



## **RISK ENABLEMENT STRATEGY AND SAFEGUARDING POLICY**

**THIS POLICY DOCUMENT SHOULD BE APPLIED TO ALL EMPLOYEES AND VOLUNTEERS IN THE ORGANISATION**

This policy is publicly available on get2gether's website, to provide reassurance and enable constructive feedback from beneficiaries and other stakeholders.

<b>Contents</b>	<b>Page</b>
Risk Enablement Strategy	2
Safeguarding Policy	10
Appendix	21

Created: 1 <sup>st</sup> July 2018	Date approved by the Board:	Revision date	Changes/additions since previous approval
Reviewed & updated	6th May 2022	2024	
May 2024	28/06/2024	2026	• • • •

# **RISK ENABLEMENT STRATEGY**

## **1. *Our Approach to Risk***

At get2gether we believe that risk is a normal and important part of life. From choosing whether to take an umbrella in the morning, to crossing the road, to going on a date, we all constantly take and manage risks to live the life we want. Sometimes we take careful consideration before doing something. We might think about whether the risk is worth it or we might think about how to do it in the safest way possible. At other times we do things without any thought.

While 'risk' is linked with ideas such as 'danger' and 'harm', it is also synonymous with the idea of 'possibility'. Taking a risk does not always lead to the positive outcome we had hoped for, but not taking a risk will often mean that no progress is made. Throughout our lifetime we learn to manage our own risks. We learn what makes something more or less risky, how we can protect ourselves from the possibility of harm, and what is important to us so we know what we are willing to risk. We learn all of this through having experiences and taking risks.

Within disability services, however, risk is more often seen as a negative word. The vulnerability that is equated with disability has led to a risk-averse blame culture where protection from harm is often valued over experiences of true adult choice and control. Preventing risk might well protect someone from more noticeable dangers of accident or abuse, but the harm caused by not being able to take risks is only less noticeable because not having a job, social life, or relationships are the norm for adults with disabilities. It can also be argued that over-protection keeps individuals in a state of vulnerability as it stops people from learning how to manage risks themselves.

At get2gether we are driven by the belief that adults should be treated as adults and that everyone has the right to live the life they want. We work in a way that not only acknowledges the inevitability of risk but also supports and encourages our members to take life-enhancing risks and to learn through experience. We recognise our role as providing opportunities in a supportive culture through which our members can gain the skills they need to manage risks for themselves.

## **2. Legislation and Guidance**

Our approach to risk and safeguarding has been guided by human rights. The UN Convention on the Rights of Persons with Disabilities asserts that people with disabilities must enjoy the same human rights and freedoms as anyone else. Within its General Principles, it explicitly includes 'freedom to make one's own choice', 'full and effective participation and inclusion in society', and 'equality of opportunity' (Article 3, CRPD, 2006).

Legislation and guidance such as the Adult Support and Protection (Scotland) Act 2007, sets out ways to protect individuals who are unable to protect themselves. Although legislation such as the Adults with Incapacity (Scotland) Act 2000, states it should be otherwise, often the fact that someone has a disability is unofficially used as sufficient justification for protecting someone through preventing their choice.

At get2gether we believe that enabling risk and true choice around risk not only upholds the principles of the CRPD but also acts to protect the individual from harm as it supports individuals to gain the skills needed to manage risks themselves.

## **3. Our Principles**

At get2gether:

- We choose to see risk as a positive word.
- We choose to work in a way that supports and encourages our members to lead the life they want and to take life-enhancing risks.
- We choose to share the responsibility for managing risks with each member to empower them to be able to take and manage risks in all areas of their lives.

#### 4. Risk Enablement in Practice

Following these principles, get2gether does not seek to minimise risk any more than, or differently to, another membership or events organisation.

The way that we put these principles into practice is detailed in the table below.

What?	Why?	How?
<b>Access to information</b>	Access to information is a vital part of understanding risks and knowing how to minimise harm.	<p>get2gether will provide access to information or will signpost to relevant helpful organisations when members ask about something specific.</p> <p>get2gether will work in partnership with organisations such as <i>Crew 2000</i> and <i>LGBTQ Health and Wellbeing</i> to create opportunities for members to access information.</p> <p>get2gether will continue to form partnerships with organisations that might be of use to members.</p> <p>get2gether will actively use the Community Magazine and Facebook page to highlight information and opportunities to members.</p>
<b>Supportive staff</b>	Interdependence is an important part of society and feeling supported by people that you trust can encourage people to take life-enhancing risks.	<p>get2gether will create an environment where members feel supported and valued.</p> <p>get2gether will offer light-touch support or coaching when appropriate.</p> <p>get2gether will create an environment where members feel safe to ask questions.</p>
<b>Zero tolerance to violence and illegal behaviour</b>	As with normal social protocol, violence and illegal behaviour are not acceptable at get2gether events.	As a condition of their membership, all members are required to respect the Member Code of Conduct, which sets

		<p>out the behaviour expected of get2gether members:</p> <ol style="list-style-type: none"> <li>1. Show respect to fellow members, staff and volunteers at all times.</li> <li>2. Never use racist, sexist, homophobic or threatening language at get2gether events.</li> <li>3. Never yell, threaten or display physical violence towards another member, volunteer or staff member.</li> <li>4. Unwanted sexual or physical contact with other members or staff will not be tolerated.</li> </ol> <p>get2gether will suspend or ban members when they have been violent at an event or acted in a way that is against the law.</p> <p>get2gether will investigate any report of violent or illegal behaviour at its events.</p> <p>get2gether will investigate any report of abusive language or bullying on any of our digital channels.</p>
<p><b>Venue and event safety precautions</b></p>	<p>When going to a bar or the cinema individuals do not usually carry out risk assessments as venues and events will usually have their safety precautions and protocols in place.</p> <p>The majority of our events are not specially put on for our members. We utilise the risk assessments and safety precautions established by the venue or event staff as would be the case if our members were going somewhere without get2gether.</p>	<p>get2gether will always check that a venue is accessible for our members, including emergency evacuation procedures.</p> <p>get2gether will only do additional formal risk assessments if necessary. get2gether staff will, however, assess the suitability of a venue and check that the venue has relevant procedures in place. An Event Planning Checklist has been created to support this (appendix 1).</p> <p>get2gether will hire security staff for the Big Nights Out and follow venues' safety protocols.</p> <p>get2gether will ensure that all staff understand their responsibilities at events</p>

		and, where necessary, will provide training around this.
<b>Health and safety at work</b>	Workspaces are similarly governed	get2gether will follow Thistle Foundation health and safety protocols when working in the office. This includes creating the required evacuation protocols when necessary.
<b>Investigating complaints</b>	An environment of risk enablement should be seen as an environment of learning.  Both members and staff will not always get things right so it is important to learn from mistakes.	get2gether will always take complaints seriously and will investigate accordingly.  get2gether will regularly review its policies.  get2gether will respond to investigation findings and reviews and will make changes accordingly.

**4.1. In-person events, risk assessments and management plans**

For the majority of get2gether events, we rely on the risk assessments and management plans of the events and venues that we use in the same way that any other member of the public would.

We may carry out additional assessment and management plans if we feel it is lacking.

When carrying out our risk management plans we will always look at both the potential risks that might arise from participation and the potential risks that might occur as a result of not participating. For example, having alcohol on sale at our club night might lead to risks such as members drinking too much, falling and hurting themselves, but not having alcohol on sale would prevent choice, control and opportunities to learn about personal limits.

get2gether aims to provide opportunities and access to information that individuals can choose to utilise to inform their own decisions about risks. Providing this is a key part of our overall risk strategy and could be used in

specific risk management plans to target areas where we feel risks are potentially greater.

**For our flagship events**, we follow the 'Flagship risk assessment' (Appendix 3). This risk assessment is regularly reviewed and updated to ensure that it reflects the most current understanding of potential risks and hazards. Our priority is always the safety and well-being of all event participants and staff, and we take proactive measures to mitigate risks and respond effectively to any unforeseen circumstances that may arise.

#### **4.2. Online events and social media**

get2gether takes a similar risk enablement approach to risk online.

Members having information and support that allows them to make informed decisions and take positive risks is still central to the way get2gether works.

Our online community uses a moderated Facebook group. Only members of get2gether are allowed to join and staff ensure that any potentially harmful or abusive interactions are reviewed and actioned appropriately. Any other get2gether groups on Facebook are similarly moderated.

Online events are held on Zoom. Invites are sent out to members' personal email addresses, but the guest list is always hidden to ensure members' details are kept private.

It is important to emphasise that online support carries the same safeguarding duties and responsibilities as in any other aspect of our work. We have a duty both to keep members and our employees safe, to protect their privacy and to maintain professional standards in all of our interactions.

get2gether aims to work in partnership with organisations that can provide information about online safety to our members, as well as provide events where things can be discussed.

get2gether has found that being online has been an advantage for many members as attending an event from their own home reduces the risks and additional stressors that can come from being in the community. In many cases,

this has allowed members to feel more comfortable and more quickly build their confidence at events. get2gether believes that this online platform might be a stepping stone towards members being able to take more positive risks in the community as well as online.

### **4.3 Accidents and incidents**

In the occurrence of an incident during our in-person or online events, our response protocol is thorough and immediate. Our primary objective is to understand the incident, assess the situation, and determine the most effective course of action to ensure the safety and well-being of all involved.

All accidents or incidents are documented using The accident/incident report (template in Appendix 1). These reports serve as records for our review process and are essential for identifying areas where improvements or adjustments may be necessary.

Incidents are promptly reported to the Director (or Board member with responsibility for safeguarding) and discussed with the Board, ensuring transparency and accountability at all levels of our organisation. We will learn from each situation and implement necessary changes.

### **4.4. Covid and future pandemics**

get2gether will follow government guidelines around COVID-19 (or future pandemic) safety and restrictions. Since many members are in a higher risk category for COVID-19, it was important for get2gether to take a risk enablement approach when restrictions started to lift. This approach was inclusive and aware of the different comfort levels of members.

get2gether will use the learning from the COVID-19 pandemic to respond to any future pandemic.



# SAFEGUARDING POLICY

While we use a risk enablement strategy, we also acknowledge that having a (learning) disability is linked to an increased risk of harm and abuse.

get2gether recognises its responsibility to ensure that adults at risk of harm are adequately protected.

We are committed to ensuring that we take all necessary steps to prevent harm and promote welfare, keeping people as safe as we possibly can.

## 1. PURPOSE AND CONTEXT

The Safeguarding Policy sets out get2gether's approach to preventing harm and promoting the welfare of adults at risk of harm under the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#) and other relevant legislation.

At get2gether, we work with adults with disabilities (members), members with lived experiences in paid employment, employees and volunteers.

This policy aims to provide a clear framework for action whenever abuse is suspected or disclosed and to ensure all employees are competent to respond effectively.

## 2. SCOPE

This policy applies to all aspects of our work.

We are committed to ensuring that all employees and Trustees:

1. **are fully informed of the measures they must take** to guarantee that those with whom we work are safeguarded as well as

2. **fully understand what is required of them** if they observe, suspect or hear allegations that a person has or is being harmed.

### **3. STATEMENT**

get2gether's safeguarding principles are determined by the 'Adult Support and Protection (Scotland) Act 2007'. We are committed to supporting and complying with the requirements of the Act and conducting ourselves in a complementary way to statutory bodies, particularly social work, the police and NHS.

Our employees will provide direct support to statutory agencies as they respond to allegations or evidence of harm.

get2gether endorses the principles underpinning the Adult Support and Protection (Scotland) Act, i.e., that in protecting an adult, we should regard the wishes of the adult, nearest relative, primary carer or guardian and ensure the fullest participation of the person, facilitating communication as fully as possible where necessary.

get2gether will provide safeguarding training for all staff members and board members to familiarise them with the present principles and practices.

All employees and Trustees undertaking work with get2gether comply with all Disclosure Scotland requirements.

## 4. DEFINITIONS

**Adults at risk of harm:** A vulnerable adult is defined as someone who is, or may need community care services because of disability, frailty, or illness; and who may be unable to take care of or protect themselves against harm or exploitation.

**Safeguarding** is the action taken to protect and promote the welfare of adults at risk of harm.

**Abuse** is defined as a violation of an individual's human and civil rights by any other person or persons.

Abuse can take several forms:

Physical abuse: Violence, inappropriate restraint, force-feeding, forcible administration of medication administration, neglect, or abandonment.

Sexual abuse: Involvement in any sexual activity against an individual's will; exposure to pornography, voyeurism, or exhibitionism.

Emotional or psychological abuse: Intimidation or humiliation.

Material abuse: Theft, misuse of a person's money or property, misusing a power of attorney, persuading, tricking, or threatening someone out of money, property, or possessions.

Neglect: The ongoing failure to meet a person's basic needs. The person may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

Discriminatory abuse: Racial, sexual, or religious harassment.

Personal exploitation: Denying a person their rights or forcing them to perform tasks against their will.

Violation of rights: Preventing an individual from speaking their thoughts and opinions.

Institutional abuse: The mistreatment of people brought about by poor or inadequate care or support or systemic bad practice that affects the organisational setting. For example, it occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service, or organisation.

Online abuse: Abuse can also occur in a virtual environment, such as an online discussion board or chat room.

## **5. RECRUITMENT, TRAINING & SUPERVISION OF EMPLOYEES AND VOLUNTEERS**

get2gether will ensure that all employees are carefully selected, screened, trained, and supervised.

All job applicants to get2gether are subject to the application process.

Shortlisted candidates will be asked to attend an interview.

Shortlisted applicants will be asked to provide a minimum of two references. These will always be taken up, and the appointment confirmation is subject to receipt of the satisfactory references.

All new employees and Board members or proposed Board members will be subject to the vetting system implemented under the Disclosure (Scotland) Act 2020.

Induction for all employees will include training in this Safeguarding Policy through direct instruction on how to respond to allegations of harm.

The Safeguarding Training refresher will take place once a year for all employees and every two years for all Trustees of get2gether.

Regular supervision of all staff is provided by the Director.

get2gether will ensure that all employees and Trustees are aware of this policy and have received appropriate training and support to ensure its full implementation.

get2gether will stay updated with the best safeguarding practices and follow the guidance provided by SCVO.

### **5.1. Concerns about employees**

All employees must report to their manager any concerns they have about colleagues who may be involved in abuse or harm.

If there is a concern that a member of the management team participates in abuse, the get2gether's Whistleblowing Policy should be followed.

The Director will report all concerns to the Chair of the Board and the Safeguarding Lead of the Board of Trustees. Together, they will decide what action to take in consultation with HR.

Action may include:

1. Suspending an employee without prejudice or suspending a volunteer from their duties pending an investigation.
2. A referral of the allegation to the local authority Social Services Team.
3. A referral to the Police for investigation.

### **5.2. Recruitment of Ex-offenders**

get2gether actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. Having a criminal record will not necessarily debar a person from working with get2gether.

At the interview or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

## 6. ACTIONS UPON SAFEGUARDING CONCERNS

**No suspicion of abuse or harm should be ignored by employees** or Trustees of get2gether. They may become aware of possible abuse when they:

- Witness an abusive act or potentially dangerous incident,
- Recognise potential abuse,
- Are told about abuse by an adult at risk of harm,
- Are told about abuse by a Carer, Relative, Friend or anonymously.
- Observe online abuse on get2gether's online community space platforms.

**It is not the job of get2gether employees to intervene or investigate a case of harm or allegation of harm or attempt the protection of an alleged victim.** This is the statutory role of the local social work department in conjunction with other relevant agencies such as the police and NHS. The role of get2gether employees is to determine whether to report the case to the social work department or police and to ensure that nothing they do compromises any subsequent inquiry or investigation.

It is important to recognise that adults have the right to engage in behaviour that others might view as 'risky' or 'harmful', so not all disclosures need to be formally escalated. However, when reporting is necessary, the Director will make a referral to the local Adult Support and Protection department (Appendix 5).

## 7. REPORTING PROCEDURE

### 7.1. What to do if someone discloses harm or abuse?

Adults at risk of harm may disclose abuse or harm to any employee or volunteer. This may be face-to-face, by phone or online.

Where a vulnerable adult discloses abuse or harm, the employee should:

**Recognise:** Identify that the individual may be describing abuse, even when they may not be explicit. (See more under Appendix 4: Recognising Abuse)

**Reassure:** Stay calm, listen, and show empathy. Reassure the individual that their disclosure will be taken seriously and explain that there is a duty to report their disclosure internally and that you cannot assure them of confidentiality.

**Record:** Immediately write up notes of the conversation, stating the details clearly and factually as soon as possible. Capture as much of the conversation as possible, ideally word by word.

**Report:** Email the notes to the Director as soon as possible after the event or incident, ensuring the information is fresh in the recorder's mind. The Director will take appropriate action. If the Director is unavailable, the notes should be provided to the delegated Board member who is a Safeguarding Lead or another member of the Board if they are not available.

When staff feel that something serious is being disclosed they must follow the best practice guidelines and try to:

- ask what happened and listen attentively to all forms of communication
- ask precise, non-leading questions, and do not make suggestions that might influence someone's response
- reflect what has been said to ensure clarity, but do not paraphrase
- get as much information as possible without pressing for more details
- show sympathy and support and make sure the individual feels safe and secure
- make sure they know that their wellbeing is your top priority
- take immediate notes using exact words
- be clear that staff cannot keep the information secret and explain what you are going to do with it

- be clear that they will be kept informed of everything that happens
- report information to your line manager immediately and take any appropriate action
- record all discussions and actions with the Director and report back to the individual
- do not discuss it with anyone else

### **Do not ignore suspicions!**

If anyone is concerned that an adult is at risk of being abused or harmed, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

**Under no circumstances should any employee attempt to investigate any suspicions or disclosures of abuse.**

## **7.2. The role of staff who may also be considered as vulnerable adults**

Staff with lived experience who may also be considered vulnerable adults will receive specialised training to ensure they:

- Know how to recognize signs of abuse or neglect, both in others and potentially themselves.
- Are informed about the procedures for reporting concerns.
- Understand their rights and protections under the organisation's policies.
- Are aware of the support structures available to them.

It is expected that all staff with lived experience will:

- Participate actively in all training sessions.
- Familiarise themselves with the organisation's safeguarding policies.
- Be vigilant and report any concerns they may have regarding the safety and well-being of others, including themselves.



If a staff member with a lived experience needs to raise a concern, they need to follow the reporting procedure.

The staff with lived experience may want to be supported in documenting their concern. This may involve another member of staff in helping them to write a statement and follow the recording process.

The staff member will receive feedback on their report from the Director or Safeguarding Lead, ensuring they are informed and reassured that their concern has been taken seriously.

### **7.3. The role of volunteers who may also be considered as vulnerable adults**

For volunteers with lived experience who may also be considered vulnerable adults, we want to emphasise that they are not expected to take on safeguarding reporting responsibilities.

However, any safeguarding concerns raised will always be taken seriously.

At all get2gether events, volunteers have a designated staff member as a point of contact to whom they can report any concerns. This ensures that there is always a pathway for raising any issues they might encounter.

### **7.4. Management actions**

The Director will take any safeguarding concerns as urgent and communicate within the same working day where possible or first thing the next day after receiving the disclosure.

There may be exceptional circumstances that extend this time, i.e., if more information is required.

The Director will be in touch with the local Social Work to make a referral or in circumstances where the risk of harm is immediate, emergency services will be involved.

The referral will be made by phone, and the Director should ensure the call has been received by someone able to act on the information (e.g., a social worker).

get2gether's Director will ensure that the information is accurate and comprehensive, made promptly and in chronological order with detail on the sequence of events from initial notification.

The Social Work and, or the Police will conduct any enquiries or investigations.

Employees and/or trustees may be asked to provide a witness statement by the police or adult support and protection and must attend as appropriate, providing a factual account.

The Director will report any safeguarding issues to the Board.

All documentation will be handled with the utmost confidentiality and under data protection laws.

The responsibility of get2gether's Board of Trustees is to decide whether an incident is significant and should be reported. Any incident where a charity trustee, member of staff or someone connected to get2gether has mistreated or abused a vulnerable person while carrying out the charity's activities, there will be a matter of a prompt, full and frank disclosure to OSCR.

### **7.3. Confidentiality**

Details giving rise to concerns or suspicions of abuse will only be shared with the limited number of individuals who need them to decide the next steps and referrals. Beyond this, all details must remain confidential.

## 8. KEY SAFEGUARDING RESPONSIBILITIES

**Administrator:** Review every membership request and inform the Director about members with an offending history or other safeguarding concerns at the application stage.

**Administrator, Coordinators and Ambassadors:** Taking a record of disclosed information as detailed above, reporting immediately to the Director, and involving emergency services when necessary.

**Director:** In the event of the safeguarding report or information received, the Director will be taking a record of disclosed information as detailed above (in the Management Actions in 7.2), discussing follow-up actions with a member of staff, offering emotional support and information to employees who have reported abuse, and ensuring compliance with all regulations related to safeguarding.

**Safeguarding Lead / Board:** Ensuring get2gether complies with all regulations regarding safeguarding and offers support to the Director in addressing any safeguarding concerns.

## 9. SAFEGUARDING THE COMMUNITY AND MEMBERSHIP REQUESTS FROM EX-OFFENDERS

We do not discriminate against ex-offenders and see our role in helping members with offending history reintegrate back into society after exiting the criminal justice system.

A request for get2gether's membership application requires individuals to self-declare any unspent convictions, which will be assessed on a case-by-case basis by the Director, following Individual Member Risk Assessment (Appendix 3).

get2gether provides every member with a Member Code of conduct (also available on our [website](#)). In case of breaches of the Code or when an individual's behaviour raises concerns regarding potential risks to other members, get2gether

will conduct an individual risk assessment (Appendix 3). The Director will assess the likely future risk to the individual concerned and our wider community. If necessary, the Director will consider banning an individual from get2gether.

## **10. MONITORING AND REPORTING**

The Director is responsible for ensuring that all records are kept confidentially, electronically and stored safely in a drive with restricted access.

The Director and Safeguarding Lead will conduct regular reviews of safeguarding incident reports, looking at the number of reports, their sources, and the outcomes from each case, with regular information provided to the Board of Trustees.

**This policy is a live document and will be updated regularly to ensure compliance and effectiveness in safeguarding our community.**



**ACCIDENT OR INCIDENT REPORTING FORM**

---

Name of person reporting incident:

Date of incident:

Time of incident:

Name(s) of people involved in the incident:

Contact details of individual(s) involved:

---

Location of incident:

Description of what happened:

---

is this being recorded as a potential safeguarding/protection issue? YES / NO

---

Initial actions taken:

Signature of the individual recording the incident:

---

Date received:

Date completed:



## EVENT PLANNING CHECKLIST

This checklist is to guide staff and help them remember what they need to think about when planning an event for get2gether.

### The Venue

	<b>Things to think about</b>	<b>Actions to take</b>
<b>Accessibility</b>	<p>Would someone who uses a wheelchair be able to get in and out of the venue comfortably?</p> <p>Is there enough space inside the venue for someone who uses a wheelchair to get around comfortably and access any relevant activities?</p> <p>Are the toilets accessible?</p> <p>If there are any stairs in the venue, do they have a lift or ramp that is acceptable for use?</p>	<p>If a venue is NOT accessible for wheelchairs in any way then we will NOT use it for an event.</p> <p>If the toilets are NOT accessible then we will NOT use the venue for an event.</p>
<b>Location</b>	<p>Is the venue near good public transport? For example, is it near a bus stop?</p> <p>Are there any potential hazards near the venue?</p> <p>For example, is it near any rivers or very busy roads?</p>	<p>A venue with no public transport links will usually not be suitable for a get2gether event.</p> <p>If there are any hazards think about whether they make the venue too dangerous.</p> <p>Think about if we might need to reduce any risks and how we would be able to do that.</p>
<b>Time</b>	<p>Is the event taking place at night?</p> <p>If so, is the area around the venue well lit? What impact will the dark have on the potential hazards?</p> <p>Will the area be busier at the time of the event?</p>	<p>If the time of day will create any increased risk, think about whether this makes the venue too dangerous.</p>

	How will that impact the potential hazards?	Think about if we might need to reduce any risks and how we would be able to do that.
<b>Fire Safety</b>	<p>Does the venue have accessible fire exits?</p> <p>Does the venue have a good fire safety policy?</p> <p>Does the fire safety policy cover people in wheelchairs?</p> <p>For example, if there are any stairs, is there a full and acceptable plan about how someone who uses a wheelchair will get out of the building?</p>	<p>The venue MUST have a fire safety policy and plan that covers our members.</p> <p>Check with the venue staff that there is a fire safety plan and that it is acceptable.</p> <p>Check who would be responsible for evacuation in the case of a fire.</p>
<b>First Aid</b>	Does the venue have access to first aid?	If necessary check that the venue has access to first aid and who would be able to help if first aid is needed.

If you have visited a venue and are unsure about it, speak to another member of the get2gether team to help decide whether it is suitable.



**INDIVIDUAL MEMBER RISK ASSESSMENT**

For members with an offending history and members breaching the code of conduct

Assessment carried out by: \_\_\_\_\_

Date of the assessment carried out: \_\_\_\_\_

Name of a member: \_\_\_\_\_

Reason for this risk assessment: Initial / Review / Other

Context: \_\_\_\_\_

Who is at risk? Who might be harmed and how?	What is the likelihood of this risk?	What can we do to minimise this risk?	Who's opinions have we sought?	What is the action and when is it needed by?	Who needs to act?	The date of a next review

This risk assessment is a template and may be subject to change.





**FLAGSHIP EVENT RISK ASSESSMENT**

This assessment considers the risks related to running get2gether’s flagship Big Nights Out.

The risks that have been identified in this risk assessment can only be controlled and minimised, and not necessarily eliminated. We acknowledge that some of the risks may be unknown at this stage, but will be addressed immediately as they arise. The assessment will be regularly reviewed to consider whether any new risks have emerged.

The likelihood of risk scale is represented as a 5-point scale, with the following levels:

- 1: Very unlikely
- 2: Low likelihood
- 3: Likely
- 4: Highly likely
- 5: Near certain

Key risks	Likelihood of risk	Actions taken to minimise risk	Who is responsible for taking actions	Reduced risk
Infiltration of a non-member at the event (risk to members)	3	<p>A check-in team is present at each event. It includes the Director, 2 Coordinators or 1 Coordinator and an Administrator.</p> <p>The staff team will be checking - in with all members on their arrival at the event, ensuring that people in attendance are registered members of get2gether. We will stamp all members’ hands and their staff who have signed in.</p>	<p>Director / Coordinators / Administrator</p> <p>Director / Coordinators / Administrator</p>	1

		<p>We recognise that some of our members will attend with the support workers. At this point, we will not be collecting names of support workers.</p> <p>A record of previously suspended members will be available to the check-in team working in the reception area - it will include the personal data of previous members, such as name, surname and photo. In discretion, everyone on the check-in team should look at the document before opening the event doors.</p> <p>During any flagship event, staff will circulate the venue and stay until the end of the event.</p> <p>Paid security will be arranged for our flagship club nights to help address any issues that might arise. A minimum of one security guard will be arranged for get2gether's Big Nights Out.</p>	<p>Director / Coordinators / Administrator</p> <p>Director / Coordinators / Administrator</p> <p>Paid Security</p>	
<p>Indulgence in alcohol by a member (risk to members)</p>	4	<p>The bar staff will use their judgement and have the right to refuse to sell alcohol to those members who might have over-indulged in alcohol.</p> <p>During any flagship event, staff will circulate the venue and stay until the end of the event, reporting any concerns to the Director.</p> <p>Project partners, such as Crew2000 will be invited to our flagship events to promote safe choices through their Nightlife Harm Reduction support.</p>	<p>Bar staff</p> <p>Director / Coordinators / Administrator</p> <p>Coordinators / Crew2000</p>	3
<p>Unwanted sexual/physical contact between members during the event (risk to members)</p>	3	<p>The Code of Conduct will be displayed at the check-in desk and any inappropriate behaviour reported will be immediately addressed by the Director.</p>	<p>Director / Coordinators / Administrator</p> <p>Paid Security /</p>	2

		<p>Paid security will be attending our flagship club nights to help address any issues that might arise.</p> <p>Any unwanted sexual/physical contact between members will be addressed immediately and recorded in get2gether's Accidents and Incidents form.</p> <p>Get2gether's Director will ensure a victim understands their rights.</p> <p>Victims will also be signposted to the correct and most appropriate source of information and support.</p> <p>For flagship events only venues with CCTV will be used.</p> <p>During any flagship event, staff will circulate the venue and stay until the end of the event, reporting any concerns to the Director.</p> <p>get2gether will work collaboratively with security and the police.</p>	<p>Director</p> <p>Director</p> <p>Director / Coordinators / Administrator</p> <p>Director</p>	
Members unsure of transport arrangements at the end of the night	3	Staff will remain until the end of the event to ensure support for members who need transport arrangements.	Coordinators / Director	2
Exploitation at the till (risk to members)  (risk to get2gether)	3	<p>We will offer supervised raffle engagement. Director and Coordinator will have vigilant oversight of raffle ticket sales to forestall potential gambling hazards to protect members from excessive gambling inclinations.</p> <p>The reception check-in area will be attended by at least one member of the staff team, and the till will never be left unattended. After the event, the Director or a senior member of staff will take the</p>	<p>Coordinators / Administrator / Director</p> <p>Coordinators / Administrator / Director</p>	1

		till to the office on the next working day and put it in the safe.		
Fire (risk to members, staff and volunteers)	2	<p>The Coordinator or Director will liaise with the venue regarding the fire evacuation plan, and make it clear that in the case of a Fire Alarm, get2gether staff will be looking up to bar / venue staff, working on the night.</p> <p>All get2gether staff will be briefed on the Fire evacuation pathways and where are the meeting points.</p> <p>Paid security will help with the evacuation.</p>	<p>Coordinator / Director / Venue bar staff</p> <p>Paid Security</p>	1
<p>Members' behaviour - such as:</p> <ul style="list-style-type: none"> <li>- disruptions at the event,</li> <li>- potential harm to themselves or others,</li> <li>- property damage,</li> <li>- and reputational damage to get2gether.</li> </ul> <p>(risk to members, risk to get2gether)</p>	2	<p>We have established a clear Members' <a href="#">Code of Conduct</a> outlining expected behaviour and consequences for violations. This code aims to encourage members to hold themselves and each other accountable for their behaviour and intervene if someone is acting inappropriately.</p> <p>The Code of Conduct will be displayed at the check-in desk and any inappropriate behaviour reported will be immediately addressed by the Director.</p> <p>The Director will work with members who have demonstrated repeated misconduct, outlining specific expectations and consequences for future behaviour.</p> <p>Training will be provided to all staff on how to handle behavioural issues effectively and professionally, including de-escalation techniques and when to involve authorities if necessary.</p>	<p>Coordinators</p> <p>Director</p> <p>Director</p>	1



## RECOGNISING ABUSE

### **What are abuse and neglect?**

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a vulnerable adult, child, or young person by inflicting or failing to act to prevent significant harm to the individual. Individuals may be abused in a family or an institutional setting by those known to them or, more rarely, by a stranger.

**Physical abuse** is the causing of physical harm to an individual. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a vulnerable adult, child, or young person they are looking after.

**Emotional abuse** is persistent emotional neglect or ill-treatment that has severe or persistent adverse effects on an individual's emotional development. It may involve conveying to a child or a vulnerable adult that they are worthless or unloved, inadequate, or valued only as far as they meet another person's needs. It may involve the imposition of age or developmentally inappropriate expectations on a child. It may involve causing an individual to feel frightened or in danger or exploiting or corrupting an individual.

**Sexual abuse** is any act that involves an individual in any activity for the sexual gratification of another person, whether it is claimed that the individual either consented or assented. Sexual abuse involves forcing or enticing a vulnerable adult, child, or young person to participate in sexual activities, whether they are aware of what is happening. The activities may involve physical contact. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, or in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet an individual's basic physical and or psychological needs, likely to impair the individual's health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, protect an individual from physical harm or danger, or ensure access to appropriate medical care or treatment. It may also include neglect of or failure to respond to an individual's basic emotional needs.

Appendix 5



**CONTACT DETAILS FOR ADULT SUPPORT AND PROTECTION**

<b>Edinburgh</b>	
Social Care Direct	0131 200 2324
<b>Midlothian</b>	
During office hours (Monday - Thursday: 9 am - 5 pm; Friday: 9 am - 3:30 pm)	0131 271 3900
Out-of-office hours	0800 731 6969
<b>East Lothian</b>	
Social Work (Monday - Friday: 9 am - 5 pm)	01875 824 309
Out-of-office hours Emergency Social Work Service	0800 731 6969
<b>West Lothian</b>	
Broxburn Social Work Centre	01506 284440
Livingston Social Work Centre	01506 282252
Out of Office Hours (5 pm - 8:30 am)	01506 281 028 01506 281 029