

Safeguarding/Protection of Vulnerable Adults Policy and Procedures 2020

Policy Statement

At The Ellesmere Centre (*hereafter called The Centre*), we believe that all vulnerable adults should be protected and kept safe from harm whilst they are with staff or volunteers of this organisation, and we will challenge abuse whenever it is encountered in the course of our activities. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised

Introduction

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

Aim of Policy

The aim of this policy is to ensure the safety of all adults using our services by outlining clear procedures and ensuring that all staff/volunteers are clear about their responsibilities as outlined in this document.

Definition

A vulnerable adult (as defined by the Law Commission) is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- c) Emotional/psychological abuse e.g. intimidation or humiliation
- d) Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- e) Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- f) Discriminatory abuse e.g. racial, sexual or religious harassment
- g) Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- h) Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- i) Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

Reporting Procedures

If abuse is suspected or observed by, or disclosed to, a staff member/volunteer then they must inform the named person responsible for adult protection, as soon as possible.

The person raising the concern should make a written record of the allegation or suspicion of abuse (see Appendix 1 attached) and discuss the situation with the person responsible for adult protection.

If a staff member/volunteer has been told about the allegation of abuse in confidence, they should explain that the information may need to be disclosed to a third party in order to help stop it. The gaining of consent for this is not essential in order for information to be passed on. Consideration needs to be given to:

- The scale of the abuse
- The risk of harm to others
- The capacity of the adult to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence or severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Responsibilities

All staff members/volunteers have a responsibility to be aware of this policy and to report any suspicions/observations concerning adult abuse.

The person responsible for adult protection is Julie Bampton.

Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they be staff, volunteers, service users, carers or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared if they or others are at significant risk
- If service users, they will be given immediate protection from the risk of reprisals or intimidation
- If Staff they will be given support and afforded protection if necessary in line with the Public Interest Disclosure Act 1998.

The Vulnerable Adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment
- To be involved in any process as appropriate
- To receive information about the outcome

DBS Checks & Disclosure

It is a requirement of The Centre that all Trustees, staff and volunteers undergo a successful DBS check in order to commence work with the organisation.

Contacts

Cambridgeshire County Council Adult Support Services:

- Between 8am and 8pm Monday to Saturday 0845 045 5202
- If you urgently need to make contact outside office hours 01733 234724

or

Action on Elder Abuse Response Line 0808 8088141

or

Age Concern Cambridge Information Line 01354 696677

Legislation

This policy is informed by, and adheres, to the Cambridgeshire Protection of Vulnerable Adults from Abuse/Safeguarding Adults Practice Guidance and Procedures, March 2008

Signed:..... Position:.....

Name:.....Date:.....

Signed:..... Position:.....

Name:.....Date:.....

Signed:..... Position:.....

Name:.....Date:.....

INCIDENT REPORT FORM [Protection of Vulnerable Adults]

Name of person completing this form: _____

Date:

Briefly describe what was observed/disclosed (include names, times and dates):

Names and contacts of any witnesses:

Name of person responsible for investigation:

Date:

Action taken: