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**QMSU Safeguarding Adults at Risk: Volunteer Agreement**

Queen Mary, University of London Students’ Union takes the safeguarding of adults at risk seriously and the following do’s and don’ts are to protect you as a Students’ Union volunteer as well as the adults at risk you may come into contact with. This agreement refers to the Students’ Union’s Safeguarding Adults at Risk Policy and Procedure which can be found, together with other safeguarding information, at <https://www.qmsu.org/governance/>

All volunteers have a responsibility to ensure that they are able to recognise signs of abuse, how to respond to it and how to report it. It is important too that volunteers avoid situations in which their interaction with adults at risk could lead to accusations against them personally. The definition of adults at risk can be found in the Students’ Union’s Adult at Risk Safeguarding Policy.

**Students’ Union Volunteers must not:**

* be involved in rough or over-physical activities with an adult at risk and must avoid intrusive or inappropriate touching
* use bad language and must not make any inappropriate comments or gestures to an adult at risk
* carry out any intimate personal care for an adult at risk (for example, physical assistance in going to the toilet) or administer any medicine to them
* take photographs or videos of an adult at risk on any personal camera or mobile device
* put themselves in a position of risk, for example by being alone with an adult at risk unnecessarily
* engage in any personal relationship with any adult at risk
* have any contact with any adult at risk outside relevant activities, including via mobile, email or through social media

**In the event that an adult at risk discloses information that concerns you, or if you have any other concern, you must:**

* listen carefully to what the adult at risk is saying
* avoid asking too many questions, particularly leading ones
* explain to the adult at risk that you cannot promise complete confidentiality
* explain that you have a duty to pass this on to the nominated safeguarding officer and that information may need to be shared with others who could help protect the adult at risk
* re-assure the adult at risk that they will be involved in decisions made about them
* stay as calm as possible and take care not to be judgmental or jump to conclusions
* make a written record of any incident or disclosure or any other signs or indicators giving rise to your concern, using the Student’ Union’s Safeguarding Reporting form, as soon as practicable
* not discuss your concern with any person who may have caused any harm to an adult at risk
* not be worried to report your concerns; remember the adult at risk’s welfare must come first

**For more information on how to recognise abuse and neglect, please refer to the Students’ Union’s Safeguarding Adult’s at Risk Policy and Procedure:** [**https://www.qmsu.org/governance/**](https://www.qmsu.org/governance/)

For any concerns regarding Safeguarding and any of the children, young people or adults at risk at your volunteering sessions, please contact the relevant Students’ Union Nominated Safeguarding Officer,

**Bronwen Eastaugh,** Student Engagement Manager – Nominated Safeguarding Officer

020 7882 2770

B.eastaugh@qmul.ac.uk

**Alvin Ramsamy,** Deputy Chief Executive Officer

020 7882 5764

a.ramsamy@qmul.ac.uk

**Ashley Marshalleck,** Community Sport Coordinator

020 7882 5765

a.m.marshalleck@qmul.ac.uk

**Samantha Howard,** Volunteering Coordinator

020 7882 2913

Samantha.howard@qmul.ac.uk

**As a QMSU Volunteer, I agree that:**

* I will follow the appropriate behaviour for a volunteer as outlined above
* I understand and will follow the procedures outlined if an adult at risk discloses details of abuse and/or neglect to me or if I have concerns about a an adult at risk
* I will contact the relevant Nominated Safeguarding Officer for the Students’ Union with any queries, questions or concerns on Safeguarding and my volunteer role

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| **Signed:** |  |
| **Date:** |  |

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| **Name:** |  |
| **Volunteer Role (e.g. Project Play, Community Sport):** |  |
| **Email Address:** |  |