



ADHD ACTION NETWORK

### **ADHD Action Network Safeguarding Policy for children, adults and their families**

ADHD Action Network works to support adults living with ADHD by providing small group peer support sessions in the community, led by those living with ADHD

The purpose of this policy statement is:

- to protect anyone accessing our services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to adult and child protection.
- to provide staff and volunteers with the support and guidance to confidently put forward their safeguarding concerns
- to ensure representatives are transparent in their approach.

Safeguarding is everyone's responsibility and this policy applies to anyone representing or working on behalf of ADHD Action Network, including senior managers and paid staff, volunteers, sessional workers and students.

We believe that:

- no-one should ever experience abuse of any kind
- we have a responsibility to promote the welfare of the adults accessing our services and their families to keep them safe and to practice in a way that protects them.

We will seek to keep adults accessing our services safe by:

- valuing, listening to and respecting them
- appointing a nominated protection lead for those who access our service. It is the responsibility of the Safeguarding Lead to support all representatives of ADHD Action Network in understanding the policy and in knowing the procedures they should be familiar with, applying it in their everyday work and ensuring safe working practice guidance that all have read and understood.

The Safeguarding Lead is the person that those in ADHD Action Network should report concerns to and from whom advice should be sought on all safeguarding matters. The Lead has ultimate responsibility for safeguarding within ADHD AN and should be made aware of all concerns after each session delivered.

During non-working hours if necessary the Lead will be available and should be contacted on their mobile for advice and support

- adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made and that facilitators will have earned the Certificate in Safeguarding Level 1
- sharing information about safeguarding and good practice at our sessions
- making sure that adults accessing our service and their families know where to go for help if they have a concern
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and those who access our services appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately and ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- creating and maintaining an anti-bullying environment
- building a safeguarding culture where staff and volunteers and those who access our service and their families, treat each other with respect and are comfortable about sharing concerns.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- photography and sharing images guidance - Service users are required to agree before any images of them are captured or published by ADHD Action Network

#### Action to be taken following a safeguarding concern

If a person is in immediate danger or is at harm or risk this should be referred directly and immediately to adult Social Care and/or the police or Multi Agency Safeguarding Hub (MASH) whichever is more appropriate, whilst informing the Safeguarding Lead

In non-urgent situations,

- The concern must be logged according to our records process (detailed below)
- Safeguarding Lead should be contacted
- Establish if there are any witnesses to the event
- Be careful not to destroy any evidence
- Don't make promises that you will not share information because you may need to later.

The Lead will decide on the most appropriate course of action and if the concerns should be referred, or, a wait and watch procedure should be followed

If agreed necessary, ADHD Action Network will make the appropriate referral and put concerns in writing (within max 48 hrs).

In order of severity, the Lead will escalate concerns first with his Peer Support Program contact at NLFT, followed by either/or Adult Social Care/Police/MASH whichever is most appropriate

The representative of ADHD Action Network will work with the Social Care teams and with the client to facilitate a keep safe plan and next steps after referral

If at any time a member of staff disagrees with the level of concern and feels that the person has not been protected, then any member of staff can make a direct referral to Social Care or other appropriate bodies

#### Recording concerns, disclosures and information sharing - Safeguarding Lead

If any representative of ADHD Action Network is concerned about a service user they must inform the Safeguarding Lead who will support them

The representative must log and record information regarding concerns on the same day using the session log provided at each session. The written record must be a clear, precise, factual account of observations or what has been said and be sent to the Safeguarding Lead. This information may later be shared with NHS, Local Authority or police bodies

ADHD Action Network will accurately record the subsequent action agreed, or that no further action is to be taken and the reason for this decision

- records retention and storage - these records are to be stored safely for at least 1 year
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance is essential. More information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations).

Information in relation to concerns should only be shared on a need to know basis, however the issue of confidentiality is secondary to the need for protection

Information needed when making a referral

When agreed that a referral should be made to the Social Care, Police or Multi Agency Safeguarding Hub (MASH) you should be prepared to give as much of the following information as possible including

- The ADHD Action Network representative's contact details and request the name of the person who is receiving the call
- Full contact details of the suspected victim
- Gender, ethnicity, first language
- The nature of the concern and foundation for the concern
- An opinion on whether the person may need urgent action to make them safe

- The representative to share what appears to be the needs of the person and their family

### What should not happen

Call a staff meeting and discuss the matter with staff and volunteers

The representative of ADHD Action Network should not try and bring the perpetrator of the alleged abuse in contact with the victim

Delay response

### Police Involvement

Whether to involve the police will depend on several factors

- The views and wishes of the adult at risk
- If there is concern that a criminal offence has been committed due to the nature of the disclosure
- The exact circumstances surrounding each individual case of suspected abuse or neglect
- IF there is reasonable suspicion that a crime may have been committed and the harm caused deliberate, then it is sensible to discuss with local police force

If police are called and they refuse to send someone leaving an adult in a life or death situation then ask for a real time escalation through the supervisor

### Consent from the potential victim

There may be circumstances when an adult may wish to accept a situation that you feel could be harmful, this is a decision that they are free to make unless

- Other people are being put at risk
- A child is involved
- The alleged perpetrator has care and support needs and may also be at risk
- A serious crime has been committed
- Staff are implicated
- Coercion is involved

If you are uncertain discuss with your Lead

### Making a referral for an allegation towards a representative of ADHD Action Network -Whistle Blowing

If there is information that suggests that an adult working with those at risk of harm

- Behaves in a way that may have harmed the person
- Possibly committed a crime against or related to an adult at risk
- Behaved in a way that indicates they are unsuitable to work with adults at risk

the ADHD Action Network representative should report this immediately to the Safeguarding Lead (unless the concern relates to the Lead).

The Lead must seek advice from Adult Social Care or the Police or other appropriate body who may request further information be submitted and take appropriate action and provide guidance

The ADHD Action Network rep may be called for a meeting with Adult Social Care or other relevant body and they make speak to the Police to decide if a criminal act has taken place

The representative will be informed of the actions that will be taken

Any safeguarding concerns regarding the Lead must be reported immediately to the Programme Manager who will follow the above process to escalate

NB The Public Interest Disclosure Act 1998 protects Whistle blowers

### Risk Management

Our approach to managing risk where our participants are at risk from themselves, will take account of our commitment to empowering people to make their own decisions and act for themselves. However, we balance this with active support to help people to have a free choice whilst also offering help.

When we may be at risk from a participant, our approach is to balance our desire to provide a safe place for people to explore their diagnosis and to receive the help and support they need in order to be able to access opportunities in our community, whilst ensuring we take the necessary steps to keeping our staff safe. Our risk management policy details this procedure further.

### Legal framework

ADHD Action Network has a statutory responsibility in relation to safeguarding under legislation and statutory guidance and responsibilities to ensure that service users and representatives of ADHD AN are protected under health and safety legislation and practice

### Breach of Policy

Failure to comply with the ADHD Action Network safeguarding policy can be managed in the following ways,

- Local authority co-ordinated safeguarding investigation
- Referral to DBS
- Conduct and performance disciplinary processes
- Internal review or co-operation with an external review

Safeguarding Lead Nick Pairaudeau

Policy created April 20<sup>th</sup> 2026

Next review April 20<sup>th</sup> 2027

And yearly thereafter