

2



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

SECTION A	
NAME OF ORGANISATION	HEDNESFORD (PROBUS) CLUB

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	MR D JACKSON
ADDRESS	[REDACTED]
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	
EMAIL	[REDACTED]
YOUR ROLE/POSITION	Computer Tutor

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	C. WESTNIDGE
PERSON 2	P. THOMPSON

X
X

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

DISCUSSIONS & LEARNING OF COMPUTER SKILLS.
TROUBLE SHOOTING.
DEALING WITH HACKERS, SCAMS & MALWARE
TARGET POPULATION IS SENIOR CITIZENS

ARE YOU A REGISTERED CHARITY?	YES/NO NUMBER:
ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?	YES/NO
IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS	AN ORGANISATION FOR RETIRED PROFESSIONAL PEOPLE

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

To ASSIST PEOPLE IN THE USE OF MODERN TECHNOLOGY USING THE (SMALL) MEETING ROOM AT PYE GREEN COMMUNITY CENTRE.
ALTERNATE MONDAYS 10-12 am

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

To USE COMPUTER SKILLS FOR WINDOWS 10:

1. DOCUMENTATION (WORD)
2. SPREADSHEETS (EXCEL)
3. DATABASES (
4. COMMUNICATIONS - E-MAILS
5. USING THE INTERNET

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£ 418		
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	USE OF ROOM AND PROJECTOR (WHEN NEEDED)		
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£ 418		
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES /NO IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:		
	ORGANISATION	SUCCESSFUL	AMOUNT
1.		YES/NO	£
2.		YES/NO	£
3.		YES/NO	£

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS
NO CHARGES MADE
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT
THE ORGANISER (MR D JACKSON) WORKS FREE OF CHARGE

HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?	YES/NO IF YES PLEASE GIVE DETAILS: Two PREVIOUS GRANTS APPROVED 2017 2018
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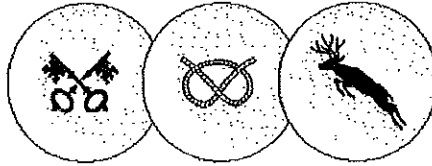
<u>DECLARATION</u>	
I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.	
NAME	VICTOR DENNIS JACKSON
SIGNED	V Jackson
POSITION	COMPUTER TUTOR
DATE	OCT 1ST 2019
<p><u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u></p> <p>1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)</p> <p>2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS</p> <p>YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)</p>	

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

Hednesford Town Council



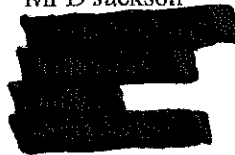
Gateway to the Chase

Clerk: Mr P Harrison
Pye Green Community Centre
Bradbury Lane
Hednesford
Staffs
WS12 4EP

Invoice Number: 2008

Date: 30th September 2019

To: Probus Computer
Mr D Jackson



<i>HIRE OF PYE GREEN COMMUNITY HALL FOR Meeting Room 2</i>	PRICE
Monday, 10-12noon 7 th January - 30 th September 19 visits	£22.00 per week

AMOUNT DUE	£418.00
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Please note that we must receive at least 10 days notice of any change to a session.
Alternatively the full Hire Charge will apply.

Cheques to be made payable to Hednesford Town Council
Pye Green Community Centre, Bradbury Lane, Hednesford, Staffs, WS12 4EP

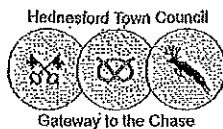
UNITY TRUST BANK, ACCOUNT NUMBER: 20368049, SORT CODE: 60-83-01

PAYMENT TERMS: 7 Days from date of Invoice

If not received by the end of the invoicing month, 20% of the invoice value will be charged.

Clerk: Mr P Harrison 01543 424872

Bookings Administrator: Mrs Bowman, Telephone 01543 424872



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

<u>SECTION A</u>	
NAME OF ORGANISATION	RESIDENTS SOCIAL CLUB AT SCHOOL COURT

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	JAYNE BOOTH (STAFF - LEAD FOR SOCIAL CLUB)
ADDRESS	[REDACTED] (MIDLAND HEART - SOCIAL HOUSING PROVIDER WITH CHARITABLE AIMS) IP30069R
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	-
EMAIL	-
YOUR ROLE/POSITION	STAFF (LEAD FOR SOCIAL CLUB)

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	JAYNE BOOTH
PERSON 2	STEPHANIE WILKINSON

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

WE ARE RESIDENTS OF SCHOOL COURT WHICH IS AN INDEPENDENT LIVING FACILITY OPERATED BY MIDLAND HEART. WE ORGANISE SOCIAL EVENTS SUCH AS BINGO, MUSICAL ENTERTAINMENT, RAFFLES, FILM NIGHTS ETC SOME OF WHICH WE EXTEND INVITATIONS OUT TO THE LOCAL COMMUNITY (OUR NEIGHBOURS).

ARE YOU A REGISTERED CHARITY?	YES/NO NUMBER:
ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?	YES/NO MIDLAND HEART
IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS	RESIDENTS' SOCIAL CLUB

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

FUNDING FOR COSTS OF VEHICLE HIRE AND ASSOCIATED EXPENSES CONNECTED TO ORGANISING DAY TRIPS OUT, IN WHEELCHAIR EQUIPPED MINI BUS ACCOMPANIED BY ABLE-BODIED COMPANIONS AND WHEELCHAIR PUSHERS

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

OUR HELPERS (COMPANIONS AND WHEELCHAIR PUSHERS) ARE VOLUNTEERS FROM THE LOCAL COMMUNITY. DAY TRIPS OUT ARE A WAY WE CAN SOCIALISE WITH NEIGHBOURS AND SEE PEOPLE AND DO THINGS WE WOULD OTHERWISE NOT SEE OR DO.

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£ 500 AT YOUR DISCRETION		
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	VEHICLE HIRE (KENDALL + WALL) MINI BUS FOR 10 PEOPLE PLUS 2 FIXED WHEELCHAIR SPACES = £100 (COST IS HIGHER FOR VEHICLE WITH A TAIL LIFT) A 52 SEAT COACH WITH TAIL LIFT COSTS £480 TO HIRE (THIS OPTION WOULD ENABLE US TO INVITE COMMUNITY NEIGHBOURS TO JOIN US ON A TRIP)		
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£ 500 AT YOUR DISCRETION		
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES <input checked="" type="radio"/> NO <input type="radio"/> IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:		
	ORGANISATION	SUCCESSFUL	AMOUNT
	1.	YES/NO	£
	2.	YES/NO	£
	3.	YES/NO	£

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS
WE RAISE FUNDS ALL YEAR ROUND BY RAFFLES, SUMMER FETE, CHRISTMAS FAYRE ETC. PLUS OTHER EVENTS WHICH WE OPEN TO COMMUNITY IN ORDER TO SOCIALISE WITH OUR NEIGHBOURS
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT
A HIRED MINI BUS WOULD BE STAFFED BY VOLUNTEER DRIVER(S). VOLUNTEERS WOULD HELP AS COMPANIONS AND WHEELCHAIR PUSHERS.

HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?	YES/NO IF YES PLEASE GIVE DETAILS:
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<u>DECLARATION</u>	
I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.	
NAME	JAYNE BOOTH (STAFF)
SIGNED	<i>J. Booth</i>
POSITION	STAFF MEMBER LEAD OF SOCIAL CLUB ACTIVITIES
DATE	19 DECEMBER 2019
<u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u>	
<p>1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)</p> <p>2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE.</p> <p>3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS</p>	
YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)	

T/P?

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

Council Meeting – 7 January 2020 – Grant Application Page 109




COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

<u>SECTION A</u>	
NAME OF ORGANISATION	TOUGH 'COOK'IES

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	LOUISE PASKIN
ADDRESS	[REDACTED]
POSTCODE	[REDACTED]
TEL: DAYTIME	
MOBILE NUMBER	[REDACTED]
EMAIL	[REDACTED]
YOUR ROLE/POSITION	JOINT LEADER

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	 EMMA DAVIS
PERSON 2	KATY BUXTON

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

THIS IS A NEW ORGANISATION, WE BELIEVE THAT BASIC COOKING SKILLS ARE NOT REALLY TAUGHT IN SCHOOL ANYMORE PLUS WITH PARENTS HAVING TO WORK TO LIVE THEY DONT REALLY HAVE THE TIME ANYMORE TO TEACH THEIR CHILDREN COOKING SKILLS WE STRIVE TO CHANGE THIS. WE ARE BOTH PASSIONATE ABOUT COOKING FROM SCRATCH & HEALTHY EATING.

ARE YOU A REGISTERED CHARITY?	YES <input checked="" type="radio"/> NO <input type="radio"/> NUMBER:
ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?	YES <input checked="" type="radio"/> NO <input type="radio"/>
IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS	THIS IS A NEW INITIATIVE THAT WE WANT TO GET OFF THE GROUND. WE ARE BOTH VERY PASSIONATE ABOUT THE IDEA

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR.

WE ARE ENQUIRING ABOUT LOCATIONS FOR OUR ORGANISATION AT THE MOMENT AS WE ARE A NEW INITIATIVE, WE PLAN TO RUN A 6 WEEK BLOCK COURSE FOR 2 HOURS ON A SATURDAY SO THE GROUP WILL HAVE TIME TO DEVELOP THEIR SKILLS & THEIR CONFIDENCE, IT WILL ALSO BENEFIT FAMILIES AS THE CHILDREN WILL GO HOME WITH RECIPES CARDS & SO WILL BE ABLE TO TEACH THEIR FAMILY WHAT THEY HAVE LEARNT

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

WE HAVE PITCHED THE IDEA TO THE LOCAL COUNCIL WHO ALL THOUGHT IT WAS A GREAT IDEA FOR THE ALBA.
 WE PLAN TO DO SEVERAL 6 WEEK COURSE BLOCKS & DEVELOP THE IDEA FURTHER PERHAPS DOING MORE GROUPS FOR DIFFERENT SKILL LEVELS I.E/ RUN A MORE ADVANCED SKILL GROUP FOR CHILDREN THAT HAVE COMPLETED THE 1ST 6 WEEK BLOCK COURSE.

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£ 500		
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	AS THIS IS A NEW INITIATIVE WE ARE STILL WORKING ON THE COSTS BUT THE GRANT IF WE RECEIVE ONE WILL BE USED TO BUY EQUIPMENT WE WILL NEED, INGREDIENT WE WILL NEED + THE RENT OF THE PLACE WE WILL BE BASED ONCE WE SORT ONE OUT, WE HAVE ENQUIRED AT A FEW PLACES AROUND HEDNESFOLD WE ARE JUST WAITING TO HEAR BACK		
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£ WE HAVENT WORKED THIS OUT YET BUT WE PLAN TO KEEP COSTS AS LOW AS POSSIBLE		
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES <input checked="" type="radio"/> NO		
	IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:		
	ORGANISATION	SUCCESSFUL	AMOUNT
1.		YES/NO	£
2.		YES/NO	£
3.		YES/NO	£

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS
WE ARE STILL IN THE PROCESS OF WORKING OUT ANY FEES/CHARGES IF ANY + WE HAVENT DONE ANY FUNDRAISING TOWARDS OUR INITIATIVE
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT
BETWEEN THE 2 OF US WE ALREADY HAVE A LOT OF EQUIPMENT WE COULD INITIALLY USE TO GET US STARTED WE ALSO BETWEEN US HAVE A LOT OF SKILLS WE HAVE BUILT UP OVER THE YEARS WE HAVE BEEN BAKING TOGETHER THAT WE WILL BRING TO THE GROUP,

<p>HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?</p>	<p>YES <input checked="" type="radio"/> NO <input type="radio"/> IF YES PLEASE GIVE DETAILS:</p>
--	--

<u>DECLARATION</u>	
<p>I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.</p>	
<p>NAME</p>	<p>LOUISE PASKIN</p>
<p>SIGNED</p>	<p><i>[Signature]</i></p>
<p>POSITION</p>	<p>JOINT LEADER</p>
<p>DATE</p>	<p>7/12/19</p>
<p><u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u></p> <ol style="list-style-type: none"> 1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN) 2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS <p>YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)</p>	

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

About the Organisation

Name of Organisation: Tough 'Cook'ies

What we are about: We are aiming to set up a cooking group for children aged 7-11 within the local area, we believe that it is vital for the community as home economics is not part of the National Curriculum in primary school, it is only when they enter secondary school that they start to learn some skills and even then with the emphasis more on the core skills of English and Mathematics they do not have many lessons within their timetables. We are also very aware of the fact that in this day and age both parents tend to have to work and therefore do not have the time to teach children basic cooking skills.

We are very passionate about both cooking and baking and have built up our confidence and skills over the years we have been baking together. We are also very passionate about healthy eating and cooking from scratch as this allows us to know what is going into each dish we prepare.

This cooking group we believe will help build up the confidence of the children in their abilities and will also bring families together as we will provide recipe cards so that the children will be able to teach their families how to make the dishes.

Within the 6 week block courses we will be teaching the children safety skills within the kitchen, hygiene skills, creative skills, give them an understanding of food, healthy eating and much more.

Both Louise and Katy are qualified in childcare, Louise with a BTEC in Early Years and a BA (hons) in Education Studies and Katy with a NVQ Level 3. Both have worked in childcare for a number of years (Louise currently works for a local before and after school and holiday club) and Katy also ran a successful voluntary playgroup for 3 years.

The plan is for the group to run on a Saturday morning for 2 hours and each course will be in 6 week blocks.

We are currently enquiring about a facility to run this group from. We have had interest however with it being Christmas the facilities are busy so we are going to enquire again in the New Year.

We have also been in contact with the local council who believe this is a fantastic idea for our community.

If you require any more information please do not hesitate to contact us on:

[REDACTED]

Constitution

Name of Organisation: Tough 'Cook'ies

Aims: 1. To teach children basic cooking skills to set them up for life.
2. To help build up the confidence of group member of their abilities
3. To give the children skills they can teach their families

Members: Louise Paskin and Katy Buxton- Joint groups leaders
Group will be open to children aged 7-11 years old. (Small group of 8-10 children)

Equal Opportunities: Every child will have equal opportunities to join in with the activities in the group regardless of ability, gender, race or sexuality.
Any food allergies or preferences will be asked about on registration and considered within the planning of any cooking and baking activities.

Finances: A bank account will be set up prior to the group starting, receipts of any purchases will be kept and statements will be made available at all times, both Louise and Katy will be responsible for the account and will consult with each other over any purchases made for the group.

Meetings: The aim within the 6 weeks is that as the confidence and abilities of the children increases they will have more say over what we will be preparing each week.
Katy and Louise will also discuss the organisation on a regular basis, evaluating how it is working and adapt it if necessary.



GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

SECTION A

NAME OF ORGANISATION Support Staffordshire (Project:Voluntary Car Scheme)

NAME AND ADDRESS OF PERSON MAKING THIS APPLICATION:

NAME Sandra Payne

ADDRESS [REDACTED]
[REDACTED]

TEL. [REDACTED]

EMAIL [REDACTED].

YOUR POSITION Deputy Chief Executive

SECTION B

1. WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT BENEFIT THE RESIDENTS OF HEDNESFORD?

Support Staffordshire is the local support and development agency providing infrastructure support to voluntary and community sector organisations in Staffordshire including the Cannock Chase District.

One of its key responsibilities is the management of the Voluntary Car Scheme. The Voluntary Car Scheme provides a door-to-door transport service for residents of Lichfield and Cannock Chase District, which includes Hednesford and the surrounding areas. The service is provided through the Support Staffordshire office based in Lichfield where clerical volunteers provide 35 hours per week organising the transport requests. A bank of volunteer drivers are utilised to provide transport for people in need of support and isolated.

The scheme also supports people to visit sick relatives or friends in hospitals or care homes. This helps to prevent patients and relatives feeling alone without the company of family and friends.

Transition to become an independent charity.

We are nearing the end of the process of becoming a Charitable Independent Organisation through an application to the Charities Commission. We hope that this will ensure the continuity for the Voluntary Car Scheme. The scheme is now operated from the Beacon Community Church, 7d Bridge Cross road, Burntwood. WS7 2BU

2. ARE YOU A REGISTERED CHARITY? YES NUMBER 1161077

3. ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION? NO

3. BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU REQUIRE A GRANT
PLEASE STATE HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD

The Voluntary Car Scheme enables people to obtain transport for essential journeys whether it be to get to a doctor's appointment, visit chiropodists, dentists or opticians, therefore enabling them to remain independent in their own home and have a feeling of wellbeing and less isolation. Journeys to hospitals provide clients with the support of a door-to-door service at an anxious time and helps remove the worry of the transport element of the hospital visit.

The scheme is dependent on the time given by 5 volunteer clerical staff and 35 volunteer drivers, who not only give their time, but also provide their own cars. These volunteer opportunities give people the chance to 'give back' to their community whilst increasing their confidence and improving their self-esteem.

The scheme helps people to improve or maintain better mental health, physical health or general well-being by ensuring that people have the best chance of maintaining/improving health by attending medical appointments. The appointments include mental/physical conditions, general well-being, dentists, and opticians.

The scheme help prevent social isolation and loneliness - People who are unable to get out of the house are able attend essential appointments with drivers they feel confident with so they are less likely to become isolated and lonely. The scheme will help to prevent this isolation and it also benefits the drivers, giving them a reason to get out in the community.

The scheme connects people to support networks within their local community - The drivers share information about groups/events in the area. Drivers share information on how to claim back the cost of travel to hospitals

The scheme helps to prevent so much strain on hospital transport and if people attend early health appointments they are less likely to draw on NHS resources, emergency services and hospital beds

4. WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? £900 – please see below
(MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)

As from April 2019 the funding from Staffordshire County Council was cut which was a large part of the funding for the scheme. Once the scheme becomes an independent charity we will be able to apply to larger funders to be able to continue the scheme. Until then we are applying to various sources to enable the scheme to support members of the community who may otherwise be isolated and lonely as well as unable to attend important medical appointments.

5. WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT

£15,500

6. HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)

YES

IF YES PLEASE GIVE DETAILS INCLUDING UNSUCCESSFUL APPLICATIONS

ORGANISATION		SUCCESSFUL	AMOUNT £
Burntwood Town Council	Dec 2019	A/W Decision	£750
People Helping People (Burntwood)	Dec 2019	A/W Decision	£750
Lichfield City Council	March 2019	YES	£900
Rugeley Town Council	March 2019	YES	£900

7. GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS.

Clients using the scheme pay a contribution towards the cost. Additional donations are received from some clients. We are also investigating funding opportunities to support the district wide scheme. We will be writing to local businesses and organisations. The scheme is promoted in Asda in Cannock with their green token scheme. In order to reduce accommodation costs we have relocated to Burntwood in July 2019

8. HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?

YES IF YES PLEASE GIVE DETAILS

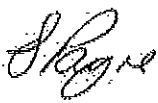
November 2018 £900

Chase CVS (now Support Staffordshire) applied to Hednesford Town Council in 2014

9. DECLARATION

I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME Sandra Payne

SIGNED


POSITION Deputy Chief Executive

DATE 1 December 2019.....

PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION

IF THIS IS YOUR FIRST APPLICATION -

1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION OR GOVERNING DOCUMENT
2. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT

YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS) IF -ANY GRANT APPROVED IS NOT PAYABLE TO THE ORGANISATION REFERRED TO IN SECTION A YOU MUST PROVIDE THE NAME OF THE PAYEE

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

The Voluntary Car Scheme (Lichfield and Cannock Chase areas)
Beacon Community Church
7d Bridge Cross Rd
Burntwood WS7 2BU

01543 303025
01543 303023

The Voluntary Car Scheme (Lichfield and Cannock Chase areas)

Safeguarding Policy for Adults at Risk

This policy was adopted by the Board of Voluntary Car Scheme (Lichfield and Cannock Chase areas) on 22 May 2019. Next review date to be on or before 22 May 2020

Policy Statement

The Voluntary Car Scheme (Lichfield and Cannock areas) is committed to ensuring the protection of adults at risk through the development and implementation of effective policies and best practice. Trustees of the Board, staff and volunteers recognise and accept the responsibility to develop and raise awareness of the issues involved in working with adults at risk.

Relevant legislation and guidance relating to the protection of adults at risk are reflected in this policy.

Who is an adult at risk:

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs).
- is experiencing, or at risk of, abuse or neglect.
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Designated person for safeguarding

The current designated safeguarding leads for The Voluntary Car Scheme (Lichfield and Cannock areas) are as follows for their respective geographical areas or projects:

- 1st Person - Jan Matthews – Voluntary Car Scheme Officer
- 2nd person – Role in organisation – Voluntary Car Scheme Chairperson

If the designated person (Jan Matthews) is unavailable or you are unsure which person to contact you can always contact one of the other designated persons or the Chair.

This policy is based on the following principles:

- Provision of an environment in which adults at risk feel safe and valued.
- All adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- A designated person for safeguarding will be identified (as above) for all matters affecting adults at risk, and to identify appropriate training opportunities.
- All staff, volunteers and trustees have a responsibility to report concerns to the designated person with responsibility for safeguarding.

We will aim to safeguard adults at risk by:

- Using a set of guidelines through procedures and a code of conduct for working with adults at risk, which all trustees, staff and volunteers are aware of and adhere to.
- exercising a *Duty of Care* and, when necessary, share information and/or concerns in a confidential manner with the appropriate outside agency e.g. Social Services.
- following the procedures for recruitment and selection of staff and volunteers.
- developing a time specific induction period when all new staff, volunteers and trustees are introduced to guidelines for working with adults at risk and policy and procedures.
- providing effective management for staff and volunteers through support, supervision and training.
- reviewing and updating our policy and practice annually.

This policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against staff and volunteers.
- Recruitment and vetting of staff and volunteers.
- Supervision of organisational activities.

Dealing with cases of abuse

Six Safeguarding Principles

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Protection** – Support and representation for those in greatest need.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – Proportionate and least intrusive response appropriate to the risk presented.
- **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.

1. Definitions of abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent. Abuse can take several different forms and may be a single act or repeated acts.

Please see Appendix 3a for a further breakdown of categories and types of abuse.

2. Recognising and Responding to Abuse

There are many potential indicators and signs of abuse, most of which may also be signs of other forms of injury or ill health. Those working with adults at risk should familiarise themselves.

Please see Appendix 3b for a list of potential signs of abuse.

3. What to do if you suspect that abuse may have occurred

1. You must report the concerns immediately to the designated person

The role of the designated person is to:

- Obtain information from staff, volunteers, family members and carers who have adult at risk protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- Consult with a statutory adult at risk protection agency such as the local Social Services department to clarify any doubts or worries.
- Make a referral to a statutory adult at risk protection agency or the police without delay.

The designated person has been nominated by The Voluntary Car Scheme (Lichfield and Cannock areas) to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of designated persons the matter should be brought to the attention of the Chair.

2. Suspicions will not be discussed with anyone other than those nominated above.

3. It is the right of any individual to make direct referrals to the adult at risk protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the adult at risk protection agencies directly.

Allegations of physical injury or neglect

If an adult at risk has a symptom of physical injury or neglect the designated person will:

1. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the adult at risk. The family member or carer should not be informed by the organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the family member or carer and suggest that medical help/attention is sought for the adult at risk. The doctor will then initiate further action if necessary.
4. If appropriate the family member or carer will be encouraged to seek help from Social Services. If the family member or carer fails to act the designated person should in case of real concern contact Social Services for advice.
5. Where the designated person is unsure whether to refer a case to Social Services then advice should be sought from a relevant adult at risk protection agency.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the designated person will:

1. Report this to the Social Service duty social worker for adults at risk directly. The designated person will not speak to the family member or carer.
2. If the designated person is unsure whether or not to follow the above guidance then advice from Social Services will be sought.
3. Under no circumstances should the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter.
4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

4. Responding to an adult at risk making an allegation of abuse

- Stay calm, listen carefully to what is being said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others- do not promise to keep secrets.
- Allow the adult at risk to continue at his/her own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the adult at risk that they have done the right thing in telling you.
- Establish their views and what they would like to happen next.
- Be aware that evidence may be needed.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the adult at risk's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Make the referral.

Helpful statements to make

- I believe you (or showing acceptance of what the adult at risk says).
- Thank you for telling me.
- Its not your fault.
- I will help you.

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises.

Do

- Call for help if necessary from emergency services.
- Ensure the person's safety.
- Act within the individual's wishes, as far as possible.
- Reassure them that they will be supported.
- Report to the designated person as soon as possible.

Do Not

- Promise not to tell anyone.
- Act within the individual's wishes if it would put them or others at risk.
- Be judgemental.
- Contact the alleged perpetrator or anyone else in the allegation.
- Touch or move anything/ contaminate evidence.

5. What to do after an adult at risk has talked to you about abuse

The procedure

1. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the adult at risk has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.

You should use the form "Reporting Suspected Abuse". This form is attached at the back of this policy. (Appendix 2). This will be used in conjunction with an Incident Reporting Form.

2. You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to the Chair. If both are implicated report to Social Services, for contact details see Appendix 1.
3. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
4. After an adult at risk has disclosed abuse the designated person should carefully consider whether or not it is safe for an adult at risk to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

6. Recruitment and appointment of workers and volunteers

In recruiting and appointing workers The Voluntary Car Scheme (Lichfield and Cannock Chase areas) will be responsible for the following:

- We will identify the tasks and responsibilities involved and the type of person most suitable for the job.
- We will draw up the selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will make sure that we measure the application against the selection criteria.
- If relevant to the post applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with adults at risk. The Rehabilitation of Offenders Act (1974) requires that people applying for positions working with adults at risk must declare all previous convictions. A Disclosure and Barring (DBS)

Check will be undertaken and assessed. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.

- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport.
- We may request to see documentation of any qualifications detailed by the applicant.
- We will always interview our candidates and ask for two references.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with adults at risk if relevant to the post. We will ask the referee to also comment on their suitability for working with adults at risk.
- If relevant to the post we will ensure that our successful applicant has obtained the Enhanced DBS as required from the Disclosure and Barring Service. They will need to show the ECRC before we will confirm them in post.
- We will include our safeguarding adults at risk policy in the induction process.

7. Allegations against a member of staff

We will assure all staff/volunteers that The Voluntary Car Scheme (Lichfield and Cannock Chase areas) will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing an adult at risk. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- An adult at risk protection investigation
- A disciplinary or misconduct investigation.

The results of the police and adult at risk protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

2. Concerns about suspected abuse

- Any suspicion that an adult at risk has been abused by either a member of staff or a volunteer should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the adult at risk in question.
- The Designated person will refer the allegation to the Social Services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the adult at risk will be contacted as soon as possible following advice from the Social Services department.
- If the Designated Person is the subject of the suspicion/allegation, the report must be made to the Chair who will refer the allegation to Social Services.

3. Internal Enquiries and Suspension

- The Designated Person in conjunction with the Chair will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Social Services enquiries.
- Irrespective of the findings of the Social Services or police enquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the adult at risk should remain of paramount importance throughout.

8. Supervisory arrangements for the management of The Voluntary Car Scheme (Cannock and Lichfield areas)'s activities and services.

We will aim to protect adults at risk from abuse and our team members from false allegations by adopting the following guidelines with reference to the Code of Practice and the Handbook which are issued to all drivers:

- We will keep a register of the events and activities in which we are involved where adults at risk, recording date, time, name of volunteer, destination
- We will keep a register of all team members (both paid staff members and volunteers).
- Our team members will record any unusual events on the accident/incident form.
- Our volunteers may be alone with an adult at risk, if an escort is not available. Clients are encouraged to bring an escort with them. On recruitment, volunteers are given training, guidance and advice to ensure the Code of Practice is adhered to.
- We recognise that physical touch between adults and adults at risk can be healthy and acceptable in public places. However our team members will be discouraged from this in circumstances where an adult and adult at risk are left alone.
- All team members should treat all adults at risk with dignity and respect in attitude, language and actions.

9. Support and Training

The Voluntary Car Scheme (Lichfield and Cannock Chase areas) is committed to the provision of adult at risk protection training for all relevant team members. Training, advice and guidance is available in the Handbook and Code of Practice which are given to all volunteer drivers.

Appendix 1 Reporting allegations or suspicions of abuse

If you have any concerns about an adult at risk being abused you should inform the designated person detailed below.

The Voluntary Car Scheme (Lichfield and Cannock areas)

Name

Jan Matthews

Job/Role

Voluntary Car Scheme Officer

Address

Beacon Community Church, 7d Cannock Road, Burntwood, WS7 2BU

Tel no

01543 303025/01543 303023

Important contacts outside the organisation

Staffordshire County Council Social Services

Phone: 0345 604 2719

Email: vastaffordshire@staffordshire.gov.uk

A trained member of staff will be available to help you between 8:30am - 5:00pm, Monday-Thursday (excluding Bank Holidays) and 08:30am - 4:30pm Fridays

To report a concern outside of these hours, please contact the **Emergency Duty Service**

Phone: 0345 604 2886

Fax: 01785 277321

Text: 07815 492613

Other numbers

Staffordshire Police, non Emergency	101	
Crimestoppers		0800 555 111
NSPCC Helpline		0808 800 5000
Action on Elder Abuse		0808 808 8141
Care Quality Commission (CQC)		03000 616 161

If you believe someone is at immediate risk of harm you should call the emergency services on 999

Appendix 2 Reporting Suspected Abuse - Recording Sheet

The Voluntary Car Scheme (Lichfield and Cannock Chase areas)

Name of person reporting

Name of adult at risk

Age and date of birth

Ethnicity

Religion

First language

Disability

Family Member/Carer's name(s)

Home address/Tel no

Are you reporting your concerns or reporting someone else's. Please give details.

Brief description of what has prompted the concerns:

Details of harm caused to adult

Immediate action required to protect adult

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the adult at risk? If so, what was said? Did they agree to a referral?

Have you spoken to the family member/carer(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, please give details?

Are there any others at risk? If so, please give details?

Have you consulted anybody else? Please give details

Person reported to and date of reporting

Signature of person reporting

Today's date

Action taken

Notes relating to adults views and wishes, information relating to mental capacity and views of yourself making the referral

Appendix 3a.

Categories and Types of Abuse

Physical abuse

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- Bodily Impairment e.g. malnutrition, dehydration, failure to thrive
- Medical/healthcare maltreatment

Sexual abuse

- Rape, incest, acts of indecency, sexual assault
- Sexual harassment or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting
- Sexual abuse might also include exposure to pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse

Psychological/emotional abuse includes:

- Including threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks
- Humiliation
- Bullying, shouting, swearing

Neglect and acts of omission

- Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services
- The withholding of the necessities of life, such as medication, adequate nutrition and heating – importantly, it may not always be clear in the case of an adult at risk, who is responsible for the neglect

Financial or material

- Including theft and fraud
- Exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Discriminatory abuse

- Including racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment.

Self-neglect

- Including failure to take care of own basic needs
- Neglecting care for personal hygiene and surroundings and hoarding

Modern Slavery

- Including slavery, human trafficking, forced labour, domestic servitude, coercion, deception, and life of inhumane treatment

Organisational abuse

- Including denial of rights, denial of access to family, friends, Doctor, Solicitor, denial of access to money or information
- Neglect, poor care practice, threats of punishment, loss of personal possessions and evictions to ensure compliance, lack of choice of meal times, bed times due to the fact it makes it easier for the organisations

Domestic abuse

- Including threatening behaviour, intimidation, violence
- Between family members or those who are or have been intimate partners. Includes sexual, financial, emotional, physical and "honour based" violence

Appendix 3b. Signs of Abuse

Physical abuse signs

Note: Some ageing processes can cause changes which are hard to distinguish from some aspects of physical assault e.g. skin bruising can occur very easily due to blood vessels becoming fragile.

- A history of unexplained falls or minor injuries
- Bruising in well protected areas, or clustered from repeated striking
- Finger marks
- Burns of unusual location or type
- Injuries found at different states of healing
- Injury shape similar to an object
- Injuries to head/face/scalp
- History of GP or agency hopping, or reluctance to seek help
- Accounts which vary with time or are inconsistent with physical evidence
- Weight loss due to malnutrition, or rapid weight gain
- Ulcers, bed sores and being left in wet clothing
- Drowsiness due to too much medication, or lack of medication causing recurring crises/hospital admissions

Sexual abuse signs

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Medical problems, e.g. Genital infections, pregnancy, difficulty walking or sitting
- Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skills, sleeplessness or nightmares, self-injury, showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour, loss of appetite or difficulty in keeping food down
- Behaviour of others towards the adult at risk

Psychological/emotional signs:

- Isolation
- Unkempt, unwashed, smell
- Over meticulous
- Inappropriately dressed
- Withdrawn, agitated, anxious not wanting to be touched
- Change in appetite
- Insomnia, or need for excessive sleep
- Tearfulness
- Unexplained paranoia, or excessive fears
- Low self esteem
- Confusion

Neglect signs

- Physical condition poor
- Clothing in poor condition
- Inadequate diet
- Untreated injuries or medical problems
- Failure to be given prescribed medication
- Poor personal hygiene

Financial or material signs

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Disparity between assets and satisfactory living conditions
- Extraordinary interest by family members and other people in the adult at risks assets

Discriminatory signs

- Lack of respect shown to an individual
- Signs of substandard service offered to an individual
- Exclusion from rights afforded to others, such as health, education, criminal justice

Self-neglect signs

- Not engaging with a network of support
- Unwilling or unable to meet necessary care to meet needs
- Unable to make reasonable and informed decisions due to mental disorder, illness or acquired brain injury
- Unable to protect themselves against exploitation or abuse
- Refusing essential support without which their health & safety needs cannot be met and the individual lacks the insight to recognise this

Modern slavery signs

- Signs of physical or psychological abuse, malnourished, withdrawn
- Not allowed independent travel
- Seem under the influence of others, reluctant to seek help
- Don't interact with the neighbourhood
- Few or no personal belongings or document
- Avoid eye contact, appear frightened or hesitate to talk to strangers
- Living/working in the same place

Organisational signs

- Poor standards
- Inflexible routines
- Lack of personal belongings and stark or unhomely environment
- Deprived environmental surroundings and lack of stimuli
- Inappropriate physical intervention
- Inappropriate use of power
- Denial of visits by friends or family

Domestic abuse signs

- Signs can be the same as any type of abuse or neglect

Other signs of abuse

- Inappropriate use of restraints
- Sensory deprivation e.g. spectacles or hearing aid
- Denial of visitors or phone calls
- Failure to ensure privacy or personal dignity
- Lack of flexibility of choice e.g. bedtimes, choice of food
- Restricted access to toilet or bathing facilities
- Lack of personal clothing or possessions
- Controlling relationships between care staff and service users