

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 3 May 2023  
**The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm.**

1. **Welcome / Present /Apologies:**

Peter welcomed everyone to the meeting.

2. **Present:** Peter Richardson; Lesley Sibbald; Pippa Richardson; Alison Candlin; Mike Booth; Mary Pile; Ann Harrison; Kirsty Jamieson; Maureen Hibbot.

**Apologies:** Joan Boorer; Nick Adsett; Dan Pike; Alex Lunt.

3. **Actions from previous meeting**

#	Action	Responsible	Status
9 (Dec 22)	Display Case for Jubilee Crown. CAWS to supply floor-standing cabinet.	Nick	Complete – display case purchased and delivered. Plaque and opening ceremony TBA
4 (Jan 23)	Design Chatty Bench sign.	Mike	Ongoing – Mike will draft a sign and Peter will re-send examples
5 (Jan 23)	Consult with Methodist Church re a Chatty Bench at that site.	Peter	Ongoing pending a draft sign to show the church
6 (Jan 23)	Purchase Tree Guards.	Peter, Lesley	Ongoing as postponed until planting time (Autumn)
11 (Jan 23)	Consider EE5G broadband solution.	Dan	Complete
1 (Mar 23)	Feedback to MWPC regarding CAWS support for Road Safety initiatives.	Peter	Complete
2 (Mar 23)	Solicit an updated quotation for Topography signs based on the agreed draft content.	Peter	Ongoing – a request for a revised quotation to be issued shortly – waiting for feedback from PCT first.
3 (Mar 23)	Feedback to MWPC regarding CAWS support for proposed Green Wedges.	Peter	Complete
4 (Mar 23)	Provide any final content for Local History to Peter.	All	Ongoing – but note content to be frozen in the next 2 weeks
5 (Mar 23)	CAWS to provide Chatty Bench for Whitley Stores with the proviso that the bench be made of recycled material.	Alison	Ongoing – to be timed in to coincide with the opening of the new location
6 (Mar 23)	The next fete sub-committee meeting will to be held on Wednesday 22nd March at 1900 .	Nick/ Mike / Alex / Joan / Peter / Lesley	Complete
7 (Mar 23)	Solicit raffle prizes.	All	Ongoing -note raffle tickets have now been printed but more prizes still required.
8 (Mar 23)	Explore option to ‘wire up’ a local 5G network for the villages.	Dan	Complete
9 (Mar 23)	Promulgate Litter Pick through WhatsApp / Facebook.	Lesley	Complete
9 (Mar 23)	Promulgate speedwatch/enforcement update through WhatsApp / Facebook and Connect.	Kirsty, Lesley, Peter	Complete
10 (Mar 23)	Contact Mike for replacement books for Telephone Box Library.	Maureen	Complete

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11 (Mar 23)	Note that Shaw to be invited to take part in 2024 Best Kept Village.	Lesley	Noted
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4. **Chair Report discussion:**

Having circulated his report in advance (copy attached to these minutes) of the meeting, Peter confirmed that he would not go through it in detail but would use the table at page 5 of the report to highlight items for discussion. He then worked through the table as follows:

Topic	Proposals / Discussion and / or Action Points	Decision
<b>Road Safety</b>	CAWS to discuss Shaw School Travel Plan with them (to inform an application for a 20 MPH Limit and improved parking for parents)	<b>Agreed</b>
<b>CEG</b>	CAWS supports creation of a 'practical skills list' (e.g. First Aid/medical, diy, project management, communications etc. etc.). This will be held by CEG for use in case of an emergency.	<b>Agreed</b>
	List of CAWS Committee members to be provided to CEG as 'non specialist' volunteers.	<b>Agreed</b>
	List of Whitley Stores volunteers to be provided to CEG as 'non specialist' volunteers. Alison to provide once CEG approval given.	<b>Agreed</b>
<b>Safeguarding</b>	CAWS to produce a safeguarding policy. Kirsty to research and provide draft.	<b>Agreed</b>
<b>Summer Event</b>	List of volunteers to be prepared, all members to identify additional helpers by next special committee meeting on 7 June 2023	<b>Agreed</b>

**Actions:**

- a) **Kirsty** to initiate discussion with Shaw school on Travel Plan.
- b) **Peter** to discuss creation of a practical skills matrix with Jonathan Rumens.
- c) **Lesley** to provide a contact list of CAWS committee, once CEG approval given for use in an emergency.
- d) **Alison** to provide a list of Whitley Stores volunteers as 'non specialist' volunteers once CEG approval is given, given for use in an emergency.
- e) **Kirsty** to develop a draft safeguarding policy.
- f) **All** to seek additional volunteers for summer event by 7 June 2023.

5. **Finance Report:**

Joan had provided the following update:

Current financial position is as follows:

- CAWS: £6235.72 / CEG: £449.31 / Total: £6685.03

Recent transactions include:

- £1,220 Grant from MWPC
- £164.19 and £76.80 to Alex for bouncy castle hire and another 4 readers. Alex tested one by paying in 1p and it worked.
- £61 and £80 to Peter for the Lottery licence and raffle tickets, as well as £35.10 for paper.
- £420 to Nick for the plinth for the school.
- £24.25 and £19.86 to Mike for laser paper.

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### 6. Whitley Stores Update – Alison

Alison reported positive progress in that a deposit had been paid to secure a suitable portacabin. SWCH were now proceeding with the planning application process.

### 7. 2023 Summer Event:

Peter updated the committee on the planning for the event as follows:

- There would no traders at this event, except for those connected with the Dog show.
- Atworth are unable to join in running the event but are very willing to support before and on the day.
- Whitley Stores would be running the bar, as they did last year.
- After discussion it was agreed that SWCH could keep the profits from the bar. Proposed by Pippa, seconded by Mary. **Action Alison**
- Seven musical entertainers already signed up with the possibility of a stilt walker and circus workshop being explored. **Action Nick.**
- After discussion it was agreed that Dog show trader would be asked to provide prizes in lieu of paying a fee for their pitch. **Action Michele Booth – via Mike**
- Posters to be distributed in the next few weeks. **Action Mike**
- All committee members requested to assist in delivering leaflets and selling raffle tickets. **Action All.**
- Additional raffle prizes are still required. **Action All.**

### 8. Neighbourhood Watch – Peter

After discussion on what may already be provided in the villages under existing groups, Peter agreed to look at the information that Kirsty had provided with the aim of providing a 'gap analysis' to help the committee to decide whether there would be value in creating a new NW group. **Action Peter**

### 9. Safeguarding – Peter

Discussed at item 4 above.

### 10. Broadband Project Update – Dan

Dan advised that he was still making steady progress and was talking to an ISP who may help us install 5G in the village and provide internet, if BDUK do not do anything useful in the next round of allocations, which is due to happen "in the Spring". **Action: Dan.**

### 11. Speedwatch/Speed Reduction Initiatives – Kirsty

Kirsty confirmed that discussions to provide two additional speedwatch spots on Corsham Road continue and that she is also looking for new ideas for 'different' posters. Mike agreed to print the posters when she has chosen them. **Action: Kirsty, Lesley, Mike**

### 12. Phone Box Library – Maureen

Maureen advised that the two new volunteers were a great help and that the box was currently in good order.

### 13. AOB – Peter/All

No other business was raised.

### 14. Date of Next Meeting

The next Event Subcommittee meeting will be held on Wednesday 24 May at 1900. **Action: Nick/ Mike / Alex / Joan / Peter / Lesley**

A special FULL committee meeting will be held on Wednesday 7 June at 1900 to provide update and agree roles / responsibilities for the event. Action: Lesley to send out reminder. **ALL to attend.**

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15. Outstanding Action Summary

#	Action	Responsible	Status
4 (Jan 23)	Design Chatty Bench sign	Mike, Peter	Ongoing – Mike will draft a sign and Peter will re-send examples of signs
5 (Jan 23)	Consult with Methodist Church re a Chatty Bench at that site	Peter	Outstanding pending a draft sign to show the church
6 (Jan 23)	Purchase Tree Guards	Peter, Lesley	Ongoing as postponed until planting time (Autumn)
2 (Mar 23)	Solicit an updated quotation for Topography signs based on the agreed draft content	Peter	Ongoing – a request for a revised quotation to be issued shortly – waiting for feedback from PCT first
4 (Mar 23)	Provide any final content for Local History to Peter	All	Ongoing – but note content to be frozen in the next 2 weeks
5 (Mar 23)	CAWS to provide Chatty Bench for Whitley Stores with the proviso that the bench be made of recycled material	Alison	Ongoing – to be timed in to coincide with the opening of the new location
7 (Mar 23)	Solicit raffle prizes	All	Ongoing -note raffle tickets have now been printed but more prizes still required.
1 (May 23)	Initiate discussion with Shaw school on Travel Plan	Kirsty	
2 (May 23)	Discuss creation of a practical skills matrix with Jonathan Rumens	Peter	
3 (May 23)	Provide a contact list of CAWS committee, once CEG approval given for use in an emergency	Lesley	
4 (May 23)	Provide a list of Whitley Stores volunteers as 'non specialist' volunteers once CEG approval is given, for use in an emergency	Alison	
5 (May 23)	Develop a draft safeguarding policy	Kirsty	
6 (May 23)	Seek additional volunteers for summer event by 7 June 2023	All	
7 (May 23)	Explore the possibility of a stilt walker and circus workshop	Nick	
8 (May 23)	Sell raffle tickets	All	
8 (May 23)	Dog show traders to be asked to provide prizes in lieu of paying a fee for their pitch.	Michele Booth – via Mike	
9 (May 23)	Posters to be distributed in the next few weeks	Mike	
10 (May 23)	Deliver Summer Event leaflets (see post meeting note)	All	
11 (May 23)	Generate a gap analysis to show what parts of a Neighbourhood Watch scheme are already being delivered in a different way.	Peter	

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12 (May 23)	Further explore 5G broadband solution	Dan	
13 (May 23)	Draft and print Speedwatch posters	Kirsty, Lesley, Mike	
14 (May 23)	Next Event Subcommittee meeting to be held on Wednesday 24 May at 1900	Nick, Mike, Alex, Joan, Peter, Lesley	
15 (May 23)	Next FULL committee meeting to be held on Wednesday 7 June at 1900 to provide update and agree roles / responsibilities for the event. Action: Lesley to send out reminder	All	

The meeting closed at 20 25.

**Post Meeting Note**

Regarding Action 10 (May 23), this is the list of leaflet deliverers from our 2022 event and it is proposed that we use the same this year with Alex covering what Ange did last year. Peter or Mike will advise when the leaflets are ready for collection.

Pippa	Top Lane from Littleworth Lane to Eden Grove
Peter	First Lane and Westlands Lane
Ann	Ashley Close, Springfield Gardens and Plane Tree Close <a href="#">Post meeting note - and some of George Ward estate</a>
Ange	Shaw Hill from Norrington Lane to Shaw School & School Lane
Alison	Corsham Road from First Lane to Top Lane
Joan	Folly Lane to Shaw Hill / Beltane Place to Norrington Lane
Mike	The Beeches
Dan	Littleworth Lane to Purlpit
Lesley	Middle Lane, Grange Close, Kennedy Avenue & Brookfield Rise.

**CAWS Chair Report – May 2023**

**Please read this report before the meeting as I do not propose to walk through it on the day. I will however use the table on page 5 to highlight where I think we need discussion/agreement and/or Actions.**

**Road Safety**

Kirsty and I attended the public participation session of the 20 March 2023 Highways & Streetscene Committee of Melksham Without Parish Council to pitch two of our agreed priorities, namely a 30 MPH Limit from George Ward to the Shaw Traffic Lights and 30 MPH Road Markings on Corsham Road and Shaw Hill (see Annex A). These were subsequently discussed further at the Full Council Meeting on 27 March 2023 (revising the outcome on speed limits from 20 March 2023), and the MWPC status taking into account the various discussions is now as follows:

- **30 MPH Limit from George Ward to the Shaw Traffic Light** – “Resolved: To support the request for a change in the 40mph speed limit along the A365 from George Ward Gardens to Shaw Hill traffic lights to 30mph. However, given the previous responses from Wiltshire Council if they were minded to reject this request to ask that they provide the relevant criteria which allows a change in a speed limit, given the changes in the amount of traffic and uses in the entrances along this stretch of road and increase in traffic due to the introduction of the Clean Air Zone in Bath.”
- **30 MPH Road Markings on Corsham Road and Shaw Hill** – “Recommendation 2: To submit a request to the Local Highway & Footpath Improvement Group (LHFIG) for 30mph speed roundels to be painted on the A365 at the following locations:
  - Folly Lane, Shaw just before Beltane Place on the crest of the hill (inbound).
  - Shaw Hill just after the traffic lights (outbound)
  - Corsham Road, Whitley near the entrance to Mavern House and just pass Shaw School).”

We also asked for the roundel at the Gastard end of Corsham Road to be repainted but WC have confirmed this is already up to an acceptable standard.

Our grant application for 50% of the costs of a **SID or ASC** was unsuccessful but there is an ongoing conversation about whether MWPC might nevertheless fund this separately. In parallel with that conversation, I have, with the knowledge of MWPC, submitted a grant application to the Wiltshire Police and Crime Commissioner for 100% of the costs and I expect a decision on that in June/July.

Progress on a **20 MPH Limit outside Shaw School and a parking solution** remains WIP and is dependent on an updated School Travel Plan. I propose that CAWS appoints a POC to liaise with the school.

**Local History**

Since my last report I have spoken to more local people and have written another 3,000 words. I plan to freeze the content in the next two weeks and then arrange printing in readiness for our summer event.

**Topography Signs**

Our grant application to MWPC for 50% of the estimated cost of the signs was successful and Joan attended the Annual Parish Meeting on 3 April 2023 at Berryfield Village Hall to receive the cheque.

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I have made a grant application to the Princes Countryside Trust for the remaining 50% and a decision on that will be made in early June 2023.

### Planning

Progress on the update to the Neighbourhood Plan continues positively. The next stage will be Public Consultation (I will advise dates in due course) which CAWS should contribute to.

**Extant Planning Applications** for Shaw and Whitley are as follows:

Name ↑↓	Address ↑↓	Proposal ↑↓	Valid Date ↓	Decision Notice Se... ↑↓	Status ↑↓
<a href="#">PL/2023/02304</a>	Shaw Court, Bath Roa...	Installation of photov...	19/04/2023		Under Consultation
<a href="#">PL/2023/03257</a>	89 CORSHAM ROAD,...		24/04/2023		Under Consultation
<a href="#">PL/2023/01526</a>	123 Kittle House First...	T1- Horse chestnut: R...	24/02/2023		Under Consultation

### Potholes and Reporting Issues to WC

Wiltshire Council have a campaign to repair potholes across the county. Please report any to WC that you see ASAP.

The best way to report an issue (pothole or other) is via My Wilts on the WC Website or via the My Wilts App, but reports can also be made via MWPC. I recommend using the App as it will help with photos and location. WC will only address matters that they have a statutory duty to resolve that meet their intervention levels. All other matters can be reported for resolution by the Parish Steward.

### Trees

MWPC agreed in principle on 24 April 2023 to arrange planting via their contractor and we can now start consultation with residents.

### Power Outage Simulation

On 28 and 29 March 2023 the Shaw and Whitley Community Emergency Group (CEG) and other volunteers (I attended) took part in a simulation exercise to test what our local response might be to a multi-day power outage in circumstances where we might have very limited communications (e.g. phones), transport (e.g. fuel shortages) and emergency service support (e.g. limited hospital cover).

The simulation was a great success and held up by the Wiltshire and Swindon Local Resilience Forum as an exemplar. A copy of the article that appeared in Connect and Melksham News, updated to include information on lessons learnt, is at Annex B.



As I mentioned in March, land between First Lane and Corsham Road is not categorised by the EA as flood plain (flood zone 3) but CEG have written to the EA, making the case for this to be changed. This application is now supported by MWPC and a response from the EA has been chased.

#### **Litter Pick**

We conducted our Spring Litter Pick on Sunday 26 March. Thank you to the 12 volunteers (the Shaw and Whitley Wombles) and also Maureen & Richard Hibbott and Joan Boorer & her husband, who did a separate litter pick in their areas.

Over 8 black bags of rubbish were collected and other rubbish too large to get in a bag was reported to the council. Our next event will be in the autumn.



#### **Shaw & Whitley Summer Family Music Fair, 17 June 2023**

The sub-committee has made great progress and will report during the meeting, but in terms of a brief summary:

- 6 live acts have been booked with an outsourced PA system
- BBQ (CAWS)
- Bar (Whitley Stores)
- Coffee, non-alcoholic drinks and cakes (Spindles, Bunch of Cakes and Volunteers)
- Ice cream van
- Dog show (Michele Booth) with traders as prize sponsors
- Classic Car Show (Roger Sumner)
- Climbing Wall (Wiltshire Outdoor Learning Centre)
- Various side shows and games
- Raffle – over £1,200 of prizes so far and tickets now available for sale

The key issue for the sub-committee is confirmation of volunteers, and support with raffle ticket sales and I propose we agree steps forward on this during the meeting.



### Safeguarding

Whilst our contact with vulnerable people is limited, we could be in a position where a safeguarding issue arises, perhaps on a Litter Pick, at the fete, or in our general volunteering and day to day contact with residents. Having a safeguarding policy is also mandatory for many grant applications although that should not of course be our main motivation.

I propose CAWS adopts a Safeguarding Policy and I attach a draft at Annex C, based on an example used by community groups in Sussex, for consideration but I am very conscious that this may be OTT (its quite long). CAWS should consider what sort of fit for purpose policy it needs and I propose that a POC is appointed.

### Discussion/Action Summary

Topic	Proposals/Discussion and/or Actions Points
Road Safety	POC required to progress discussion with Shaw School on their Travel Plan (to inform an application for a 20 MPH Limit and improved parking for parents)
CEG	Are committee members happy to be listed (with contact details) as volunteers who may be able to support a future simulation exercise or actual emergency event of some kind?
	If so, please forward contact details to Lesley
	Would the committee be prepared to contribute to a simple skills matrix that might be used in a future exercise or event to help deal with an emergent issue (e.g. First Aid/medical, diy, project management, communications etc. etc.)?
	If so, please forward details to Lesley
Safeguarding	Do the committee agree a Safeguarding Policy should be put in place?
	If so, is there a committee member prepared to take the draft forward or to replace it with something different?
Summer Event (defer until the event update at Agenda Item 7)	List of volunteers for 17 June 2023 required – are you available and do you know anyone else who can help?
	Raffle ticket sales – commit to selling tickets
	Raffle ticket prizes – solicit prizes

**30 MPH Road Markings on Corsham Road and Shaw Hill and a 30 MPH Limit from GWG to Shaw Traffic Lights  
(Whilst the initiatives are definitely not a panacea, CAWS strongly believes they will have a positive impact)**

<p><b>Issues</b></p> <ul style="list-style-type: none"> <li>• Significant evidence of speeding collected from enforcement, SpeedWatch and local residents</li> <li>• Significant evidence of dangerous driving collected from local residents</li> <li>• The lack of a visual reminder a 30 MPH reminder means many vehicles accelerate beyond 30 MPH when lights turn to green</li> <li>• The above factors are exacerbated by an increase in the volumes of traffic driven by restrictions on the Cleveland Bridge and the Clean Air Zone in Bath, and drivers attempting to avoid congestion on the A350 and find a crossing across the River Avon</li> <li>• Traffic noise and vibration is exacerbated by speed and volume</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Likely to improve the safety of drivers and pedestrians on the busiest roads in our communities:             <ul style="list-style-type: none"> <li>• a reminder of a 30 MPH limit coming out of the Traffic Lights, and a reinstatement of the 30 MPH limit along Bath Road are positive mental triggers</li> <li>• whilst not everyone will comply, some will</li> <li>• those who do comply will typically force compliance for those behind them</li> </ul> </li> <li>• Will encourage more people to feel comfortable to walk and exercise in our communities, including children travelling to and from Shaw School</li> <li>• Will support the reduction of noise and pollution, promote energy efficiency and a positive impact on climate change</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>• Discourages walking on Bath Road, Corsham Road and Shaw Hill</li> <li>• Many parents drive children to Shaw School rather than walk, even over short distances</li> <li>• Quality of life for residents degraded – many report feeling unsafe walking and driving</li> <li>• Many feel it is just a matter of time until there is a serious accident</li> </ul>	<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• Feedback from many residents, and parents from GWG, is that road safety is a key issue (many say its the No 1 issue) in our area</li> <li>• The CAWS Committee unanimously supports these proposals</li> <li>• CAWS recognises that this is not a panacea, but...</li> <li>• It will not make the situation any worse and the proposals have the potential to make an improvement – even a small improvement is worth having</li> <li>• CAWS is determined to be proactive, rather than feeling the need to respond retrospectively to an accident etc.</li> </ul>



## Power Outage Simulation

On 28 and 29 March 2023 the Shaw and Whitley Community Emergency Group (CEG) and other volunteers took part in a simulation exercise to test what our local response might be to a multi-day power outage in circumstances where we might have very limited communications (e.g. phones), transport (e.g. fuel shortages) and emergency service support (e.g. limited hospital cover).

Within 30 minutes of the start of the exercise an incident room was set up at Whitley Reading Rooms with information boards, a reception to deal with members of the public and to triage incidents, a waiting area, and a team to find and acquire resources in order to mitigate simulated issues such as a house fire, medical emergencies, food shortages and distressed members of the public.

The simulation, which was part of a wider exercise, was supported by Wiltshire Council, REACT, the voluntary organisation that has emergency event experience including recent deployments in Syria and Turkey, Wiltshire and Swindon Local Resilience Forum, and MWPC. Raynet provided communications links to the police HQ and County Hall and the police also provided volunteers including our local PCSO.

This was a routine exercise as part of normal emergency planning and there is no reason for residents to feel anxious because of it. The exercise was a great success with the emergency planning that CEG already have in place proving extremely useful. Of course a number of operational issues were identified – this was what the exercise was really about – but now steps can be taken to better prepare for any real event in the future.

Heartfelt thanks go to all the volunteers who took part, some of who revealed some fantastic acting skills! If you would like to be involved in a future exercise, or to volunteer for the CEG, please let us know.

A review/lessons learnt exercise took place with CEG, MWPC and WC on 18/04/2023. Feedback from WC was that the CEG event was an exemplar and key points will be shared with other agencies across the country. In summary the key other finding were:

### What went well?

- Team worked well together
- Quick to organise and set up (WC will communicate the layout and processes used)
- Team changed approach dynamically if necessary
- CEG kit was generally fit for purpose and highly useful

### What didn't go so well and actions to consider?

- CEG kit needs more extension leads (complete)
- Radio in exercise box was inadequate
- First aid training/refresher training to be considered
- Need to develop a skills list for local residents
- Need to set in place improved POCs for volunteer support and assistance
- Consider grant applications for First Aid Training and additional equipment (e.g. head torches)

## Draft CAWS Safeguarding Policy

### 1. Purpose of the policy

CAWS is committed to safeguarding practices that help ensure the safety of adults and children at risk whilst taking part in our group activities and in the wider community. This policy helps everyone involved in our group:

- be aware of our legal responsibilities;
- understand the safeguarding risks in CAWS;
- know what to do if they have a concern about the wellbeing or welfare of any person at risk that comes into contact with our group.

This safeguarding policy, and associated procedures, applies to all individuals involved in CAWS, including committee members and volunteers. The policy applies to all concerns about the safety of people at risk while taking part in our group and the activities we run, or while in the wider community.

### 2. Code of conduct

When working with vulnerable people we are acting in a position of trust. We recognise that keeping our group safe is everyone's responsibility, and we expect our committee members and volunteers to behave according to the following values:

- all people at risk have an equal right to protection from abuse and to be kept safe from harm regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation;
- we recognise some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- we listen to and respect everyone in the group;
- we use language that is appropriate for age and ability, and not offensive or discriminatory;
- we encourage a culture of honesty, where everyone feels comfortable to point out attitudes or behaviours they do not like;
- we know it isn't always easy to be vocal about concerns – for ourselves or for other people;
- all allegations and suspicions of neglect and abuse will be taken seriously and responded to swiftly and appropriately.

This means when working with people at risk we will never:

- promise to keep secrets – safeguarding relies on sharing concerns appropriately with other agencies;
- allow suspicions or allegations of abuse or neglect to go unreported;
- act in a way that is threatening, abusive or bullying;
- jump to conclusions about others without checking facts;
- enter into a sexual or intimate relationship with anyone at risk

### 3. Legislation

CAWS recognises that the local authority has the main legal duty to safeguard people at risk, and we are committed to working with them and our local Safeguarding Adults Board.

This policy, and the practices within it, are based on the relevant legislation and government guidance, including:

- The Care Act 2014; and
- The Mental Capacity Act 2005 (which protects people's right to make their own decisions in any situation where they are able to do so).

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- The Children Acts 1989 and 2004;
- Working Together to Safeguard Children 2018.

We base our practices on the principles laid out in the Care Act 2014 i.e.

- Empowerment – People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

### 4. Definitions

**Abuse** is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. Often the perpetrator of abuse is known to the person and may be in a position of trust and power.

The types of abuse we need to be aware of are:

- Physical or sexual abuse
- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse
- Radicalisation
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory
- Self-neglect
- Domestic abuse (including coercive control)
- Modern slavery

### 5. Recognising safeguarding concerns

There are many signs and indicators that may suggest someone is experiencing abuse or neglect. There may be other explanations too, but CAWS will not ignore any of these signs if they are apparent.

A person may confide (disclose) to a committee member or volunteer of CAWS Group that they are experiencing abuse, inside or outside the activities of the group. Or someone else may notice signs in a particular individual. The signs we will look out for include:

- unexplained bruises or injuries;
- belongings or money going missing from the person;
- the person no longer attending or enjoying CAWS activities, or responding to contact from other members of the group;
- a change in confidence or behaviour of a person e.g. if they are withdrawn and quiet around a particular person or people, when usually they are outgoing and confident;
- a change in appearance of the person e.g. losing or gaining weight, deterioration in personal hygiene or way of dressing;

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- someone else (e.g. a parent, carer, friend or family member) always speaking for the person and not allowing them to make their own choices;
- the person showing fear of, or not wanting to be around, a particular individual or group of people.

### 6. Responding to concerns

CAWS has a designated safeguarding lead whose contact details are in section 11.

CAWS recognises that it can be difficult for many reasons to speak up if you think someone is being abused or neglected. However, we expect our committee members and volunteers to take action in response to any concerns. Our safeguarding lead will support the person raising the concerns, as well as the person being abused.

If anyone in CAWS notices any signs of abuse or neglect in another person, they should bring these concerns to the safeguarding lead.

If someone discloses to anyone else in the group that they are being abused, the response should be as follows:

- always make sure the person speaking up feels they are being listened to and supported;
- don't promise to keep information confidential between you and them;
- tell the designated safeguarding lead about the concerns (unless the safeguarding lead is implicated in causing the harm or perpetrating the abuse. In this situation, information should be shared with a trusted committee member and they will be responsible for taking further action instead of the safeguarding lead;
- ask for the person's consent to share the information. If they refuse and you are still worried that they or someone else is at immediate risk of harm, you cannot wait for this consent. You must share this information with the safeguarding lead.
- write a clear statement of what you have been told, seen, or heard.

The designated safeguarding lead (DSL) is responsible for taking further action once concerns have been raised with them. Throughout the process, the safeguarding lead will record all the information they are given, the actions they take, and why. The procedures they will follow are:

#### 6.1 Initial assessment

As soon as information is shared with the safeguarding lead, they will make an initial assessment of the concern. They will, if possible, talk to the person reporting the concern and gather as much information as possible from them.

Key questions to ask:

- what type of concern has been reported? Different actions are required depending on what type of concern it is (see below);
- what action has already been taken;
- is anyone else in the organisation affected by this situation (e.g. other volunteers or those you work with)? Are there any attitudes or emotions that you may have to be aware of?
- how might this concern affect what the organisation delivers in the short term?
- who else might need to be informed?
- what other actions now need to be taken?

#### 6.2 Immediate actions depending on what type of concern has been raised

**(a) Emergency incidents:** this is when there's a life-threatening situation where there's imminent danger and harm to an adult, young person or child.

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform the senior people in the group.

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**(b) Protection concerns:** This is when a person who you believe is unable to protect themselves is at current risk of, or has experienced, abuse or harm.

- If the person is in immediate danger, call the police.
- If they're not in immediate danger, you must contact the local authority safeguarding team within 24 hours and make a referral (contact details are in section 10).
- Be guided by the safeguarding team or police on any further actions required of you.

**(c) Allegations concerning committee members or volunteers:** this is when someone has alleged that committee members or volunteers from CAWS have harmed or abused an adult at risk.

- Contact the local authority safeguarding team as soon as possible within 24 hours.
- Be guided by them on any further actions required of you.

**(d) Welfare concerns:** This is when no one has been harmed in any way, but a person shows signs of being in need. It's when you have concerns for their health, wellbeing or safety if they don't get help.

- Within 7 days you, or someone in your organisation, should speak with the person. When it is appropriate you should also speak with their family or carer. You must explain your concerns and make sure they have the support they need.
- Depending on the conversation, the safeguarding lead may then also:
  - Help the person or their family access services or give them the information they need to do this themselves.
  - Speak to another professional who is already working with the person or family, such as a social worker, about their needs.

**(e) Concerns about other organisations:** This is a situation where the safeguarding concern is about another organisation, their staff, volunteers or the people they work with.

- As soon as possible within 24 hours contact the designated safeguarding lead of the organisation in question and pass on your concerns, if this has not already happened.
- In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.
- If at any point you think the organisation has not acted and someone is at risk, you should contact the local safeguarding team yourself.

**(f) Responding to historic or non-recent concerns:** You may become aware or be told about a concern from a person relating to an incident which took place in the past, including when they were a child. Historical allegations of abuse should be taken as seriously as contemporary allegations.

- Remember that it's never too late to report abuse. An individual can make a formal complaint to the police about non-recent abuse, ideally in the geographic area in which the abuse is reported to have taken place.
- Establish if the person alleged to have caused the harm works with children or adults at risk. Try to find out their recent or current whereabouts and any contact they have with children or adults at risk. A referral should be made to social services, with the consent of the person who experienced the abuse if possible.
- Consider what consent the person has given for information to be shared. How, when and to whom they share this information should usually be with their consent.
- Signpost the person who experienced the abuse to relevant support groups that can help them.

**(g) Supporting those who share a concern with you:** Your primary concern should be the best interests of the person who is at risk of harm. However, the person sharing this concern with you may also be distressed by the situation, even if they are reporting on behalf of someone else. Everyone can respond to worries about another differently. If someone has previously experienced trauma they can find it especially upsetting.

- Thank them for bringing this concern to your attention and that they have fulfilled their key responsibility.
- Explain that you will now take responsibility in leading management of this concern and any contact with statutory agencies.
- Highlight that there may be limited updates that you have or can give them on the situation; that does not mean that it was not important for them to share their concern.
- Remind them of the importance of confidentiality and not sharing this information further.
- Ensure they have your contact details in case they think of anything else they have not yet shared that they think may be relevant.
- Discuss with them what additional support they may require. Consider contacting them later to check in on how they are doing.

## 7. Keeping records

CAWS recognises that it is vital to record and store details about any safeguarding concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept in a locked cabinet or drawer (if hard copy) and/or password protected and stored on a computer with protection against hackers and viruses (if electronic).

It is the responsibility of the designated safeguarding lead to ensure that the following information is recorded about every safeguarding concern:

- the date and time of the incident/disclosure/concern;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses;
- the name and any other relevant information about the person who is the subject of the concern (including information about their care and support needs);
- what was said or done and by whom;
- any action taken to look into the matter;
- any further action taken (such as a referral being made);
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Each record will be signed and dated by the person making the report.

## 8. Confidentiality, consent and information sharing

Timely information sharing is key to keeping people safe and responding appropriately to concerns about their welfare. In general, CAWS expects all committee members, volunteers and staff to maintain confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

We will share information within the group (e.g. with other volunteers) in situations where this is necessary in order to deal effectively with safeguarding concerns or to provide continuity of support. We will share information with other organisations in order to keep a person safe.

Whenever confidential information is shared, we will follow the principles below. We will:

- have a clear and legitimate purpose;
- keep clear records of why we chose to share the information;
- ensure we are not putting the person at risk by sharing information
- Be as factual as possible;
- seek consent. If the adult refuses consent, we may share information **only** if:
  - we think they are at serious risk of harm or abuse, including harming themselves;
  - information indicates that a serious crime has been or is going to be committed;
  - we think the person lacks the mental capacity to decide for themselves and we believe it would be in the individual's best interests;
  - we are required by law e.g. if we suspect FGM, forced marriage, or a possible terrorist threat.

## 10. Reviewing policy and procedures

This policy and its procedures will be reviewed every 2 years. They were last reviewed and updated on [date].

## 11. Designated Safeguarding Lead (DSL)

The CAWS DSL is [the Secretary]

**12. Status**

This policy was approved on xx 2023 and will be reviewed every 2 years.