Children and Child Protection /

Safe guarding policy for Vulnerable Adults.

**Introduction**

Sandy Gaskins Associates (SGA) is committed to supporting the right of adults at risk and children to be protected from abuse and to making sure all staff and volunteers work together, and act promptly when dealing with allegations or suspicions of abuse.

**We think that:**

SAFEGUARDING IS EVERYBODY’S BUSINESS - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the vulnerable person/child comes before anything else – our group, other service users, our colleagues and the person’s friends and family.

DOING NOTHING IS NOT AN OPTION - If we know or suspect that a vulnerable adult or child is being abused, we will do something about it and ensure our work is properly recorded.

**What is a vulnerable person / child at risk?**

**Child abuse** occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

**Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect**

Neglect is the persistent failure to meet a child’s physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing.

**The definition of a vulnerable adult is a person over the age of 18 years who:**

Is or may be in need of / eligible for Community Care Services by reason of mental or other disability, age or illness

AND is unable to take care of him / herself

OR is unable to protect him / herself from significant harm or exploitation

**A vulnerable person** may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who substance or alcohol dependent; or family carers are providing assistance to another vulnerable adult.

**Abuse** is a violation of an individual’s human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.

Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

Financial: including the illegal or unauthorised use of a person’s property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

Sexual: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

Discriminatory: including racist or sexist remarks or comments based on a person’s disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks; Institutional: the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

Neglect and acts of omission: including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

**How Might We Notice Abuse?**

Concerns about or evidence of abuse can come to us through:

1. A direct disclosure by the vulnerable adult.
2. From a child to an adult. Via school or member of the family

3. A complaint or expression of concern by another member of staff, a volunteer, another service user, a career, a member of the public or relative.

4. An observation of the behaviour of the vulnerable adult /child by the volunteer, member of staff or carer.

**Our Commitment**

To support vulnerable adults / children who are experiencing, or at risk from, abuse, Sandy Gaskins Associates (SGA) is committed to:

* Identifying the abuse of vulnerable adults / children where it is occurring.
* Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
* Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.
* Raising awareness of the extent of abuse on vulnerable adults / children and its impact on them.
* Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults / children.
* Regularly monitoring and evaluating how our policies, procedures and practices for protecting vulnerable adults / children are working.
* Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding vulnerable adults / children.
* Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures.

**Prevention and Confidentiality**

All staff and volunteers will have Criminal Records Bureau checks taken out and have two references provided before they will have direct contact with vulnerable adults/children or their carers. All staff and volunteers will be requested to read Sandy Gaskins Associates (SGA) Safeguarding Policy and Procedure, the B&NES Safeguarding Adults Boards Multi-Agency Safeguarding Policy and Procedures.

Sandy Gaskins Associates (SGA) will work with vulnerable adults / children in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a vulnerable person/child is alleged, suspected, reported or concerns are raised, the Safeguarding Adults Procedure must be followed. The confidentiality of the vulnerable person/child will be respected wherever possible and their consent obtained to share information. The vulnerable person /child should be made aware that staff cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

**Training**

All staff working with children will undertake a recognised safeguarding course.

All staff working with children will hold the FMC approved certificate for working with children.

Useful Contacts

Out of Hours Team - Bournemouth, Dorset and Poole Social Services

Address:

CYP Social Care  
14a Commercial Road  
Parkstone  
Poole  
Dorset

Postcode: BH14 0JW

Telephone: 01202 657279

Poole Police Station

Wimborne Road, Poole, BH15 2BP

Telephone: 101 Emergency: 999

Opening Hours:

Monday - Friday 0800 - 1800hrs (No lunch closure); Closed Saturday & Sunday.

Care Quality Commission - Tel: 03000 616161.

Poole and Bournemouth Safeguarding team:

Children: Telephone 01202 458 873

Email: [enquiries@bournemouth-poole-lscb.org.uk](mailto:enquiries@bournemouth-poole-lscb.org.uk)

Adults: Borough of Poole Telephone 01202 633902

Bournemouth Borough Council. Telephone 01202 454979

Dorset County Council Telephone 01305 221016

**Safeguarding Procedure**

**1. You think abuse has or may have occurred. Act immediately.**

Make sure the person is safe.

Contact the police if it is thought a crime has just been committed.

Record details of the allegation.

**2. Bringing the concern to the attention local authority**

**Health, EDT or the Police.**

Discusses the concerns with contacts at the local authority

referral details away.

**3 The local authority will coordinate the investigation.**

If necessary, they will hold a strategy discussion or meeting to decide what action to take next.

They might decide to call the police.

You might need to give a statement to the police.

Social services or the police will decide what to do next.

**The Procedure in Detail**

**If you think abuse has or may have occurred. Act immediately.**

It is the responsibility of the person first becoming aware of a situation where there may be a vulnerable Adult / child subject to, or at risk of, abuse to:

**Make Safe**

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult/child is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed. This may include suspending the member(s) of staff or volunteer. The staff member or volunteer is also entitled to support at this stage. Please refer to the Disciplinary Policy and Procedure.

I**nform**

Tell your supervisor, line manager immediately or the Chief Executive if your line manager is unavailable or is implicated in the allegation. Contact Social Services, the police if it is thought a crime has just been committed.

**Record**

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

a. The allegation or concerns, including the date and time of the incident, what the vulnerable adult /child said about the abuse and how it occurred or what has been reported to you.

b. The appearance and behaviour of the victim.

c. Any injuries observed.

**It is your responsibility to:**

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.

2. Deal with any immediate needs:

a. Ensure that the victim of the alleged abuse is safe

b. Ensure that any necessary emergency medical treatment is arranged

c. Ensure that no forensic evidence is lost

d. If the alleged perpetrator is also a vulnerable adult, ensure that a member of staff is allocated to attend to their needs and ensure that other service users are not put at risk.

3. Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.

4. Check that the circumstances fall within the safeguarding procedures i.e. meeting the definition of abuse as defined in this Policy and Procedures.

5. Address issues of consent and confidentiality.

6. A formal referral must be made on the same day as the alert is raised wherever:

A crime has been, could have been, or yet could be committed.

There is a suspicion that an abuse has taken place.

The allegation involves a member of staff or paid carer.

Other vulnerable adults/children are at risk.

The alleged perpetrator is a vulnerable adult.

They are unsure if abuse has taken place

7. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer the local authority (Tel: 01202 633902 Poole) must be informed that an alert has been considered.

**Bringing the concern to the attention of the local authority**

The referral stage involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the local authority and other authorities. Any individual who has been alerted to the possibility of abuse having occurred or being likely to occur should make a referral.

**Referrals should be made to:**

Out Of Hours Team - Bournemouth, Dorset and Poole Social Services

**Address:**

CYP Social Care  
14a Commercial Road  
Parkstone  
Poole  
Dorset

**Postcode:** BH14 0JW

**Telephone:** 01202 657279

**Poole Police Station**

**Wimborne Road, Poole, BH15 2BP**

Telephone: 101 emergencies: 999

**Opening Hours:**

Monday - Friday 0800 - 1800hrs (No lunch closure); Closed Saturday & Sunday.

Care Quality Commission - Tel: 03000 616161.

Poole and Bournemouth Safeguarding team:

**Children:** Telephone 01202 458 873. Poole 01202 735046 Bournemouth 01202 458101

**Email:** [**enquiries@bournemouth-poole-lscb.org.uk**](mailto:enquiries@bournemouth-poole-lscb.org.uk)

**Adults**: Borough of Poole Telephone 01202 633902

Bournemouth Borough Council. Telephone 01202 454979

Dorset County Council Telephone 01305 221016

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

The name of the vulnerable adult/child

Date of birth and age

Address and telephone number

Why the adult/child is considered vulnerable or at risk.

Whether consent has obtained for the referral if the person is an adult, and if not the reasons e.g. the vulnerable adult lacks mental capacity or there is an over-riding public interest (e.g. where other vulnerable adults are at risk)

Whether there are any concerns or doubts about the mental capacity of the vulnerable adult

Whether the police are aware of the allegation, and whether a police investigation is underway.

Sandy Gaskins Associates (SGA) gratefully thank B&NES and the Care Forum Contribution towards producing this model policy.