



The Society of Authors

MEMBER DRAFT

Safeguarding Adults when running
Events and Meetings

Everyone has a right to be treated with dignity and respect.

Everyone deserves to be safe.

Policy Owner: Society of Authors

Date Policy Approved: to be approved in December 2024

Next Review Date: November 2025

Designated Safeguarding Lead: Elsa Woodmeade:

EWoodmeade@societyofauthors.org

Introduction

The Society of Authors (“SoA”) is the UK trade union for all types of writers, illustrators and literary translators, at all stages of their careers. We have been advising individuals and speaking out for the profession for more than a century. We are committed to promoting professional behaviour throughout all our activities, and to tackling and preventing bullying and harassment in all their forms.

We understand that our member-volunteers may occasionally come into contact with adults at risk when delivering events and meetings for the SoA. This policy and procedure offers practical advice to support our member-volunteers when dealing with adults at risk.

Policy statement

The SoA is committed to protecting the rights and dignity of members organising and hosting member-led events, who have a right to work in an environment in which the dignity of individuals is respected and which is free from any form of harassment or bullying. We believe that everyone has the right to live safely - free from abuse or neglect regardless of age, ability or disability, sex, race, religion or belief, ethnic origin, sexual orientation, marital or gender status. For further information see: [Protected characteristics | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/protected-characteristics)

This policy and procedure details our duty and commitment to:

- Providing appropriate training and awareness about adult safeguarding.
- Equipping our member-volunteers with a clear procedure that enables the appropriate reporting of adult safeguarding concerns.
- Encouraging open and ongoing discussion in order to identify potential barriers to reporting so that we can address these in this policy and procedure.

Scope

This policy applies to all member-volunteers when they interact with the Society of Authors. It aims to ensure that all member-volunteers understand their role in helping to safeguard adults at risk; to ensure that appropriate training is provided; to raise awareness of what adult safeguarding means in practice; and to ensure that member-volunteers understand who the trained safeguarding lead is at the SoA who can confidently manage an adult safeguarding concern if it is raised.

In implementing this policy and procedure, all member-volunteers will be more aware of potential safety issues that might affect those who interact with the SoA, and they will be able to take practical steps to ensure that all those who interact with the SoA can stay as safe as possible. This includes the precautions the SoA takes to help prevent any risks to individual safety, and where member-volunteers can go for advice.

Purpose

This policy covers:

- The legislation;
- Our commitment and procedures for safeguarding adults;
- Our role and responsibility for safeguarding adults;
- Our procedure: what to do and who to speak to if anyone has a safeguarding concern relating to the welfare or wellbeing of an adult within the SoA.

Legislation - what is adult safeguarding?

Safeguarding is for everyone, but people who have care and support needs because of issues such as dementia, learning disability, mental ill-health or substance abuse, may be more vulnerable to abuse or neglect. Even if a person is not an adult at risk by the definition below, people and organisations can still offer support and signposting should they be being harmed.

The Care Act statutory guidance defines adult safeguarding as:

'Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

A local council must act when it has 'reasonable cause to suspect that an adult in its local authority area, regardless of whether the person ordinarily lives there:

- has needs for care and support (whether or not the local council is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.'

(Care Act 2014, section 42)

You can read about the Six Principles of Adult Safeguarding [here](#).

Implementation

This policy exists to support our member-volunteers in managing their member events and meetings. It covers details of:

- The SoA's designated safeguarding lead.
- Member-volunteer safeguarding adults training.
- How this policy is communicated to our member-volunteers as part of the onboarding process.
- How to raise a safeguarding concern.
- That this is part of our member-volunteers' code of conduct when delivering events and meetings to members.
- How adult safety is considered in events and meetings risk assessments.

Designated Safeguarding Lead – Key Contact Details

The designated SoA Safeguarding Lead to report concerns to is Elsa Woodmeade. You can reach Elsa at EWoodmeade@societyofauthors.org or on telephone: 020 3880 2230.

Training

We will share this policy and procedure as part of the onboarding process for new member-volunteers. Thereafter, our member-volunteers will receive appropriate training according to the nature of their role and requirements on safeguarding adults at risk.

Professional boundaries

As part of the provision of training, member-volunteers should understand their professional boundaries, to ensure that a professional relationship is maintained.

Member-volunteers should not:

- Share their personal contact details with members or those they interact with on SoA business.
- Share members' personal contact details to anyone (third parties or other members) without the members' express permission in line with our Privacy Policy, GDPR and current data protection laws.
- Be expected to tolerate the use of abusive language or behaviour of any kind.
- Accept responsibility for any valuables on behalf of members or anyone they interact with on SoA business.
- Accept money as a gift or borrow money from, or lend money to, members or anyone they interact with on SoA business.
- Offer gifts, rewards or hospitality to members or anyone they interact with on SoA business, as an inducement for either doing or not doing something in their official capacity.
- Give personal gifts to members or anyone they interact with on SoA business. However, gifts from the SoA as an organisation may be provided as part of a planned activity to thank an individual for their voluntary contribution.

- Promise members that they will keep their secrets, if doing so could risk harm or endanger any party involved.

How to raise a safeguarding concern

Urgent concerns

If, at an SoA event or meeting, you feel that someone is in immediate danger, please phone 999. For non-urgent situations, phone 101.

Please make the SoA aware of any concerns raised so that we can maintain our records and consider follow-up action.

Non-urgent concerns

To raise a safeguarding concern where a member is not in immediate danger, please:

Contact the SoA's safeguarding lead: Elsa Woodmeade. You can reach Elsa at EWoodmeade@societyofauthors.org or on telephone: 020 3880 2230.

The SoA's safeguarding lead will assess the safeguarding concern and implement the appropriate steps, which may include:

- Seeking advice from [Camden Social Services](#) in the first instance and/or raising a Safeguarding Alert in the local authority where the event or meeting took place and where the member is resident (if these are different).
- If this has taken place at the SoA offices, to report this concern to the [Adult Social Care Access and Response Team](#) on telephone: 020 7974 4000 (option 1) or via email: adultsocialcare@camden.gov.uk. This is the initial access point for the Adult Social Care Service, including Occupational Therapy, Sensory Needs and Older People Outreach. They work with older people and adults at risk aged 18+.

The SoA's safeguarding lead will ensure that feedback from the local authority is received and their response is recorded. In managing this concern, depending on the nature of the issue, the SoA's safeguarding lead may need to:

- Speak to the vulnerable adult directly.
- Seek medical attention for the vulnerable person, if required.
- Obtain permission to make referral, if safe and appropriate to do so.

We recognise that there may be rare occasions where member-volunteers could be involved in situations where there is risk of actual harm, which can be stressful for all concerned. The mechanisms in place to support member-volunteers include:

- Debriefing support from our designated Safeguarding Lead (who is also one of our Mental Health First Aiders) so that the individual can reflect on the issues they have dealt with.
- Referral to further support, as appropriate, via our Employee Assistance Programme e.g. access to counselling sessions.

What happens when an adult safeguarding concern is raised with the local authority

The first thing adult social care will do is to contact the individual about whom the concern has been raised. They will work with them to investigate the allegations and to make any decisions. Adult social care and partner organisations will work together with the individual to put in place a protection plan to help them. They will provide help and advice on how the individual can stay safe and prevent abuse from happening again. Where abuse is definitely a criminal activity, the police may take legal action against the abuser.

The are certain circumstances in which we would take action even if the person has mental capacity but has asked us not to report

These circumstances are:

- The alleged abuser is a member of staff
- Other adults 'at risk' are in danger
- There are children involved
- A crime could be prevented
- The alleged abuser has care and support needs and could be at risk
- The case meets the criteria for Multi Agency Risk Assessment Co-ordination
- You suspect the person may be under duress or being coerced
- A court order or other legal authority has requested the information

If it doesn't increase the risk, it is best practice to inform the adult concerned if you need to share their information without consent.

Allegations against member-volunteers

If anyone raises a safeguarding concern against a member-volunteer, they should do so under the [SoA's Dignity and Respect Policy](#) and associated complaints procedure. A written record of the concern will be made and advice will be sought from the SoA's safeguarding lead. If the allegation concerns a vulnerable adult, the SoA's safeguarding lead may contact the local authority for further advice. Depending on the severity, the

SoA's safeguarding lead may need to report this as a safeguarding concern to the local authority using the procedure above.

Members wishing to make a service-level complaint may do so by using our [Complaints Procedure](#).

Recording, Information Sharing and Monitoring

To ensure the safety of our member-volunteers, SoA will ensure effective procedures are implemented and monitored, including:

- Appropriate training and awareness-raising discussions with member-volunteers.
- Monitoring whether concerns are being reported and actioned.
- Keeping accurate and up-to-date records.
- Reviewing this policy and procedure to ensure they are up-to-date, relevant and understood.

Any monitoring information gathered, recorded, stored and (in very limited circumstances) shared, will be done in accordance with the SoA's [Data Protection and Privacy Policy](#) and in line with the GDPR and current data protection laws.

The SoA has a duty to share information with other agencies in order to safeguard adults at risk. The public interest in safeguarding adults at risk may override confidentiality interests. However, information will be shared on a need-to-know basis only and this will be done via the Safeguarding Lead.

The SoA will ensure that member-volunteers are aware of this safeguarding policy and procedure by making them available on www.societyofauthors.org and using them as part of induction and regular training.

Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400
 Email: Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors
 Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24-Hour Freephone Domestic Abuse Helplines

England Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Northern Ireland Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Wales Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk
www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or
 0808 808 0700 (Helpline)
 Email: services@respond.org.uk
www.respond.org.uk

Stop Hate Crime



Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830 Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support