



SAFEGUARDING POLICY FOR VULNERABLE ADULTS

2. Safeguarding Policy for Vulnerable Adults

Policy statement

Supportive Parents has a duty to protect from abuse vulnerable adults with whom we come into contact. The purpose of this policy is to state this explicitly and to describe the behaviours and actions expected of our Employees and Volunteers.

Abuse is the violation of an individual's human and civil rights by any other person or carer. It can result from the action or inaction by a carer or any other person. The Care Act 2014 defines abuse as physical, domestic violence, sexual abuse, psychological, neglect, self-neglect, financial, modern slavery, discrimination, organisational abuse and domestic abuse from other family members/close friends who are not parents. Abuse can be one off, regular and planned/unplanned and there is no specific pattern to abuse.

Historical abuse also comes within the scope of this policy; there may be occasions when an adult will disclose abuse (either sexual or physical) which occurred in the past, or during their childhood. This information needs to be treated in exactly the same way as a disclosure or suspicion of current abuse. The reason for this is that the abuser may still represent a risk to vulnerable adults, or to children, now.

Arrangements and procedures

Supportive Parents' Employees, Volunteers and Trustees are not responsible for diagnosing abuse but we do have a responsibility to be aware and alert to signs that all is not well. Not all concerns about vulnerable adults relate to abuse, and there may well be other explanations. It is important to keep an open mind and consider what is known about the adult and their circumstances.

When abuse is disclosed or observed, the following action will be taken:

- Whoever has disclosed the information will be informed that the information cannot be kept confidential and will have to be passed on to appropriate agencies;
- An accurate and contemporary record will be made and kept for future reference using the **Supportive Parents safeguarding reporting procedure and form**;
- Supportive Parents' Head of Service will be told immediately of suspected abuse of a vulnerable adult;
- The Head of Service will immediately report the disclosure or observation to the relevant authorities in line with local safeguarding procedures.

Supportive Parents employ a designated 0-25 worker who is experienced at working with children, young people and vulnerable adults. When dealing with this group of service users Supportive Parents will:

- treat them with care, respect and dignity
- listen to and help them (directly or through their parents/carers or advocates) with any issues they have in relation to their education.
- Ensure the procedures for applying the Mental Capacity Act 2005 are followed as and when necessary.
- Ensure consent forms are completed and stored electronically for any service user wanting a parent/carer/advocates to contact us on their behalf.
- Ensure that we avoid unsupervised contact wherever possible.
- Any safeguarding concerns will be raised with the Head of Service in the first instance and with the Nominated Safeguarding Trustee.

Safeguarding the Board of Trustees responsibilities

The Board of Trustees is responsible for ensuring that the group develops effective safeguarding procedures which retain the ethos of Supportive Parents and fit in with the local statutory procedures. The welfare of our service users must be paramount at all times. There will be a designated Safeguarding Trustee who has overall responsibility for Safeguarding concerns.

The nominated Safeguarding Trustee will have knowledge of the local Safeguarding Adults Board procedures and process for handling safeguarding concerns. The Head of Service is the first point of contact for any concern and any safeguarding issues will be discussed with the nominated Safeguarding Trustee and disseminated to the Board of Trustees if appropriate.

Supportive Parents responsibilities:

- Supportive Parents will communicate to all those who work with or on behalf of Supportive Parents, in either a paid or voluntary capacity, about their legal and moral responsibility to protect vulnerable adults from abuse.
- All Employees/volunteers will be advised of their duty to report concerns that arise about a vulnerable adult to the Head of Service.
- Copies of safeguarding policies will be provided to all potential staff, staff, volunteers and Trustees. All staff, volunteers and Trustees will read and sign a copy of the safeguarding policy and any changes to the policy will be circulated as soon as possible.
- All staff/volunteers working with service users directly will be subject to enhanced DBS checks upon employment.
- All staff (including the Head of Service, Coordinators and IAS team) commit to completing, accredited Legal Training on SEND legislation up to an advanced certificate which covers safeguarding and the Mental Capacity Act 2005.
- All employees/volunteers attend bi-annual Safeguarding Vulnerable Adults training facilitated by Bristol City Council. This training is provided specifically for our organisation and allows us the opportunity to improve and update our procedures effectively.
- All staff attend 1-1 supervision meetings with their line manager where safeguarding concerns can be raised and used as training opportunities.
- The Office Manager will keep up to date records of safeguarding training for all members of staff/volunteers and Trustees.
- The Head of Service and Nominated Safeguarding Trustee will be responsible for referring any safeguarding concerns following local authority safeguarding procedures.
- Supportive Parents' safeguarding policies will be discussed with service users to ensure that all service users understand the implications of the policy. An up to date copy of the policy will be available on the website and can be translated if required.
- Supportive Policy has a Whistle Blowing Policy which all staff/volunteers and Trustees must read and sign to confirm they understand the procedure.

Support to staff and volunteers

Supportive Parents, through the Head of Service, will organise appropriate support for Employees and Volunteers involved in disclosing safeguarding concerns. Employees and Volunteers may also be subject to allegations of abusing vulnerable adults. In these circumstances the Head of Service will ensure that local authority and/or Police are given assistance in pursuing any investigation. Suspension and/or the disciplinary procedure will be followed in these circumstances.

Confidentiality

Confidentiality is crucial to all our relationships - but the welfare of vulnerable adults is paramount. Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the vulnerable adult or others.

Support, consultation and advice networks

Recognition should be given to the impact of dealing with safeguarding issues. Supportive Parents will ensure that appropriate practical and emotional support is available to all involved. This may be provided by:

- named members of the Board of Trustees who have knowledge of local authority safeguarding processes
- external named persons who have an understanding of the impact of working with safeguarding issues.
- Online safeguarding training can be available for staff if a training need is identified.
- Supportive Parents have an Employee Assistance Programme which employees can use to access online support.

Contact telephone numbers for those able to provide support, consultation and advice should be noted and readily available to Supportive Parents' Employees.

Monitoring:

Supportive Parents review this policy annually and as and when necessary. Any changes to the policy will be approved by the Board of Trustees and circulated to all staff/volunteers for signing. Any safeguarding issues raised will be reported back to the Board of Trustees at the next available meeting and any changes to procedures will be disseminated to all staff and volunteers. Staff are encouraged to use 1-1 supervision and PDR meetings to raise training needs or issues relating specifically to safeguarding.

Relevant internal documentation

SP Safeguarding children and young people policy
 SP Safeguarding reporting procedure and form
 SP Confidentiality policy
 SP Safe Recruitment Policy
 SP GDPR Policy
 SP Whistle Blowing Policy

Relevant Legislation and References

Care Act 2014
 Children Act 1989/2004
 Children and Families Act 2014
 Mental Capacity Act 2005
 Local Safeguarding procedures
 Health and Social Care Act 2008
 Safeguarding Vulnerable Groups Act 2006

Change Record

Date of Change:	Changed By:	Comments:
10/01/2019	JT	Approved by Trustees at January 2019 Meeting

You have a concern about a child/young person or vulnerable adult

Listen to the person making the disclosure. Do not judge and ask open non-leading questions.

Explain that you will have to make a record of the conversation and you will have to pass on the information to the relevant agencies.

Check contact details are correct and make an accurate record of the conversation using the Safeguarding Reporting Form.

Upload Safeguarding Reporting Form to Charity Log and pass a copy to the Head of Service/Safeguarding Lead Trustee

The Head of Service will follow Local Authority Safeguarding procedures based on the information provided and the urgency of the concern.

The Head of Service will update the risk assessment and report to the Board of Trustees at the next available opportunity. Training/learning opportunities will be identified and recommended to the Board of Trustees. Any changes to the procedure or policy will be approved at this meeting.

The Head of Service will follow up with the member of staff/volunteer who reported the concern.

Any changes to the Safeguarding Policy and procedure will be disseminated to all staff members/volunteers to sign and all publications will be updated accordingly

SAFEGUARDING REPORTING FORM

Name of staff member who identified a concern:	Date:
Name of person completing this record if different:	
Name of Child and Parent Carer (If Known)	Child/Adult Address: (If Known)
Is this Child/Young Person/vulnerable Adult on our database?	YES/NO
How has the concern come to your attention? (please tick) <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third Party 	Do you think this issue is: (please tick) <ul style="list-style-type: none"> • Child Protection • Safeguarding • Bullying/Harassment • Equalities
What is the concern about this child/young person/vulnerable adult: (please include when and where incident occurred, what you saw/heard or what was reported)	
Who else, if anyone, was involved and how?	
If there was direct contact with the child/young person or vulnerable adult were there any obvious signs? Did they say anything?	
What action has been taken? Who have you spoken to and when?	
Is there a follow up plan? Give details:	
Do the parents/carers know that a concern has been identified?	
Has a referral been made to Children's or Adult Social Care? When and how?	
Has a referral been made to any other agency for follow up? If so who?	

Head of Service has received a copy of form:
Form stored on Charitylog?
Risk assessment updated?

HoS Signature _____ Date: _____
Signature: _____ Date: _____
Signature: _____ Date: _____

If a child/young person or vulnerable adult is at immediate risk call the Police on 999 or 101 if it is not an emergency.

Bristol Contact Details:

Organisation	Contact Details
First Response	0117 9036444 www.bristol.gov.uk/social-care-health/reporting-concerns-about-a-child-first-response
Emergency Duty Team	01454 615165 01454 618966 (text) www.bristol.gov.uk/social-care-health/emergency-duty-team
Bristol Safeguarding Adults Board	www.bristolsafeguarding.org/adults/
Care Direct	0117 9222700 (8.30am-5pm Monday-Friday – answerphone outside these hours) www.bristol.gov.uk/social-care-health/report-suspected-abuse

South Glos Contact Details:

Organisation	Contact Details
South Glos Children Safeguarding Board	01454 866000 - Monday to Thursday 9am - 5pm 01454 866000 - Friday 9am - 4.30pm 01454 615165 - Out of hours and at weekends http://sites.southglos.gov.uk/safeguarding/children/
South Glos Safeguarding Adults Board	01454 868007 - Monday to Friday 9am - 5pm 01454 615165 - Out of hours and weekends http://sites.southglos.gov.uk/safeguarding/adults/

North Somerset Contact Details:

Organisation	Contact Details
North Somerset Children Safeguarding Board	01275 888 808 – Mon-Thurs 9am-5pm, Fri 9am-4.30pm 01454 615 165 – out of hours and weekends. http://www.northsomersetsafeguarding.co.uk/children-safeguarding-board
North Somerset Safeguarding Adults Board	01275 888 801 – Mon-Fri 8am-6pm 01454 615 165 – out of hours and weekends http://www.northsomersetsafeguarding.co.uk/adults-safeguarding-board

National Organisations

Organisation	Contact Details
NSPCC 24 hour Helpline	0800 800 5000 (free from a landline)
NSPCC Asian Language Helpline	0808 800 5000 (free from a landline)
NSPCC Text Helpline	88858 (service is free and anonymous)
	https://learning.nspcc.org.uk/safeguarding-child-protection/