

ADULTS AT RISK SAFEGUARDING POLICY FOR THE VIABLES COMMUNITY ASSOCIATION



STATEMENT OF INTENT

The Viables Community Association is committed to Safeguarding adults at risk in line with national legislation and relevant national and local guidelines. We aim to safeguard adults at risk by ensuring that our activities are delivered in a way which keeps all adults safe.

POLICY STATEMENT

Viables Community Association is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm, from abuse, exploitation and neglect (in line with the Care Act 2014.)

Viables Community Association is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. The Association acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

SAFE RECRUITMENT

Issues that will be considered before recruiting a volunteer:

Volunteers will be recruited from the local community and will meet with the centre manager or assistant centre manager before commencing volunteering;

Anyone can volunteer as long as they are willing to:

- have their skills matched to the most appropriate volunteer vacancies;
- undergo a DBS check, if they will have substantial access to adults at risk;
- complete a Volunteer Information sheet (see form at the end of the policy) and receive, read and sign the Volunteer Induction Pack.

The Viables Community Association will decide on an individual basis whether volunteers and staff have substantial access to adults at risk.

A volunteer or member of staff could be considered to have substantial access if he/she:

- Has one-to-one contact with any adults at risk. If, however, the volunteer or member of staff is under close supervision at all times, the access may not be considered substantial.
- Is in an isolated situation with an adult at risk
- Has regular contact with adults at risk. The more regular the contact, the stronger the relationship that may be formed, which could then be exploited.

Viables Community Association recognises that some people experience barriers, for example, to communication in raising concerns or seeking help, this includes people with disabilities, including those with memory loss and dementia.

Actions taken by Viables Community Association will be consistent with the principles of adult safeguarding (See Appendix A) ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned and will act in accordance with the relevant safeguarding adults at risk legislation and with local statutory safeguarding procedures.

This policy is reviewed annually and whenever there are relevant changes to the law or practices surrounding adults at risk.

PROCEDURES

Viables Community Association will:

- Use safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation
- Ensure that everyone involved with is aware of the adults at risk safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Share information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- Hold a register of every known adult at risk involved at the community centre. This will include relevant medical details, and have a contact name and number close to hand in case of emergencies, in line with data protection and GDPR. The register will be kept securely to ensure confidentiality and will be accessed only by those who may need to act on behalf of an adult at risk attending an event run by Viables Community Association.
- When planning activities and events include an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event (either the group leader/other identified person or the Designated Safeguarding Officer).

If a member of staff or volunteers is concerned about the welfare of an adult at risk whilst involved in an activity provided by Viables Community Association they should follow the process set out below:

Recognise there is a concern. Appendix B sets out types of abuse as defined by the Care Act 2014. Staff and volunteers should familiarise themselves with this list and ask any questions if they are unsure about any of the content. Training will be provided periodically to support knowledge and understanding of types of abuse.

Respond to the person. Allow the person time to speak, and not interrupt or interrogate, nor make any judgements about what they are listening to or witnessing. Reassure the person that they are glad he/she has related what has happened and respect the courage it may have taken for them to speak out and to have chosen a specific person to talk to. Explain to the person that the information will be shared with the group leader (or other member of staff) but that no action will be taken without their knowledge or consent. These wishes will be respected and supported unless there are known overriding reasons not to (i.e. lacking mental capacity). It is acknowledged that this can be a difficult situation e.g. a volunteer may want to help a person who has disclosed a concern but it is important that the person is supported to make a plan about what they want to do about a situation and this may mean a decision has to wait for them to think about it.

Report and Record

At the earliest opportunity a volunteer should report what they have found out to the group leader or Safeguarding Officer and a clear written record needs to be made of what was said, seen and who

was involved. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know, this does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

All decisions about what action to take, if any, must be agreed with the group leader, the Designated Safeguarding Officer (Luan Squire) and if necessary in discussion with the Trustee who has oversight of safeguarding within the Association (Nicola Hicken). If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected the Safeguarding Officer will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

Refer to the relevant organisation if necessary (see list of useful contacts at end of policy). This will be done by the Safeguarding Officer who can contact the Local Authority without disclosing personal details if they are not sure whether to refer without consent.

The circumstances when we need to share information **without** the adult's consent include those where:

- There is a medical emergency
- It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

Review the incident. Anyone involved with a safeguarding situation should review what has happened, how it has left them feeling and to discuss any questions they may have. The review is an opportunity to check that processes were followed correctly and whether there is any learning to be gained from the incident. Reviews should be shared with the Safeguarding Officer and Trustee with oversight of safeguarding within the organisation.

RESPONSIBLE OFFICER/S

Everyone within Viables Community Association has a responsibility to be aware of adults at risk safeguarding policies.

Luan Squire, Centre Manager, is Designated Safeguarding Officer and your first point of contact should a concern arise.

Nicola Hicken, Trustee, has agreed to monitor the adults at risk safeguarding policy. She is responsible for ensuring that:

- Viables Community Association's Policy is up to date.
- The Policy is available for viewing.
- All volunteers and staff are aware of the Policy and have read and understood it.

- All volunteers and staff know who the Social Care contact is.
 - All volunteers and staff have to hand the telephone numbers of both Social Care and Police.
- All referrals are to be discussed thoroughly by the statutory agencies prior to any action being taken.

USEFUL CONTACTS

<p>Area Social Care Office</p>	<p>Vertex, Chineham Court, Lutyens Close, Basingstoke, RG24 8AG</p> <p>0300 555 1390</p>
<p>Police Station</p>	<p>Northern Police Investigation Centre Jays Close, Viabes Business Park, Basingstoke RG22 4BS 01962 841534</p>
<p>Social Care Services - Adults</p>	<p>Adult Services 0300 555 1386 or out of hours 0300 555 1373 Adult.services@hants.gov.uk</p>
<p>Age UK Advice Line</p>	<p>0800 678 1602, lines are open 8am-7pm, 365 days a year</p>
<p>Hourglass Helpline - Action on Elder Abuse</p>	<p>0808 808 8141, lines open 24/7, 365 days a year</p>
<p>Dementia Connect support line</p>	<p>0300 150 3456, lines open</p> <p>Monday to Wednesday: 9am – 8pm</p> <p>Thursday and Friday: 9am – 5pm</p> <p>Saturday and Sunday: 10am – 4pm</p>

Viabes Volunteer information (Please detach and return to the office)

Start date: _____

Name:		DOB:
Telephone:		Mobile:
Email:		
Address:		
Availability:		
Allergies:		
Interests/skills What could you bring to the role?		
Training needs:	Food hygiene <input type="checkbox"/> First Aid <input type="checkbox"/> Manual Handling <input type="checkbox"/>	Safeguarding <input type="checkbox"/> Dementia Awareness <input type="checkbox"/> Other <input type="text"/>
Relevant experience:		
Emergency contact - name:		
Telephone:	Home:	Mobile:
Email:		
Induction received:	Date:	Carried out by:
Policies read and understood	Health and Safety Safeguarding Child protection Volunteers policy Vulnerable Persons Data Protection Email, Internet and Visa Other (please state)	Tour (Kitchen, Toilets etc) Location of first aid, accident book, fire assembly point Received a copy of and an explanation of volunteer roles and tasks Introduction to the staff and other support roles (e.g. Café Dome)

I have read and understood the policies.....
Please turn over to read and sign declaration.