# Umbrella Sussex

## Supporting the Sharing Economy in Hastings and Rother

### Opening Statement

Umbrella Sussex is a collective of non constituted wealth sharing projects who work together to support and maintain sharing economy projects for the benefit of the communities of Hastings and Rother.

Sharing Economies focus on building community wealth and working cooperatively to overcome problems caused by poverty, or lack of access to things. In the sharing economy emphasis is on fair access to things rather than owning things. Sharing economy projects try to avoid transactional relationships, and obligations are social rather than financial.

At present, Umbrella Sussex is formed of its 2 founding projects, Make and Mend Bexhill and Beyond, and Umbrella Sussex.

Umbrella Sussex is a community interest company, with an asset lock, which operates on cooperative principles to support community sharing projects.

We recognise that even as an informal and member led group we have responsibilities towards members, visitors and volunteers and that they will develop over time. This document lays out the main areas we have considered, what we will do and what expect of library members, volunteers, visitors, stakeholders and partners.

Umbrella Sussex aims to appoint a volunteer with specific responsibility for safeguarding, including arranging briefings and training and for keeping the policy up to date.

Volunteers, members and visitors should be proactive in raising any concerns they have by emailing info@umbrellasussex.org.uk

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| The safeguarding policy will be reviewed at least every 3 years<br>1st review: June 2024 |

# Safeguarding Policy

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**Purpose**

Managing safeguarding well relies on people knowing what safeguarding is and how to take action, within a framework of support by lead organisation. This policy is designed to provide a guide to safeguarding and demonstrate how Umbrella Sussex manages safeguarding issues.

It is for all Umbrella Sussex members and volunteers, partners and stakeholders.

Everyone who is involved with Umbrella Sussex in any capacity, whether as volunteer or user should

1. Aware: know what safeguarding is and who it applies to
2. Identify: safeguarding issues and concerns
3. Act: Understand how to take action if necessary

***Aware***

Safeguarding is about protecting children and vulnerable adults from abuse, neglect, or self-neglect. Safeguarding places obligations upon organisations and individuals who come into contact with children or vulnerable adults to identify issues and take action, where necessary. Umbrella Sussex may have volunteers or members who are vulnerable, and the library is located in a mixed-use building where there could be both vulnerable adults and or children.

A vulnerable adult is someone over 18 who:

- Has care and support needs (whether or not they are being met)
- Is experiencing, or at risk of abuse or neglect.
- Is unable to protect themselves against significant harm or exploitation.

Children are all persons under the age of 18. All children, by virtue of their age, are considered to be vulnerable and therefore fall under the scope of safeguarding.

Abuse, neglect and self-neglect can come in different forms and include:

- Domestic abuse, physical and psychological.

- Financial or material abuse.
- Forced marriage, so-called ‘honour’- violence, and Female Genital Mutilation (FGM)
- Human trafficking and modern slavery.
- Cuckooing (the taking over a vulnerable person’s home for criminal activity).
- Organisational abuse, including restraint and restriction on movement, for example taking away someone’s walking aid, or stopping them having a visitor.
- Sexual abuse or exploitation.
- Physical and mental neglect and self-neglect.

***Identify***

Indications of abuse or neglect are not always obvious. Umbrella Sussex will take a questioning approach and not minimise or downplay concerns. Members who raise concerns based on this policy will have Umbrella Sussex’s full support, regardless of the outcome.

Some typical indications of abuse:

- Acting ‘out of character’, for example, being quieter than normal, or seeming angry, nervous or confused, especially over a prolonged period.
- Not seem to have money for essentials. A person may mention not being able to keep the heating on, or having no money to buy food, or seems underweight
- Acting in a sexually inappropriate way, displaying insufficient sense of ‘boundaries’, lack stranger awareness.
- Covering up in warm weather (in a way not usual for the person’s cultural background).
- Not having warm clothes in cold weather or wearing clothes that are unusually unkempt
- Visible injuries, including repeated minor injuries such as bruising, cuts, sore spots, swelling.

***Act***

As Umbrella Sussex is not a formal organisation, concerns should usually be reported straight to the police or children's or adult services. However, there are circumstances where it would be reasonable to report to Umbrella Sussex, using the record of concern at the end of this policy.

The record of concern should only be used to report concerns that you identify in the

course of your contact with Umbrella Sussex. If you identify a concern outside of your membership or volunteering at Umbrella Sussex, or you are seriously concerned for the welfare of anyone you come into contact with while volunteering at Umbrella Sussex, you should immediately report it to the police, adult social care or children's services.

- If you decide to report your concern to Umbrella Sussex, you should contact the safeguarding officer: Shelley Feldman on hastingslibraryofthings@mail.com
- Umbrella Sussex does not accept anonymous reports.

1. Staff or volunteers who report concerns to the safeguarding officer may not discuss the concerns with other parties who are not directly involved. Any discussion should be limited to agreeing what action to take and avoiding unnecessary speculation or other discussion.
2. We encourage you to let the affected person know what action you are planning to take, but only if you do not think this will put you or the other person at risk
3. Care should be taken not to share reports with anyone other than the designated person. All Umbrella Sussex staff and volunteers are required to act within the Umbrella Sussex data protection policy to ensure this happens
4. If staff or volunteers need assistance to make a written report they should make a request to the designated person.

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| Emergencies: If there are immediate concerns for a person's (adult or child) safety and well-being they should be reported to emergency services immediately, using 999. |

Examples of urgent or immediate concern:

- Person appears to be seriously incapacitated from drink, drugs.
- Person appears to be having a mental health crisis.
- There is reason to think that something serious may happen in the very near future. This could be because of something that has been said or implied.

### *Taking Action*

Umbrella Sussex do not usually work with lone children, but may be in contact with vulnerable adults who could be members, volunteers or visitors. Umbrella Sussex is committed to inclusion and will never seek to exclude any person or group of people on the basis that they may be vulnerable or create an enhanced safeguarding risk to the organisation.

Umbrella Sussex take the following precautions:

- Umbrella Sussex members and volunteers who are specifically working with vulnerable adults will need to show evidence of a DBS clearance.
- Specific activity that involves children or vulnerable adults will be risk-assessed.

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Safeguarding concerns should be reported using the Record of Concern form (see below), even if the concern directly relates to a Umbrella Sussex member or volunteer, either as the person who is vulnerable, or is suspected of abuse or neglect.

If Umbrella Sussex receive a report it will act within the framework of the Safeguarding Policy:

1. In the case of allegations against Umbrella Sussex members or volunteers, we will take immediate action. We will put avoidance of risk ahead of other considerations, but will do our best to act fairly, proportionally and to keep parties informed.
2. The designated person will maintain a record of reports, actions taken and outcomes.
3. The designated person will be responsible for acting within the Data Protection Act and for identifying when “vital interest” would be the most appropriate reason for processing personal data

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***Record of Concern***

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| Person's Name: |
| Person's DOB/ Age : |
| Contact details for person (phone number, address, email address is known): |
| Date and time of concern: |
| Your account of the concern (what was said, observed, reported and by whom): |
| Additional information (your opinion, context of concern/disclosure): |
| Your response (what did you do/say following the concern): |
| Your name: |
| Your position:<br>Your phone number and email address: |
| Date and time of report: |
| Action and response of DP |

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| Report to ASC | |
| Report to Children's Services | |
| Report to Police | |
| Record | |
| | |
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Name: …….. Date:……..