

**Your logo and any registered charity number**

## **Vulnerable Adults Protection Statement for your group/charity's name**

**Vulnerable adult protection representatives:** your group representatives

"your groups name" is committed to ensuring the protection of vulnerable adults through the development and implementation of effective policies and best practice.

Trustees, staff and volunteers, recognise and accept the responsibility to develop and raise awareness of the issues involved in working with vulnerable adults."

### **Objectives**

1. To provide an environment in which vulnerable adults feel safe and valued
2. To exercise a *Duty of Care* and ensure that all staff and volunteers working with vulnerable adults are carefully selected, understand and accept responsibility for the safety of vulnerable adults in our community.
3. To enable trustees, staff, volunteers, user group members and customers to feel confident in reporting any issues on vulnerable adult protection.
4. To work with, share information with and inform staff, volunteers and colleagues on all issues of vulnerable adult protection and its implementation.
5. To review and update this policy and practice on a regular basis.

A vulnerable adult protection statement makes it clear to all what is required in relation to the protection of vulnerable adults.

The Vulnerable Adult Protection Representative must ensure that all trustees, staff and volunteers have read and understood this policy.

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## Vulnerable Adult Protection Policy for your group/charity's name

### Aim of Policy

The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all staff and volunteers are clear about their responsibilities.

### Responsibilities

All trustees, staff and volunteers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

### Definition

The broad definition of a vulnerable adult is a person:

*'Who is eighteen years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.'*

(‘Who Decides’:1997, Lord Chancellor’s department)

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:

- **Physical abuse** e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- **Sexual abuse** e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- **Emotional/psychological abuse** e.g. intimidation or humiliation
- **Financial abuse** e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- **Neglect** or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- **Discriminatory abuse** e.g. racial, sexual or religious harassment
- **Personal exploitation** – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will

- **Violation of rights** e.g. preventing an individual speaking his/her thoughts and opinions
- **Institutional abuse** e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

## Rights of Vulnerable Adults

Vulnerable adults have the right to:

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

## Code of Conduct

- 1) Make sure all the following have read and understand the Vulnerable Adults Protection Policy and Procedure to report vulnerable adult protection cases appropriately: Trustees of the **your group/charity**, members of the **charity**, staff and volunteers working for **your group/charity**.
- 2) Ensure that all trustees, staff and volunteers who work with or have responsibility for, vulnerable adults are checked by the Data Barring Service (DBS).
- 3) To ensure trustees, staff and volunteers who work with or have responsibility for vulnerable adults are supervised during a designated probationary period with ongoing regular supervision opportunities.
- 4) Trustees, staff and volunteers treat vulnerable adults with respect and sensitivity at all times.
- 5) Trustees, staff and volunteers must ensure that the safety and dignity of those vulnerable adults in their care is maintained at all times.
- 6) It is the duty of trustees, staff and volunteers to ensure that vulnerable adults in their care are aware that there are designated staff and volunteers to help them with any worries and/or difficulties.
- 7) To exercise a “*Duty of Care*”. If trustees, staff or volunteers have concerns about the possible abuse of a vulnerable adult, or where a disclosure has been made, this must be reported as a *Duty of Care* responsibility.

## Reporting

- a) If an allegation is made to a trustee, volunteer or staff member or there is a suspicion of abuse then the trustee, volunteer or staff member should inform the vulnerable adult protection representative as soon as possible.
- b) All those making a complaint, allegation, or expression of concern, whether trustee, staff, volunteers, service users, carers or members of the 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 trustees, staff or volunteer workers they will be given support and afforded protection.

- c) A 'Safeguarding Adults Concern Form' form should be completed with details about the allegation or suspicion of abuse and sent to the Family Connect and Adult Safeguarding **01952 385678**, [familyconnect@telford.gcsx.gov.uk](mailto:familyconnect@telford.gcsx.gov.uk) (secure e-mail address) -see *Safeguarding Adults Concern report form*
- d) The person making the report should inform the designated representatives who will keep a record of the incident for information on file to which designated representatives *only* have access.
- e) If a trustee, staff or volunteer member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the person to make a referral to another agency. However, the gaining of the consent 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 victim to understand the issues of abuse and consent
- f) If there is any doubt about whether or not to report an issue to the relevant authorities then it should be reported.
- g) 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.

***It is important for trustees, staff and volunteers to avoid making assumptions and discussing concerns indiscriminately.***

***Confidentiality, and respect for the vulnerable adult(s) involved, is of the utmost importance.***

## **Recruitment and Training**

**Your group / charity's name** will ensure that all trustees, staff and volunteers whose roles include working with children and young people adults are carefully selected, are DBS checked (please refer to Appendix A for further details about DBS checks), trained and supervised.

## **Monitoring**

**Your group/ charity name** will review the effectiveness of this vulnerable adult policy on an annual basis (or more regularly if we identify any non-compliance or problem concerning adult protection issues). We will take remedial action if we discover non-compliance under this policy or barriers to its implementation.

## **Local Contacts**

Contact the Family Connect and Adult Safeguarding Team - **01952 385385**

\*If you have a concern that requires advice before action is taken out of 'normal working hours' then contact the Emergency Duty Team on **01952 676500**

*Please note that the process for dealing with vulnerable adults is different to that of a child and you may not get an immediate response-but you will be contacted*

Police 0300 3333 000

This policy was adopted by **Your group/ charity name**

Signed:.....on behalf of the **Your group/ charity name**

Print Name.....

Position..... Date.....