

Section One Policy Statement

Name of Organisation, the **Management Committee**, **Staff Team** and **Volunteers** are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for **vulnerable adult protection and to promote the welfare of adults and young people**. The safety and protection of all vulnerable adults and young people that **Name of Organisation** supports is paramount and has priority over all other interests.

The purpose of this Safeguarding Vulnerable Adults policy is to ensure, at all times, the maximum protection from any kind of harm for all vulnerable adults involved in any way with **Name of Organisation**.

This policy applies to all employees and volunteers. Its purpose is to protect the personal safety of all vulnerable adults using the facilities, resources and activities provided by **Name of Organisation**, by actively promoting awareness, good practice and sound procedures.

Name of Organisation is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with the **Name of Organisation** Equal Opportunities Policy.

For the purposes of this policy, **Name of Organisation** has defined vulnerable adults as:

People who are over 18 years of age and are getting or may need help and support services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers, staff and trustees have a duty to identify abuse and report it.

Allegations against Employees

- When any form of complaint is made against an employee, it must be taken seriously, and the complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the Chairman must be informed.
- The senior staff member must report the complaint immediately to the Chairman, giving details of the circumstances.
- The Chairman will seek advice and guidance from the LADO (Local Authority Designated Officer) within 24 hours of the allegation.
- The Chairman may attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

- The Chairman will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made (following advice from the LADO).

This action does not imply in any way that the person suspended is responsible for or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

- **Name of Organisation** will co-operate fully with the Police, Social Services and all other parties involved.
- An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.
- The Chairman or a Board member will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

Confidentiality

- **Name of Organisation** operates under a policy of confidentiality. However, under no circumstances will any individual in the employment of **Name of Organisation** keep confidential any information that raises concerns about the safety and welfare of a vulnerable adult.
- This statement relating to confidentiality must be made known to all who access any provision of **Name of Organisation**.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard vulnerable adults.
- All staff must be aware that they cannot promise a vulnerable adult that they will keep secrets.

Supporting Staff

All members of staff at Name of Organisation will receive regular training and supervision with respect to Safeguarding issues.

All staff to whom a vulnerable adult may have disclosed may be distressed by the disclosure. Non-managerial support and/or counselling will therefore be available. It is the responsibility of the Chairman to ensure this is provided if required.

Section Two Policy Procedures

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and vulnerable adults.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE PERSON INVOLVED

i.e.

- If emergency medical attention is required, then either phone the emergency services or take the person to the nearest Accident and Emergency department
- If an adult is in immediate danger the police should be contacted.

Personnel/Recruitment

- All employees/volunteers are required to provide at least 2 references, which are always verified.
- All employees/volunteers will need to provide a record of their full employment history and explain any gaps.
- All employees/volunteers have DBS (Disclosure and Barring) checks at enhanced level. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- All new employees/volunteers are supervised until references have been verified and DBS checks received.
- All employees/volunteers will receive Safeguarding Training **as soon as possible and then be supervised for a period of time. This training will be updated for each employee/volunteer every 3 years.**

Responsibilities (Organisation)

- **Name of Organisation** will ensure a minimum of **number** senior members of staff or trustees are designated Safeguarding with responsibility for Safeguarding and the implementation of this policy. It is the responsibility of the Safeguarding Officers to take appropriate action following any expression of concern and make referrals to the appropriate agency
 - Designated Safeguarding Lead – **name**
 - Additional Safeguarding Leads – **names**

Nominated Safeguarding Trustee (monitoring responsibility) – **name**

- **Name of Organisation** will ensure that all staff members/volunteers receive training to update them on Safeguarding every three years.
- **Name of Organisation** will ensure that advice is sought from relevant protection agencies when dealing with more complex issues.
- **Name of Organisation** will ensure that all employees/volunteers receive regular monitoring and supervision in their work with vulnerable adults.

Responsibilities (Safeguarding Officer)

- Safeguarding Officer will ensure that all members of staff/volunteers will have the relevant Safeguarding training.
- Safeguarding training will be provided by Action4Youth and this will include up to date legislation, including Local and National Guidelines.

Responsibilities (Employees/Volunteers)

- All employees/volunteers working on behalf of **Name of Organisation** have a responsibility for the welfare of the vulnerable adults that they work with, in relation to their employment/volunteering.
- All employees/volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to protection is reported using the reporting procedures detailed in this policy.
- **Never assume that others are monitoring a vulnerable adult. Others may have doubts but as a member of staff for Name of Organisation you could be the only person taking action.**
- If in any doubt about what action to take, employees must seek advice from one of the named Safeguarding Officers.
- **Name of Organisation** frequently takes photographs of people participating in activities and events. Where appropriate written permission from parent/guardian will be obtained before any photographic material is used in the public domain.

Reacting to a disclosure

- **Listen, rather than directly question**
- **Never stop anyone who is freely recalling significant events**
- **Do not ask leading questions**
- **Do not promise confidentiality**
- **Allow silence**
- **No distractions**
- **Positive prompts**
- **Allow the person to be upset**
- **LISTEN TO THEM CAREFULLY**

- **Reassure the person that they will be supported**
- **Make an accurate record of the information you have been given, taking care to make sure your record is accurate.**

Reporting Procedures

- Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of the occurrence) to the Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways, including a comment made by a vulnerable adult, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Officer must record the concern, with the employee, using the Incident Reporting Form. The Safeguarding Officer is responsible for informing the Chairman immediately and ensuring that a copy of the Incident Report is kept strictly confidential and stored securely following the Data Protection Procedures.
- It is the responsibility of the Chairman/Safeguarding Officer to deal with any Safeguarding matters.
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

Contact information

Allegation of the alleged abuse which occurred when the person is over 18 years old falls under the Protection of Vulnerable Adults and needs to be reported to the Buckinghamshire or Milton Keynes Social Services Adult Care Duty Officer.

Contact

Milton Keynes - Monday to Friday from 8.00am to 5:00pm **01908 253772**

In an emergency, out of these hours **01908 725005**

email: ascats@milton-keynes.gov.uk

Buckinghamshire – Careline Monday to Thursday 9.00am - 5:30pm and on Friday 9.00am -5.00pm **0800 137915**. Outside these hours you can call the Emergency Duty Team on **0800 999 7677** or leave a message on the Careline answerphone or call the Police on 999.

REVIEW AND MAINTENANCE OF POLICY

- The Management Committee shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees shall be sought where necessary and reflected in the review process.
- Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

If the post you are applying for with **Name of Organisation** is exempt from the Act, you must be aware of the following:

ALL CONVICTIONS, WHETHER SPENT OR UNSPENT, MUST BE DISCLOSED IN THE DECLARATION CONTAINED IN THE JOB APPLICATION FORM

If the post you are applying for with Name of Organisation is not exempt from the Act, you must be aware of the following:

Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions which are spent, **unless they carried the following:**

- A sentence of life imprisonment
- A sentence of imprisonment, youth custody, detention in a young offender's institution or corrective training for a term exceeding 30 months
- A sentence of preventative detention
- A sentence of detention during her majesty's pleasure or for life or a sentence of detention for a term exceeding 30 months given to a young offender convicted of a grave crime, or detention of more than 30 months of a child convicted on indictment or a Court Martial punishment
- A sentence of custody for life

(Please note that a sentence of life imprisonment can never become 'spent')

Under the Rehabilitation of Offenders Act 1974, some convictions become spent after a certain length of time.

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