

## POLICIES AND PROCEDURES

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### Safeguarding Vulnerable Adults Policy

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Cross Reference	Allegations of Abuse against AF Trustees, Staff and Volunteers, Anti Bullying, Confidentiality, Grievance, Information Sharing

#### Purpose of this document

Aspired Futures (AF) is committed to safeguarding and protecting the welfare of all who use its service. AF will ensure all trustees, staff and volunteers will follow our procedures and the local authorities' procedures for the protection of vulnerable adults if they have any concerns for any young person, parent or carer arising. AF has no statutory remit or role to investigate such abuse but acknowledges its responsibility to pass on to the appropriate statutory agency concerns in relation to the safety or welfare of a vulnerable young people, parents or carers so that these concerns can be assessed.

#### Details of Policy

##### **Definition of a vulnerable young person, parent or carer**

- A vulnerable young person, parent or carer is a person aged 18 years or over who is receiving or could be in need of a community care service and is or may be unable to protect themselves from significant harm or serious exploitation. This may be because they have a mental health or other disability or because they are old, frail or ill.
- In this context community care services includes all care services provided in any setting by any agency whether statutory, voluntary or independent in health or social care including hospitals, housing agencies and advice services.

##### **Abuse**

- Recognising when a vulnerable young person, parent or carer is suffering or is likely to suffer significant harm is not easy and it is not the responsibility of the member of staff, volunteer or trustee to decide whether or not vulnerable young person, parent or carer are suffering or at risk from harm. There is a responsibility, however, to act as soon as there are concerns in order that the appropriate agency can investigate and take any necessary action to protect a vulnerable young person, parent or carer.
- Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse can consist of a single act or repeated acts. It can vary from neglecting the person, to treating someone with disrespect in a way which significantly affects their quality of life and limits their ability to access opportunities. It can also be behaviour, which causes actual physical harm and suffering. The following are the main forms of abuse which may occur and for some a combination of definitions:-
  - Discrimination
  - Physical
  - Sexual
  - Psychological
  - Financial

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### ➤ Neglect

#### AF principles

- All vulnerable young people, parents or carers have the right to protection from abuse irrespective of their or their “Associated Persons” gender, sex, pregnancy or maternity status, marital status, race, colour, religion or belief, disability, age, sexual orientation, gender reassignment (“Protected Characteristics”).
- It is the responsibility of all associated with AF to report any concerns about abuse.
- All incidents of alleged poor practice misconduct or abuse will be taken seriously and responded to swiftly and appropriately in accordance with AF policies (Allegations of Abuse against AF Trustees, Staff and Volunteers, Anti Bullying, Confidentiality, Grievance and Information Sharing)
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

#### AF will take all possible steps to ensure that vulnerable young persons, parents or carers with whom it works are kept safe through:-

- Safe recruitment processes for all trustees, staff and volunteers including the obtaining of DBS checks
- The inclusion in the induction procedure of clear guidance and advice in respect of the safeguarding procedures to inform trustees, staff and volunteers of the action to take in the event of concerns about a vulnerable young person, parent or carer.
- Effective training and support for trustees, staff and volunteers to ensure they are aware of and understand the importance of implementing this policy and the related procedures
- Identified personnel to hold the strategic lead and designated safeguarding responsibilities for the safeguarding of vulnerable young person, parent or carer within AF
- Clear expectations of all trustees, staff and volunteers for sharing information about a vulnerable young person, parent or carer
- In recognition of its commitment to pass on concerns, AF will maintain effective working partnerships with organisations working with vulnerable young people, parents or carers within the community and will maintain current information on and work within the requirements of the local procedures followed by statutory and voluntary agencies.

#### Disclosure of Information

- AF recognises the importance of sharing information to protect a vulnerable young person, parent or carer and normally any disclosure of the confidential information to any other person may only be undertaken with the expressed permission of the person. Where it is considered necessary for the welfare and protection of a vulnerable young person, parent or carer, the person will be kept informed unless to do so would put his or her welfare and safety at risk of harm.

#### Procedure when there are concerns

- If anyone who is associated with AF has concerns about the welfare of a vulnerable young person, parent or carer, they must raise those concerns and inform the designated person without delay
- If a vulnerable young person, parent or carer discloses that they are being, or have been abused this information must be taken seriously and the information must be passed to the designated person for dealing with their concerns without delay and in any event within 24 hours of the information coming to light
- If an young person, parent or carer is at risk of immediate harm then the designated person will inform the appropriate agency without delay and in any event not later than 24 hours after the concerns have been raised

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- If the young person, parent or carer is not in immediate harm the designation person should inform the relevant agency as soon as possible but within 48 hours.
- The information of the concerns and the action taken will be recorded and passed to the relevant agencies. Written information will be passed to the respective agencies within 7 working days
- Failure to report concerns may lead to suspension pending investigation and for staff, disciplinary action
- If a member of staff, volunteer or trustee is alleged to have put the welfare or safety of a vulnerable young person, parent or carer at risk, the designated person will inform the appropriate agency and cooperate fully with the authority in the manner in which the matter is dealt with including the immediate suspension of the person pending an investigation

### Designated Safeguarding Personnel

AF has appointed the Director of Services to take the strategic lead responsibility and the Children and Young People Assessment and Inter-Agency Manager and Service and Volunteer Manager to act as the designated person(s)

It is the responsibility of the Strategic Lead for Safeguarding to:

- Ensure that this policy and procedure is available to all trustees, staff and volunteer and that it is integrated into practice
- Take a lead responsibility for dealing with the safeguarding issues and providing information, advice and support to trustees, staff and volunteers
- Support the designated safeguarding person(s) with their responsibilities
- Liaise with trustees around allegations of abuse against staff and volunteers
- Report to the Chair of the Trustees and the National Strategic Lead for Safeguarding in the event of serious injury or death of a vulnerable young person, parent or carer arising and liaise with other agencies in this regard
- Identify and liaise with a local specialist safeguarding advisor

It is the responsibility of the designated person(s) to

- Take the designated responsibility for safeguarding issues raised by staff or volunteers and for referring on concerns for the safety of a vulnerable young person, parent or carer arising.
- Inform the strategic safeguarding leads of concerns raised and the process followed
- Follow up concerns and safeguarding issues to the relevant agencies
- Liaise with the relevant agencies as identified in accordance with AF confidentiality procedure
- Liaise with the strategic lead person on safeguarding vulnerable adults about the safeguarding concerns particularly where there are allegations against trustees, staff and volunteers within local vulnerable adult policies and procedures
- Immediately inform the AF Board of Trustees and strategic lead on safeguarding vulnerable adults in the event of serious injury or death of a vulnerable young person, parent or carer arising and liaise with other agencies in this regard

**Blackpool Safeguarding Adult Board can be contacted on 01253 477592 (Emergency Out-Of-Hours – 01253 477678)**

NB: Further advice and guidance on safeguarding vulnerable adults can be sourced on the PAN Lancashire website - <http://plcsab.proceduresonline.com/>