeguarding cause for concern can be recorded on this form. When completed it must be discussed with a member of the Management Team or a Trustee within 24 – 48 hours.

Date & Time	
Name of individual cause for concern is about	
Age (if known)	
Address (if known)	
Describe concern and action taken	
Observations to support cause for concern	
Description and location of any visible marks, bruising etc	
Name of alleged abuser, relationship vulnerable person (if known)	
Name of person completing form:	
Signature & Date	
Member of Management Team or Trustee's name	
Signature & Date	

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