

Scottish Working People's History Trust (SWPHT)

Safeguarding Adults Policy Statement and Procedures

The Scottish Working People's History Trust believes that all adults have the right to live in an environment which is safe from harm and that the Trust's volunteers and researchers have the right to work in a safe and supportive environment.

This Policy Statement demonstrates the Trust's commitment to keeping vulnerable beneficiaries, volunteers and researchers whom it works alongside safe and its duty to act appropriately to any allegations, reports or suspicions of abuse.

The Policy Statement applies to trustees, volunteers, researchers and anyone operating on behalf of Scottish Working People's History Trust.

The Policy Statement and Procedures have been drawn up in order to enable the Trust to:

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

The Policy Statement and Procedures relate to the safeguarding of adults who are at risk. "At risk" is defined in the Adult Support and Protection (Scotland) Act 2007 as someone over 16 years old who:

1. cannot safeguard their own well-being or property
2. is affected by disability, mental disorder, illness or infirmity and is more at risk of being harmed than other adults not so affected and
3. due to another person's conduct is suffering or likely to suffer harm.

"Harm" includes all harmful conduct and in particular, includes:

- conduct which causes physical harm
- conduct which causes psychological harm (eg by causing fear, alarm or distress)
- unlawful conduct which appropriates or adversely affects property, rights or interests (eg theft, fraud, embezzlement or extortion).
- conduct which causes self-harm.

In all situations the Trust believes that adults are entitled:

- to privacy
- to be treated with dignity and respect
- to lead independent lives and be enabled to do so
- to choose how to live their lives

- to have access to safeguards and legal remedies
- to have their rights upheld regardless of ethnic origin, gender, sexuality, impairment, disability, age, religious or cultural background.

These principles are enshrined in Human Rights Act 1998 and Equality Act 2010.

The Scottish Working People’s History Trust will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage the Trust’s activities in a way which promotes safety and prevents abuse
- to recruit volunteers and researchers safely, ensuring all necessary checks are made
- to provide effective management for volunteers and researchers through supervision, support and training
- to ensure that all trustees, volunteers, and researchers operating on behalf of the Trust are familiar with the Safeguarding Policy and Procedures
- to act within the Trust’s Data Protection Policy and will usually gain permission from service users before sharing information about them with another agency
- to keep up to date with national developments relating to preventing abuse and the welfare of adults
- to ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police Scotland and Local Authority Adult Support Protection Officer).

The Trust recognises that volunteers and researchers may become aware of people who are at risk of harm or who disclose abuse. The procedure for dealing with disclosure or suspicion of abuse for volunteers and researchers is:

- Suspicions or allegations of harm must always be responded to and never ignored.
- Volunteers, trustees and researchers are committed to actively listening to concerns and are sensitive to the situation of the individuals concerned
- Volunteers, trustees and researchers must report all instances of either disclosure of abuse or adults “at risk” to the Designated Named Person for Safeguarding Adult.
- If the person is in a safe environment and has the ability to take action themselves then the Designated Named Person will give the person information on reporting abuse incidents to the relevant organisation. The Designated Named Person will give details of the Local Authority Adult Support and Protection Office, Police Scotland, the Care Inspectorate and Office of the Public Guardian (OPG), as appropriate and/or the charity Hourglass Scotland (formerly Action on Elder Abuse).

- The person may prefer and consent to the Scottish Working People's History Trust contacting a third party for assistance. This information should be passed onto the Designated Named Person who will contact the local authority Adult Support and Protection Officer and or Police Scotland.
- If the person is unable to seek help themselves, where a person is in danger, a child is at risk or a crime has been committed then the Designated Named Person for Safeguarding Adults may take the decision to pass information to another agency without the person's consent. A decision to breach confidentiality will only be taken to provide benefit which could not reasonably be provided without intervening in the adult's affairs.

The Designated Named Person for Safeguarding Adults in the Scottish Working People's History Trust is:

Elizabeth Bryan
Mobile: 07432 284034
Email: elizbetb@aol.com

If unavailable the contact is:

Hugh Hagan
Mobile: 07920 836072
Email: [hughhagan59@gmail](mailto:hughhagan59@gmail.com)

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with the Trust Policies:

- Data Protection Policy
- Volunteer Policy

Approved by the SWPHT Board of Trustees, 7th June 2022