



Safeguarding Policy: Children and Adults at Risk

Norwich Men's Shed

The policy sets out Norwich Men's Shed's values in relation to safeguarding and outlines the roles and responsibilities of the Shed's Operations Trustees, as well as highlighting what is not their responsibility.

Personnel Definitions

Staff refers to any person employed by Norwich Men's Shed who may also be a member.

Shedders refers to any member or attendee of the Shed

Shed Volunteer refers to a Shedder that has taken on a more formal role e.g. Health and Safety Officer or Safeguarding Contact (SC). They may have had some training or be particularly experienced in that particular area.

Norwich Men's Shed recognises that by providing a Men's Shed (herewith referred to as Shed) for the local community, it has a duty of care to protect its members and staff from harm. Norwich Men's Shed's Management Trustees (herewith referred to as the Trustees) sets out the following values in safeguarding its members:

- All members have the right to participate in the activities of the Shed, free from of abuse or neglect or fear of abuse or neglect
- All Shedders have the right to have their views, wishes, feelings and beliefs respected and taken into account
- All Shedders have the right to be provided with a safe environment with adequate health and safety procedures in place
- All Shedders have the right not to be discriminated against for their age, gender, sexuality, race or other personal characteristic
- All Shedders have the right to have any allegation they make about abuse or neglect taken seriously and acted on immediately

Norwich Men's Shed's Safeguarding Contacts

Below are the Sheds main contacts if you need to report a safeguarding issue as detailed in this policy, or need further information.

Safeguarding Contact (SC): Ian Blunnie
SC Tel: 07777386778
SC Email: ian@norwichmensshed.org.uk



What is Safeguarding?

Safeguarding means protecting a person's right to a safe environment, free from abuse or neglect. It is about people and organisations working together to prevent and stop both the risks and experiences of abuse and neglect, whilst ensuring that an adult's wellbeing is promoted. This includes, where appropriate, having regard for their views, wishes, feelings and beliefs.

Definition of 'child' and 'adult at risk'.

As per the definitions set out in the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday. It also includes unborn children. For clarity, this policy refers to all under 18's as children, although they are sometimes referred to as young people in general.

Adults aged 18 and over have the potential to be vulnerable or at risk (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be at risk if they:

- Have needs for care and support (whether or not the local authority is meeting any of those needs)
- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of, abuse and neglect
- Have an illness affecting their mental or physical health
- Have a learning disability
- Have a drug or alcohol addiction
- Are frail

Legal Framework for safeguarding children

Norwich Men's Shed recognises that there is a legal framework within which we need to work to safeguard those who have needs for care and support and for protecting those who are unable to take action to protect themselves. We will act in accordance with relevant safeguarding legislation, with local statutory safeguarding procedures and with Charity regulation. Including, but not limited to the following framework and guidance.

[Working together to safeguard children 2023: statutory guidance](#)

Legal Framework for safeguarding adults at risk

The Care Act 2014, which provides the legal framework for safeguarding, identifies '**an adult at risk**'. This supersedes the commonly known No Secrets statutory guidance which covered adult safeguarding and defined a vulnerable adult (now referred to as an adult at risk) as a person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation".



The **Care Act 2014** recognises an adult at risk (historically referred to as a vulnerable adult) as an adult whom:

- a. Has needs for care and support.
- b. Is experiencing, or is at risk of, abuse or neglect, and
- c. As a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

To ensure that this document reflects current legislation and to avoid any implication that people with care and support needs are inherently vulnerable, all references will be made to 'adults at risk', rather than 'vulnerable adults'.

What is Care and Support?

Care and support, which can also be known as social care, is help provided to people in need of practical support due to illness, disability, old age or a low income (NHS, 2017).

It can include, but is not limited to having a care professional help around the home, getting to and from work or the shops, or cooking meals. It can also include having structural changes made to the home to help a person manage. Care and support services are the responsibility of Local Authorities, but can also be carried out by private companies, charities or family and friends.

Are Sheddors considered adults at risk?

Not necessarily. A Shedder will only be considered an adult at risk if he or she fits with the above definition of an adult at risk, as defined by the Care Act 2014, which provides a legal framework for delivering care services and safeguarding. Many Sheddors live and carry out their lives independently, without the need for care or support to carry out their daily tasks and activities, they are not experiencing or at particular risk of abuse or neglect and they are able to protect themselves.

What is abuse?

Types of abuse vary. A person can be abused verbally, physically, psychologically or financially. It can happen as a result of an action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a financial or sexual exchange that they do not consent to, or aren't able to consent to.

Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It may result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by the law, as is everybody else.



Abuse is a wrongful use of power and can come in any of the following forms:

- Psychological** e.g. emotional abuse or depriving a person of contact with another.
- Sexual** e.g. inappropriate looking or touching, taking sexual photos or rape.
- Physical** e.g. hitting, restraining or pushing.
- Financial** e.g. theft or putting pressure on somebody about their financial arrangements.
- Modern Slavery** e.g. forced labour.
- Discriminatory** e.g. harassment or insults because of a person's race, gender or identity.
- Neglect** e.g. ignoring emotional or physical needs.
- Self-neglect** e.g. a person not caring for their own personal hygiene or health.

Please note that the above are intended only as examples and not an exhaustive list. It is recognised that some instances of abuse may not fit neatly into these categories. If you have reason to believe somebody is being abused or neglected you must act in line with this policy.

An abuser can be anybody - a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

A safeguarding concern may present itself in several ways, including but not limited to –

- An active disclosure of abuse by an adult, where the adult tells an employee/volunteer that they are experiencing abuse and/or neglect.
- A passive disclosure of abuse where someone has noticed signs of abuse or neglect, for example, unexplained injuries.
- An allegation of abuse by a third party, for example, a family/friend or neighbour who has observed abuse or neglect or has been told of it by the person at risk.
- A complaint or concern raised by a third party who doesn't perceive that it is abuse or neglect.
- A concern raised by employees or volunteers, others using the service, a carer or a member of the public.
- An observation of the behaviour of the child, young person or adult at risk. UKMSA Safeguarding Policy: Revised and Agreed by UKMSA Board of Trustees Oct 2024
- An observation of the behaviour of another.
- Patterns of concerns or risks that emerge through reviews, audits, and complaints.

[Our role in safeguarding children at risk](#)

The Trustees recognises that from time-to-time Shed members will work with children.

All Norwich Men's shed staff and volunteers have a responsibility to ensure the safety of children with whom they work. It is the responsibility of staff to promote good practice and minimise and manage potential risks. All staff – including volunteers - must be aware of the



requirements within these procedures are responsible for ensuring they recognise, record and report any safeguarding concerns as soon as they become aware of them.

Our role in safeguarding adults at risk

The Trustees recognise that from time to time, adults at risk may become members of the Shed. The following section details the roles and responsibilities of the Shed in safeguarding adults at risk.

Prevent:

- Norwich Men's Shed's risk assessment will be regularly reviewed and will include an assessment of safeguarding for adults at risk, including mitigation strategies
- All Shed volunteers will be carefully recruited and references and Disclosure and Barring Service (DBS) checks will be carried out for any Shed volunteer working unsupervised and directly with adults at risk
- All new Shed volunteers will be given an induction that covers health and safety and safeguarding procedures including reading and understanding this policy
- Health and safety procedures will be regularly reviewed by the Trustees to ensure minimal risk to all Sheddors, including adults at risk.
- Any adult at risk wanting to join the Shed will be met with by a suitable Shed volunteer or Staff to understand their needs for any additional provision. A judgement will be made as to whether the prospective member needs professional support at each visit to safeguard them and the other Sheddors from harm or allegation of harm.
- The Trustees will ensure that no adult at risk is left alone with any member of Staff, Shed volunteer or Shedder at any time unless they have had the relevant checks and training
- If at any time the Trustees introduce sessions for adults at risk where no professional support worker is supervising, it will seek advice from the Local Authority Adult Social Care department and arrange safeguarding training and DBS checks for Shed volunteers leading the sessions.
- The Trustees will always ensure recorded information is stored safely and securely and is accessible only to those who need the information in the protection of adults at risk.



Report:

Although every effort will be made to prevent instances of abuse, if you do witness an incident, or have a concern about an adult at risk you should:

- Take ALL suspicions or allegations of abuse seriously
- Report quickly using the reporting form included in this document, giving all of the detail you know and leaving nothing out
- Submit your form to a Safeguarding Contact (SC) with no delay.
- If you think the matter is serious and the adult at risk may be being, or have been harmed, do not wait to find a SC and phone the police

On receipt of a completed reporting form, the SC will:

- Seek help from the Local Authority's Children's Services or Adult Social Care department (details at rear of policy) or call the police if they think a crime is being committed.
- If the concern is considered minor and an adult at risk has brought a worry about another volunteer or Shedder to the SC's attention, they will discuss with the Trustees to ensure that all efforts are in place to protect the person i.e. they are supervised or the activities are in large groups.
- Never try to resolve a serious allegation of abuse or neglect themselves. It could make things worse.

Remember, a child or adult at risk should never be left alone with an untrained person who has not had the relevant checks.

Record:

The SC lead who receives a report, or witnesses any incident of abuse will:

- Listen carefully, giving full attention and never directly questioning the child or adult at risk unless the report comes from them in person.
- Allow the reporter to provide a spontaneous account, never interrupting to ask something when the person is recalling events.
- Make an accurate record of the information, taking care not to miss any details, however insignificant they may feel at the time.
- Use the reporters own words where possible.
- Explain that they cannot promise to not share this information with other appropriately selected people – never offering false confidentiality.
- Reassure the reporter that they did the right thing by raising the issue.



- Explain what they will do next and that they will need to get help to keep the adult at risk safe.
- Never ask the reporter to repeat their account to anybody.

Choosing an appropriate level of safeguarding

Not all of the responsibilities will apply at all times, but the above summarises the safeguarding actions that the SC, Staff or Shed volunteers might carry out, depending on the assessed level of risk to Sheddors at any one time. For example, if the Shed currently has no members considered at risk, then an introductory talk to all new Shed volunteers that includes reading this safeguarding policy may suffice. If the Shed has members that are deemed to be at risk and Shed volunteers are likely to spend time supporting them, all of the preventative actions may be necessary and a full, formal investigation and reporting strategy will need to be in place. Due to the nature of the Shed environment, it is very unlikely that Shed volunteers will ever be alone with adults at risk and the safeguarding actions will reflect that.

The safeguarding strategy is based heavily on prevention; however, it recognises that having recording and reporting systems in place is good practice in case of the event of abuse.

Norwich Men's Shed's Trustees recognises that its Staff and Shed volunteers are not care practitioners and that an adult at risk wanting to be a member of the Shed may need professional support to do so. Therefore, it will ensure that appropriate steps are taken to ensure that prospective members are met with and an assessment is made as to whether the Shed is a safe place for them, or whether they may need professional support, at an appropriate person to person ratio to be able to safely attend the Shed. Where every effort will be made for the Shed to be accessible to everyone, it is recognised that safety is the most important factor and the nature of the Shed activities may mean that not everybody will be able to attend. The Trustees will seek advice from their Local Authority wherever there is any doubt.

Safeguarding is not a one-off exercise and this policy and the procedures within it will be regularly reviewed and updated as appropriate.

When we cannot act

Norwich Men's Shed is a voluntary organisation and not professional care practitioners. Therefore, help will need to be sought for any instance or allegation of abuse towards children or an adult at risk. Local Authorities take the lead in providing care to children and adults at risk in their area and should always be the first point of contact, unless the situation is deemed an emergency or crime, at which point the police should be called.



If you believe an adult to be at risk who has no care arrangements in place and you are concerned, you should speak with your local care giving authority for advice. It is not the responsibility of Norwich Men's Shed to organise or seek carers for Shedders.

Norwich Men's Shed
St Martin's Church Hall,
Oak Street
Norwich
NR3 3AQ
Tel. 07777 386778 / 07536 183837

Local Authority Children Services. Details

Norfolk County Council
Children Services 0344 800 8020 (24 hour service)

Local Authority Adult Social Care Dept. Details

Norfolk County Council
Adult Social Services Access Team. 0344 800 8020 (24 hour service)

Referral forms sent to:

Email: mash@norfolk.gcsx.gov.uk

Fax: 01603 762445

Post: The MASH Team Manager, Floor 5, Vantage House, Fisher's Lane, Norwich NR2 1ET

Some categories of abuse need to be reported directly to the police.

Norfolk Police:

Non-emergency 101

Emergency 999

Please see the Norfolk Safeguarding Children and Families website for clarification of instances when direct referral to the police is required.

[Report child safety concerns - Norfolk County Council](#)

Please see the Norfolk Safeguarding Adults Board website for clarification of the instances when direct referral to the police is required.

<http://www.norfolksafeguardingadultsboard.info/>

You can contact the Duty Detective Sergeant within the MASH.

Email: MASHSupervisors@norfolk.pnn.police.uk

Telephone: Direct dial 01603 27(6151)



Professional consultations can be sought via the MASH on 0344 8008020

Care Quality Commission – CQC

0300 061 6161

Related and Referenced Documents:

[Care Act 2014](#)

[Working together to safeguard children 2023: statutory guidance](#)

[UKMSA-Safeguarding-Children-and-Adults-at-Risk-Policy-Reviewed-Oct-2024-25092025.pdf](#)

Signed by

Ian A Blunnie , Chair of Trustees

25th February 2026

A handwritten signature in black ink that reads 'Ian Blunnie'.

Publication date: 25th February 2026

Reviewed and approved by Board of Trustees 25th February 2026



**Norwich Men's Shed is a registered charity no.1171796,
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Next review scheduled January 2027

This document will be reviewed annually to ensure it reflects best practice and the needs of the Shed.



Incident Reporting Form

This form will be used by Safeguarding Contacts to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

Your name:		Tel no:	
The child / adult at risk's details			
Name:		Tel no:	
Address:			
D.O.B:			
Other relevant details about the child / adult, if known <i>e.g. home circumstances:</i>			
Carers details, if known:			
Details of the allegations/suspicions			
Are you recording:			
Disclosure made directly to you by the child / adult Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Disclosure or suspicions from a third party Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Your suspicions or concerns Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Date and time of disclosure:			
Date and time of incident:			
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible:</i>			
Action taken so far:			
Signed:		Date:	