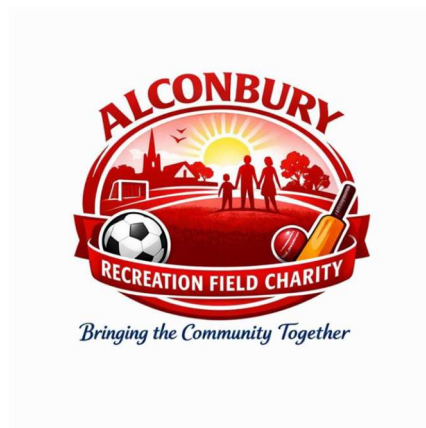




Alconbury Recreation Field Charity (ARFC)

Safeguarding Adults Policy and Procedure.

1. Policy Statement

ARFC is committed to safeguarding the welfare of adults, particularly those who may be at risk, by ensuring a safe and supportive environment across all ARFC managed premises and activities. This policy outlines the responsibilities of all ARFC Trustees, staff, hirers, and volunteers in preventing and responding to abuse and neglect in line with the Care Act 2014 and guidance from Cambridgeshire County Council.

2. Purpose and Scope

This policy applies to the following groups where there is contact with adults who may be at risk due to age, disability, mental health conditions, or other vulnerabilities.

- ARFC trustees, volunteers and staff,
- and associated members of the charity, particularly
- Coaches, managers, and volunteers of clubs or organisations hiring ARFC facilities.
- Contractors, hirers, and visitors working on, visiting or using ARFC premises
- Members, staff, and guests of the Alconbury Sports and Social Club (ASSC) while using ARFC facilities

3. Principles

The ARFC will:

- Promote and support the health, wellbeing, and dignity of all adults.
- Respect and uphold the rights of every individual.

- Take all concerns of abuse or neglect seriously and respond appropriately.
- Avoid placing volunteers in positions where they are alone or left unsupervised with adults at risk, or responsible for personal care.
- Ensure safeguarding is understood as a shared responsibility across the organisation.

4. Policy Aims

- To promote safe, respectful, and appropriate conduct among ARFC trustees, volunteers, staff and hirers of ARFC facilities
- To protect adults at risk by maintaining appropriate boundaries and safeguarding protocols.
- To ensure ARFC trustees, volunteers, hirers, and staff are confident in responding to safeguarding concerns.
- To maintain contact with adults at risk at a level that is infrequent and low intensity, consistent with not requiring a DBS check.
- To ensure that adults at risk and their carers (where appropriate) know how to raise concerns and feel confident in doing so.

5. Designated Safeguarding Lead

The designated safeguarding lead (DSL) for adults is:
Damion Lewis damion@arfc.org.uk

The DSL will:

- Act as the main point of contact for safeguarding concerns
- Promote a safeguarding culture within the ARFC
- Provide guidance and support to ARFC trustees, volunteers, hirers, and staff on safeguarding concerns.
- Monitor contact levels to ensure compliance with DBS regulations.
- Ensure this policy is implemented, reviewed, and updated regularly.
- Coordinate safeguarding training and ensure access to relevant guidance and support.
- Be the primary contact for disclosures or concerns and report them to the appropriate authorities where necessary.
- Attend safeguarding training and stay informed of current best practices and legislation.

6. Safeguarding Framework

ARFC aligns with the Care Act 2014 (Sections 42–46) and follows local safeguarding guidance from:

- [Cambridgeshire County Council Adult Safeguarding Policy and Procedures](#)

- [Cambridgeshire County Council Guidance for Voluntary and Community Organisations](#)

ARFC is committed to working in partnership with safeguarding agencies and reporting concerns or incidents as appropriate.

7. Safeguarding is Everybody's Responsibility

The charity believes that safeguarding is everyone's business. If any individual has a concern that someone is being abused or neglected, their responsibility is first and foremost to the adult at risk, above all other loyalties or relationships.

8. Recognising Adults at Risk

An adult at risk is defined as someone aged 18 or over who:

- Has care or support needs (whether or not these are being met)
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves from harm

This includes, but is not limited to:

- Older adults
- Adults with physical, sensory, or learning disabilities
- Adults with mental health needs, including dementia
- Adults living with long-term health conditions or HIV/AIDS
- Adults with substance misuse issues

9. Types of Abuse

Abuse can take many forms, including:

- **Physical Abuse:** Assault, hitting, slapping, pushing, misuse of medication, restraint.
- **Domestic Abuse:** Emotional, physical, sexual, or financial abuse within relationships.
- **Sexual Abuse:** Rape, inappropriate touching, exposure to sexual content or acts without consent.
- **Psychological Abuse:** Emotional abuse, threats, coercion, controlling behaviour, isolation.
- **Financial Abuse:** Theft, fraud, misuse of money or property, coercion around financial matters.
- **Modern Slavery:** Human trafficking, forced labour, servitude.
- **Discriminatory Abuse:** Harassment or discrimination based on race, gender, disability, sexuality, religion.

- **Organisational Abuse:** Poor care or neglect in an institutional setting or by service providers.
- **Neglect and Acts of Omission:** Failure to provide basic care, access to services, or nutrition.
- **Self-neglect:** Failing to care for personal health, hygiene, or surroundings, including hoarding.

10. Responding to Concerns

If abuse or neglect is suspected:

1. **Listen** carefully to what is being said.
2. **Reassure** the person that they are being taken seriously.
3. **Do not** promise confidentiality – explain you must report concerns.
4. **Record** the information accurately.
5. **Report** immediately to the designated safeguarding lead (DSL) Damion Lewis.

The DSL will determine the next steps, including contacting local safeguarding authorities if needed.

If the DSL is unavailable and someone is at immediate risk, contact **Police (999)** or **Cambridgeshire Adult Safeguarding (0345 045 5202)** directly and notify the DSL afterwards.

11. Responsibilities of Trustees, Staff, Volunteers, Hirers and Coaches

All individuals associated with ARFC activities must:

- Be familiar with and follow this safeguarding policy and procedures.
- Undertake relevant adult safeguarding training where required.
- Report any concerns or disclosures immediately to the DSL.
- Maintain professional boundaries

12 Responsibilities of Clubs, Hirers, and ASSC

- All clubs, hirers, and partner organisations using ARFC facilities must have their own adult safeguarding policies and processes.
- All clubs, hirers, ASSC members, staff, and guests must comply with ARFC adult safeguarding principles when using ARFC premises.

13. Non-Compliance

Compliance with this policy is mandatory and any breach will be addressed promptly. Breaches may result in:

- Suspension or removal from volunteer or staffing roles

- Termination of facility hire or usage agreements
- Exclusion from ARFC facilities
- ASSC-related issues will be escalated to the ASSC committee for resolution, with ARFC reserving the right to restrict access to its premises if necessary
- Referral to statutory agencies if required.

11. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation or safeguarding procedures.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley