



# Play in Dore

## Vulnerable adults policy

### Our commitment to safeguard

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in Play in Dore are committed to practice which promotes the welfare of vulnerable adults and safeguards them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop an awareness of the issues that cause vulnerable adults harm, and to establish and maintain a safe environment for them.

We will not tolerate any form of abuse wherever it occurs or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

### Forms of abuse of Vulnerable adults are

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- **Neglect and acts of omission** including 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
- **Bullying of a vulnerable adult**, whether emotional and/or physical, also constitutes abuse
- **Domestic abuse and forced marriage** can also involve the abuse of a vulnerable adult
- **Discriminatory abuse** including racist, sexist, because a person is disabled, other forms of harassment, slurs or similar treatment

### Concern about an Adult at the club

if a member of staff working with children has concern that an adult is in need of services for his/herself, that his/her capacity to provide adequate care to the child is affected by his/her vulnerability, or that the adult may be suffering abuse or exploitation, then **the staff member, student or volunteer should:**

- Stop and concentrate on what you are observing or being told
- Ensure the person's (and any others) immediate safety

- Do not promise confidentiality or agree to keep something secret
- Do not investigate yourself and avoid asking leading questions
- Obtain the necessary information to make an informed referral
- Discuss with the Child Protection Officer (CPO) or his/her deputy
- Make and keep a record of the incident and actions taken.

### **Logging an incident**

All information about the concern about the adult in need of services will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

### **We will endeavour to safeguard vulnerable adults by:**

- Adhering to our safeguarding vulnerable adult policy and ensuring that it is supported by robust procedures;
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers;
- Providing effective management for staff and volunteers through supervision, support and training;
- Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and vulnerable adults appropriately;
- Ensuring general safety and risk management procedures are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints;
- Managing personal information, confidentiality and information sharing; and
- Safeguarding vulnerable adults by implementing a code of behaviour for all involved with the organisation, including visitors.

To be reviewed: Jan 2016	Signed: Niala Haq
In The Attention of and Actioned by:	Members of the Senior Management Team, Management Committee/Group; managers and leaders; staff and volunteers; vulnerable adults; carers and advocates; and visitors.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]* Working together to safe guard children 2015.