

VOLUNTEER SAFEGUARDING PACK

This pack is for all volunteers at **Creating Adventures**. It must be read alongside the full **Safeguarding Vulnerable Adults Policy & Procedures**.

PART 1: 1-PAGE VOLUNTEER SAFEGUARDING LEAFLET

Safeguarding at Creating Adventures – What Volunteers Need to Know

Creating Adventures is committed to safeguarding and promoting the welfare of adults who take part in our activities. Many of the adults we support may have additional needs, disabilities, mental health needs or social vulnerabilities.

Safeguarding is everyone's responsibility.

Your Role as a Volunteer

You must:

- Treat everyone with dignity, respect and kindness
- Maintain clear professional boundaries at all times
- Follow instructions from staff and activity leaders
- Be alert to signs of abuse, neglect or exploitation
- Report **all safeguarding concerns immediately**

You must **never**:

- Spend excessive time alone with an adult at risk
- Take adults to your home or meet them socially
- Give or receive money, gifts or favours
- Share personal contact details or social media
- Use your personal phone to photograph or record adults

What Is a Safeguarding Concern?

A safeguarding concern is anything you see, hear or suspect that may put an adult at risk, including:

- A disclosure of abuse or neglect
- Unexplained injuries or distress
- Bullying, intimidation or exploitation
- Inappropriate behaviour by staff or volunteers
- Self-harm, radicalisation concerns or going missing

If in doubt — **report it**.

What To Do If You Are Concerned

TAKE ACTION

- Listen calmly and take it seriously
- Do not promise confidentiality
- Reassure the person they were right to tell you

TELL SOMEONE

- Report immediately to the Safeguarding Lead or activity leader

RECORD

- Write down what you saw or were told as soon as possible

Safeguarding Lead

Jenny Allcock

CEO & Safeguarding Lead

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If someone is in immediate danger, call **999**.

PART 2: VOLUNTEER SAFEGUARDING DECLARATION

Volunteer Name: _____

Role: _____

Date: _____

Declaration

I confirm that I have:

- Received and read the **Volunteer Safeguarding Policy**
- Been informed about the **Safeguarding Vulnerable Adults Policy & Procedures**
- Understood my responsibilities to safeguard adults at risk
- Understood how to report safeguarding concerns
- Agreed to follow Creating Adventures' safeguarding procedures and Code of Conduct

I understand that failure to follow safeguarding policies may result in removal from my volunteering role and/or further action.

Volunteer Signature: _____

Staff Signature: _____

PART 3: VOLUNTEER CODE OF CONDUCT (SAFEGUARDING-ALIGNED)

All volunteers at Creating Adventures are expected to:

Professional Behaviour

- Act with honesty, integrity and professionalism
- Respect confidentiality and privacy
- Promote inclusion, equality and dignity

Boundaries

- Maintain appropriate professional boundaries at all times
- Avoid situations that could place yourself or others at risk
- Declare any potential conflicts of interest to staff

Communication and Technology

- Use only Creating Adventures systems for communication
- Keep all communication professional and transparent
- Never contact adults via personal social media, phone or email

Safety and Reporting

- Follow health, safety and safeguarding guidance
- Report concerns, incidents or near misses immediately
- Cooperate fully with safeguarding procedures

Breaches

Breaches of this Code of Conduct or safeguarding expectations may result in:

- Removal from duties
- Disciplinary action
- Referral to external agencies where appropriate

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