



*In Gods Hands*



# ADHD Unite Network UK & The Blueprint C.I.C

## Wednesday Group Safety & Admin Pack

**Venue:** St Matthew's Church, Stretford, M32 9AJ

**Session:** Wednesdays, 6:45pm

**Lead:** Martin Donnelly

**Purpose:** To provide safe, friendly, non-judgemental peer support and ADHD education for adults affected by ADHD, emotional overwhelm, isolation, recovery, and life challenges.

**Important boundary:** This group is not counselling, therapy, clinical treatment, regulated care, emergency response, or crisis management. It is community peer support and education.

## Document Control

This pack should be kept available at every Wednesday session in printed or digital form. It should be reviewed whenever the group changes venue, changes format, brings in volunteers, starts working with under-18s, or has a safeguarding incident.

| Document            | Status            | Review                           |
|---------------------|-------------------|----------------------------------|
| Safeguarding Policy | Working document  | Every 6 months or after incident |
| Risk Assessment     | Working document  | Every 6 months or after incident |
| Group Agreement     | Use every session | Every 6 months                   |
| Forms and Registers | Use as needed     | Ongoing                          |

## 1. Safeguarding Policy

ADHD Unite Network UK recognises that some people attending the Wednesday group may be vulnerable because of mental health difficulties, ADHD-related overwhelm, addiction recovery, isolation, trauma, disability, domestic abuse, homelessness, financial pressure, or other life challenges.

The aim of this policy is to keep people safe while being honest about what the group can and cannot provide. The group offers peer support, education, listening, connection, signposting, and community. It does not provide clinical care or emergency crisis treatment.

### Safeguarding Lead

| Safeguarding Lead | Role                        | Contact     |
|-------------------|-----------------------------|-------------|
| Martin Donnelly   | Founder / Group Facilitator | 07938787648 |

## Safeguarding Concerns Include

- Someone saying they may harm themselves or someone else.
- Suicidal thoughts, self-harm, overdose, or serious mental health crisis.
- Domestic abuse, coercive control, exploitation, neglect, or financial abuse.
- Someone appearing unable to keep themselves safe.
- Bullying, intimidation, discrimination, or harassment within the group.
- A child or young person being at risk, even though the group is adult-focused.

## What We Will Do

- Listen calmly and take the concern seriously.
- Do not promise secrecy. Explain that confidentiality may need to be broken if someone is at risk.
- Move the conversation away from the wider group where safe and appropriate.
- Call 999 if there is immediate danger, serious injury, overdose, violence, or immediate risk to life.
- Use NHS 111 option 2 for urgent mental health support where there is no immediate risk to life.
- Report adult safeguarding concerns to Trafford Adult Safeguarding where appropriate.
- Record the concern using the Safeguarding Concern Form.
- Store records securely and only share them with people who need to know for safety reasons.

## What We Will Not Do

- We will not diagnose people.
- We will not provide therapy or medical advice.
- We will not manage crisis situations alone when emergency or statutory services are needed.
- We will not keep secrets where someone is at risk of harm.
- We will not allow one person's behaviour to make the group unsafe for others.

## Emergency Contacts

| Situation                                                                          | Action                 |
|------------------------------------------------------------------------------------|------------------------|
| Immediate risk to life, violence, serious injury, overdose, or active suicide risk | Call 999 or go to A&E. |

|                                                       |                                                                                         |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Urgent mental health support but not immediate danger | Call NHS 111 and choose mental health option 2.                                         |
| Emotional listening support                           | Samaritans 116 123.                                                                     |
| Adult safeguarding concern in Trafford                | Trafford Adult Safeguarding Hub: 0161 912 5135 or online referral via Trafford Council. |

## 2. Safeguarding Concern Form

Use this form when someone discloses risk, abuse, self-harm, suicidal thoughts, exploitation, neglect, domestic abuse, or any serious welfare concern.

| Field                                                  | Details                                |
|--------------------------------------------------------|----------------------------------------|
| Date and time of concern                               |                                        |
| Name of person concerned                               |                                        |
| Contact details, if known                              |                                        |
| Who reported the concern?                              |                                        |
| What was said, seen, or heard? Use factual words only. |                                        |
| Immediate risk level                                   | Low / Medium / High / Immediate danger |
| Action taken at the time                               |                                        |
| Were emergency services contacted?                     | Yes / No - Details:                    |
| Was Trafford Adult Safeguarding contacted?             | Yes / No - Details:                    |
| Who was informed?                                      |                                        |
| Follow-up needed                                       |                                        |
| Completed by                                           |                                        |

|                    |  |
|--------------------|--|
| Signature and date |  |
|--------------------|--|

### 3. Group Agreement / House Rules

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This should be read out or displayed at the start of every group. The room will only stay safe if these boundaries are clear.

- This is a safe, friendly, non-judgemental peer-support group.
- You can talk, listen, or just be here.
- No one is forced to share.
- Respect confidentiality: what is shared in the group stays in the group unless someone is at risk.
- One person speaks at a time. No interrupting, mocking, diagnosing, shaming, or preaching at people.
- No threats, bullying, discrimination, intimidation, or aggressive behaviour.
- Do not attend under the influence if it makes you unsafe, disruptive, or unable to respect the group.
- We are not a crisis service, but we will support and signpost safely.
- If someone is at serious risk of harm, confidentiality may need to be broken to keep people safe.
- The facilitator can pause a conversation, redirect the group, or ask someone to leave if safety is affected.

#### Simple Opening Script

*"Welcome. This is a peer-support group, not therapy or crisis care. You can speak, listen, or just sit with us. Please respect confidentiality and each other. The only time confidentiality may need to be broken is if someone is at risk of harm or someone else may be at risk. Let's keep the room safe, respectful, and real."*

### 4. Confidentiality Policy

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Confidentiality is essential for trust. People must feel safe to speak without fear of gossip or judgement.

**Core rule:** What is shared in the group stays in the group, unless someone is at risk of harm, someone else is at risk, or we are legally required to act.

## Confidentiality Limits

- If someone says they may seriously harm themselves.
- If someone says they may harm another person.
- If abuse, neglect, exploitation, or domestic abuse is disclosed.
- If a child, young person, or vulnerable adult may be at risk.
- If the law requires information to be shared.

## Social Media

- No photos or videos of attendees without clear consent.
- Do not post anyone's personal story without permission.
- Anonymous feedback can only be used where consent has been given.

## 5. Incident Report Form

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Use this for non-safeguarding incidents such as conflict, injury, intoxication, venue damage, aggressive behaviour, complaints, falls, or near misses.

| Field                                | Details                                                 |
|--------------------------------------|---------------------------------------------------------|
| Date and time                        |                                                         |
| Location                             | St Matthew's Church, Stretford                          |
| People involved                      |                                                         |
| Type of incident                     | Conflict / Injury / Medical / Behaviour / Venue / Other |
| What happened? Factual account only. |                                                         |
| Immediate action taken               |                                                         |
| Was anyone injured?                  | Yes / No - Details:                                     |
| Were emergency services contacted?   | Yes / No - Details:                                     |
| Was the venue informed?              | Yes / No - Details:                                     |

|                         |  |
|-------------------------|--|
| Follow-up action needed |  |
| Completed by            |  |
| Signature and date      |  |

## 6. Attendance Register

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Keep this simple. Do not collect more information than you need. Store securely.

| No. | Name | Phone/Email Optional | Emergency Contact Optional | Consent to Contact? |
|-----|------|----------------------|----------------------------|---------------------|
| 1   |      |                      |                            |                     |
| 2   |      |                      |                            |                     |
| 3   |      |                      |                            |                     |
| 4   |      |                      |                            |                     |
| 5   |      |                      |                            |                     |
| 6   |      |                      |                            |                     |
| 7   |      |                      |                            |                     |
| 8   |      |                      |                            |                     |
| 9   |      |                      |                            |                     |
| 10  |      |                      |                            |                     |
| 11  |      |                      |                            |                     |
| 12  |      |                      |                            |                     |

## 7. Crisis Signposting Sheet

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This sheet should be available at every session. It is not a replacement for emergency support.

| Need                                                                      | Contact / Action                                                     |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|
| Immediate danger, serious injury, overdose, violence, active suicide risk | Call 999 or go to A&E.                                               |
| Urgent mental health support                                              | Call NHS 111 and choose mental health option 2. Available 24/7.      |
| Someone to talk to any time                                               | Samaritans: 116 123. Free from mobiles and landlines.                |
| Adult safeguarding concern in Trafford                                    | Trafford Adult Safeguarding Hub: 0161 912 5135.                      |
| Non-emergency medical advice                                              | NHS 111 online or phone 111.                                         |
| Group boundary                                                            | ADHD Unite is peer support and education, not emergency crisis care. |

## What to say if someone is in crisis

*"I'm really glad you told me. I can't promise to keep this secret if you or someone else is at risk, but I will treat it with respect. We need to get you the right support now. Are you in immediate danger?"*

## 8. Volunteer / Facilitator Code of Conduct

Anyone helping with the group must follow this code. Being kind is not enough - boundaries protect everyone.

- Treat everyone with respect, dignity, and patience.
- Keep personal information confidential unless there is a safeguarding risk.
- Do not promise secrecy.
- Do not give medical, legal, financial, or clinical advice.
- Do not diagnose attendees.
- Do not create dependency or act as someone's 24/7 support worker.
- Avoid private one-to-one support unless agreed and safe.
- Do not exchange inappropriate messages or relationships with vulnerable attendees.

- Report safeguarding concerns to the safeguarding lead.
- Do not attend in a helping role under the influence of alcohol or drugs.
- Challenge unsafe behaviour calmly and involve support where needed.

| Name            | Role                        | Signature | Date |
|-----------------|-----------------------------|-----------|------|
| Martin Donnelly | Founder / Group Facilitator |           |      |

## 9. Volunteer Role Description

| Area                        | Details                                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role title</b>           | Wednesday Group Volunteer / Peer Support Helper                                                                                                  |
| <b>Main purpose</b>         | To help create a safe, welcoming, organised, non-judgemental ADHD peer-support space.                                                            |
| <b>Main tasks</b>           | Welcome people, help set up room, make drinks if agreed, support the facilitator, notice distress, encourage respectful behaviour, help tidy up. |
| <b>What the role is not</b> | Not counselling, therapy, crisis work, clinical advice, diagnosis, or regulated care.                                                            |
| <b>Reports to</b>           | Martin Donnelly / Safeguarding Lead. 07938787648                                                                                                 |
| <b>Boundaries</b>           | Do not take on private crisis support. Do not make promises you cannot keep. Signpost concerns.                                                  |
| <b>Training/checks</b>      | Safeguarding briefing required. DBS eligibility to be reviewed based on role duties.                                                             |

## 10. DBS Position Statement

DBS checks should be based on the role, not on guesswork. Not every volunteer automatically needs an Enhanced DBS check. The organisation will review each role properly and seek advice if unsure.

## Current Position

- The Wednesday group is adult peer support and education.
- The group is not currently designed as regulated care or clinical support.
- If volunteers provide regular one-to-one support to vulnerable adults, DBS eligibility will be reviewed.
- If the organisation begins structured work with children or young people, safeguarding arrangements and DBS requirements must be reviewed before sessions start.

## Roles likely to require review

- Safeguarding Lead.
- Regular facilitator.
- Volunteer providing one-to-one support.
- Youth workshop volunteer.
- Anyone transporting or supporting vulnerable attendees alone.

## 11. Privacy Notice

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ADHD Unite Network UK may collect limited personal information to run the Wednesday group safely and responsibly.

### Information We May Collect

- Name.
- Phone number or email if voluntarily provided.
- Attendance information.
- Emergency contact if voluntarily provided.
- Feedback/testimonials if consent is given.
- Incident or safeguarding records where necessary.

### Why We Collect It

- To manage the group safely.
- To contact people about group information where consent has been given.

- To respond to incidents or safeguarding concerns.
- To evidence impact for funding, using anonymous information wherever possible.

## How We Store It & When We May Share Information

- Information will be stored securely. Only people who need access for group safety or administration will access it.
- Safeguarding and incident records will be kept confidential. Information will not be sold or shared for marketing.
- **We may share information:** If someone is at risk of serious harm, if another person is at risk, if safeguarding services, police, NHS, or emergency services need information to keep someone safe, or if required by law.

## 12. Complaints Procedure

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People should be able to raise concerns safely. Complaints should be handled calmly and recorded properly.

### How to Raise a Complaint

1. Speak to Martin Donnelly after the group, or contact him using the agreed group contact details.
2. Explain what happened, when it happened, and what outcome you are asking for.
3. The complaint will be recorded and reviewed. A response will be given where possible within 14 days.
4. If the complaint is about the facilitator, another trusted director/volunteer should review it where available.

### Serious Concerns

If a complaint includes safeguarding risk, abuse, violence, or immediate danger, the safeguarding process overrides the complaints process.

## 13. Insurance Checklist

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*This is not legal advice. Use it as a checklist when speaking to your insurer or broker.*

| Insurance Area             | Question to Check                                                                    | Yes / No / Notes |
|----------------------------|--------------------------------------------------------------------------------------|------------------|
| Public liability           | Are weekly peer-support sessions in a church/community venue covered?                |                  |
| Volunteers                 | Are volunteers/helpers covered while setting up, welcoming, supporting, and tidying? |                  |
| Employers liability        | Is this needed based on volunteers/staff structure?                                  |                  |
| Professional indemnity     | Are education workshops, ADHD skills sessions, and peer-support discussions covered? |                  |
| Trustee/director indemnity | Are directors protected for governance decisions?                                    |                  |
| Safeguarding/abuse cover   | Is safeguarding-related liability included or excluded?                              |                  |
| Events                     | Are one-off events, stalls, fairs, and workshops covered?                            |                  |
| Venue requirements         | Does St Matthew's require sight of insurance documents?                              |                  |

## 14. Feedback / Impact Form

This helps prove the group is making a difference. Keep it simple and anonymous unless someone chooses to give details.

| Question                        | Response          |
|---------------------------------|-------------------|
| Did you feel welcomed?          | Yes / No / Unsure |
| Did you feel listened to?       | Yes / No / Unsure |
| Did attending reduce isolation? | Yes / No / Unsure |
| Did you learn anything useful?  | Yes / No / Unsure |
| Would you recommend the group?  | Yes / No / Unsure |

|                                                                            |          |
|----------------------------------------------------------------------------|----------|
| What helped you most?                                                      |          |
| What could we improve?                                                     |          |
| Optional testimonial                                                       |          |
| Can we use your anonymous feedback for funding/<br>social impact evidence? | Yes / No |

## 15. Wednesday Group Risk Assessment

| Risk / Hazard                                                      | Who Could Be Harmed                | Risk Level   | Control Measures                                                                                        |
|--------------------------------------------------------------------|------------------------------------|--------------|---------------------------------------------------------------------------------------------------------|
| Emotional distress during group discussion                         | Attendees, volunteers, facilitator | Medium       | Clear group rules. People can pass. Facilitator redirects safely. Signposting available.                |
| Disclosure of suicidal thoughts, self-harm, abuse, or serious risk | Attendee at risk, wider group      | High         | Safeguarding process followed. Do not promise secrecy. Call 999 for immediate risk. Record concern.     |
| Conflict, aggressive behaviour, intimidation                       | Everyone present                   | Medium       | Behaviour expectations set. Facilitator may pause discussion, separate people, or ask someone to leave. |
| Confidentiality breach or gossip                                   | Attendees                          | Medium       | Confidentiality rule explained. Repeated breaches challenged and may lead to removal.                   |
| Attendance under influence of drugs/alcohol                        | Attendees, facilitator, venue      | Medium/ High | If unsafe or disruptive, person may be asked to leave. If vulnerable, contact support/emergency help.   |
| Medical emergency, panic attack, collapse, seizure                 | Attendees, volunteers              | Medium       | Know venue address/exits. Call 999 when needed. Calm space where possible.                              |
| Fire / evacuation                                                  | Everyone present                   | Medium       | Know fire exits. Keep exits clear. Follow venue procedure.                                              |

|                                        |                       |             |                                                                                                             |
|----------------------------------------|-----------------------|-------------|-------------------------------------------------------------------------------------------------------------|
| Trips, slips, falls                    | Everyone present      | Medium      | Keep walkways clear. Clean spills. Tape or move cables. Report hazards.                                     |
| Lone working before/after group        | Facilitator/volunteer | Medium      | Avoid being alone where possible. Use open areas. Agree lock-up procedure.                                  |
| Data protection / personal information | Attendees             | Medium      | Only collect needed data. Store securely. Share only for safety/legal reasons.                              |
| Photos/social media                    | Attendees             | Medium      | No photos/videos or personal stories without consent.                                                       |
| Young person attends adult group       | Young person, group   | Medium/High | Adult group only unless youth safeguarding arrangements are in place. Speak with parent/guardian if needed. |

**Overall risk rating: Medium.** With the controls above in place, the group can operate safely as a community peer-support and education group.

| Name            | Role                        | Signature | Date |
|-----------------|-----------------------------|-----------|------|
| Martin Donnelly | Founder / Group Facilitator |           |      |

## 16. Review Log

| Date Reviewed | Reviewed By | Changes Made | Next Review Date |
|---------------|-------------|--------------|------------------|
|               |             |              |                  |
|               |             |              |                  |
|               |             |              |                  |

**Source Note for Emergency and Safeguarding Contacts:** Contact information in this pack was checked against official/current sources on 25 May 2026. Trafford Adult Safeguarding Hub lists 0161 912 5135. NHS and Greater Manchester Mental Health guidance directs urgent mental health support through NHS 111 option 2. Samaritans lists 116 123 for free phone support.