

<b>Policy</b>	<b>Safeguarding Vulnerable Adults Policy and Procedure</b>
<b>Effective Date</b>	<b>March 2020</b>
<b>Approved by</b>	<b>Board of Trustees of NIDDERDALE PLUS</b>

### **Purpose**

To ensure NIDDERDALE PLUS can keep adults with whom it works safe; and to act appropriately to any allegations, reports or suspicions of abuse. This policy applies to all staff and volunteers who come into contact with adults at risk through the course of their work.

### **Policy Statements**

NIDDERDALE PLUS will not tolerate the abuse of adults at risk in any of its forms. In achieving these aims NIDDERDALE PLUS will ensure:

- That all staff and volunteers have access to and are familiar with this safeguarding adult policy and procedure and their responsibilities within it
- Concerns or allegations of abuse are always taken seriously
- The Mental Capacity Act is used to make decisions on behalf of those adults at risk who are unable to make particular decisions for themselves
- There is a named lead person to promote safeguarding awareness and practice within the organisation

This policy and its associated procedure has been developed to be consistent with the Safeguarding Adults Joint Multi-Agency Policy and Procedures for West Yorkshire, North Yorkshire, and City of York, which can be referred to for additional guidance at <https://safeguardingadults.co.uk/>

### **What is 'Adult Safeguarding'?**

**Please watch the following Safeguarding Tips** - <https://vimeo.com/398761329> (you may need to paste the link into your browser to open it).

- Protecting adults from abuse or neglect
- Protection of certain people who may be in vulnerable circumstances
- These are adults in need of care and support, who may be at risk of abuse or neglect, due to the actions (or lack of actions) of another person

All vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. The organisation is committed to safeguarding from harm all vulnerable adults using any of its services, and to treating them with respect.

### **Policy Definitions**

**Who is an 'Adult at risk'?** For the purposes of this policy, an adult at risk is an adult who is:

- Aged 18 years or more, and
- Has needs for care and support (whether or not these are currently being met),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

**What is abuse?** - Abuse can take many forms and the circumstances of the individual should always be considered. Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

- **Physical abuse** - hitting, slapping, pushing, kicking, and misuse of medication
- **Domestic abuse** - violence, psychological, physical, sexual, financial, emotional abuse
- **Sexual abuse** - includes rape and sexual assault or sexual acts
- **Emotional or Psychological abuse** - emotional abuse, humiliation, controlling, intimidation
- **Financial and material abuse** - theft, fraud, exploitation, inheritance or financial transactions
- **Modern slavery** - human trafficking, forced labour and domestic servitude
- **Neglect and acts of omission** - ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** - based on race, sex, disability, faith, sexual orientation, age, hate crime
- **Organisational abuse** - neglect and poor practice within an institution or specific care setting or in relation to care provided in one's own home. from one off incidents to on-going ill-treatment.
- **Self-neglect** - covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

## **NIDDERDALE PLUS Safeguarding Adult Procedure**

### **Responding to an allegation/concern of abuse or neglect**

NIDDERDALE PLUS recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with adults at risk and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

### **Responsibilities of all employees and volunteers**

If any member of staff or volunteer has reason to believe that abuse is or may be taking place they have a responsibility to act on this information. It does not matter what their role is, doing nothing is not an option.

### **If a person discloses abuse to you directly, use the following principles to respond:**

- Assure them that you are taking the concerns seriously
- Do not be judgmental or jump to conclusions
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can
- Use open ended questions
- Do not start to investigate or ask detailed or probing questions
- Explain that you have a duty to tell your manager or the designated officer
- Reassure the person that they will be involved in decisions about them

### **Your responsibilities are:**

1. To take action to keep the person safe if possible.
  - Is an urgent police presence required to keep someone safe – **dial 999**
  - Does the person need urgent medical assistance, do they need an ambulance – **dial 999**
2. If a crime has occurred, be aware of the need to preserve evidence.
3. Always inform the Safeguarding Concerns Manager for your organisation. You cannot keep this information secret, even if the person asks you to.

4. Clearly record what you have witnessed or been told, record your responses and any actions taken.

**If you are informed or become aware of possible abuse or neglect:**

Take action to ensure the immediate safety and welfare of the adult at risk (and any other person at risk)

**Consider:**

- Is urgent medical attention/ambulance required? (**dial 999**)
- Is an urgent police presence required? (**dial 999**)
- Does a crime need to be reported? (**dial 101** unless there is an immediate risk, in which case **dial 999**)
- Be aware of the possible need to preserve forensic evidence
- Decide whether to report a safeguarding concern, and if so, take action:

**Do this:**

- **Contact NIDDERDALE PLUS—01423 714953--** immediately where the concern is urgent and serious
- Within the same working day for any other concerns
- Document the incident and any actions or decisions taken
- Provide support for the person identifying the safeguarding concern

**Reporting a Safeguarding Concern**

Follow these steps if you are informed or become aware of possible abuse or neglect:

1. Gather information, including what the adult wants to happen now, and what changes they want to achieve from the support they could receive
2. Take Action to ensure the immediate safety and welfare of the adult at risk (and any other person at risk). Consider if urgent medical attention is required or an urgent police presence required – **dial 999**
3. Does a crime need to be reported? (**dial 101** unless there is an immediate risk, in which case **dial 999**).
4. Decide whether to raise a safeguarding concern and if so take action contact **NIDDERDALE PLUS – 01423 714953**. Make sure you have documented the incident and any actions you have taken.

Every member of staff and volunteer has a responsibility to act on concerns of possible abuse and must inform the **Safeguarding Concerns Manager – Helen Flynn at NIDDERDALE PLUS**. If any member of staff or volunteer has any concerns and are in any doubt then they should speak with the **Safeguarding Concerns Manager** straight away.

The named person(s) for safeguarding concerns within **NIDDERDALE PLUS** is:

<b>Safeguarding Concerns Manager:</b>	<b>Helen Flynn</b>
<b>Work Telephone number:</b>	<b>01423 714953</b>
<b>Mobile Number:</b>	<b>07789 173011</b>

**REMEMBER: If you suspect that someone is being abused and they are in immediate danger you should dial the Police on 999.**