



## SAFEGUARDING ADVICE FOR VOLUNTEERS IN THE CHATTY CORNER

At Educafe we take safeguarding very seriously and we have a duty of care both to our visitors and our volunteers.

When you start volunteering with us, we ask that you please complete the online volunteer registration form (see below) if you have not already done so.

Please also ensure that you have read our volunteer handbook which can be found on our website.

It is possible that you may arrange to meet with visitors to the café at another time or location, maybe to assist them in some way. In this instance it is recommended that you avoid being alone with anyone where possible, particularly someone of the opposite gender. Try to meet either in the Library or another public place. You could also consider an online meeting.

**IMPORTANT:** Please also complete the jotform (link below) on the Educafe website giving information of who you are meeting and when.

This information is important for the safety of volunteers as well as the chatters.

Many of the visitors to Educafe are adults who may be at risk of abuse; they don't always speak good English, they are often living below the poverty line and many are refugees or asylum seekers.

If you suspect abuse you should take one of the following actions;

- Report your concerns to Clare Middleton or in her absence, Janine Ford or Margaret Neville
- Report your concerns to West Berkshire Council Safeguarding Adults team (see below)
- Phone the police on 999 if you consider it to be an emergency

Here are the acknowledged types of abuse which adults may suffer from

- Physical abuse
- Domestic violence or abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse



- Neglect or acts of omission
- Self-neglect

There is further reading about safeguarding adults and these types of abuse at the links at the end if you have time.

### **USEFUL CONTACTS**

WBC Safeguarding Adults team 01635 519056 [safeguardingadults@westberks.gov.uk](mailto:safeguardingadults@westberks.gov.uk)

[www.westberks.gov.uk/safeguardingadults](http://www.westberks.gov.uk/safeguardingadults)

Clare's email [clare@educafeuk.co.uk](mailto:clare@educafeuk.co.uk)

Janine's email [janine@educafeuk.co.uk](mailto:janine@educafeuk.co.uk)

Margaret's email [margaret@educafeuk.co.uk](mailto:margaret@educafeuk.co.uk)

### **VOLUNTEERING REGISTRATION FORM**

<https://www.educafeuk.co.uk/volunteering/>

### **JOTFORM LINK FOR MEETINGS OUTSIDE EDUCAFE**

<https://form.jotform.com/241552089685365>

### **USEFUL WEBSITES WITH MORE READING ABOUT SAFEGUARDING ADULTS**

<https://www.scie.org.uk/safeguarding/adults/introduction/what-is>

[Berkshire Safeguarding Adults - Berkshire Policies & Procedures for Safeguarding Adults](#)