

Safeguarding Children & Vulnerable Adults Policy

A.S.K.I
Advice Support Knowledge Information

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Introduction

It is the duty of all employees and anyone involved in ASKI to prevent the physical, sexual or emotional abuse of all children and vulnerable adults with whom they come into contact.

ASKI has signed up to the Multi-Agency Adult Protection Policy. This requires that this procedure must be followed by all staff and volunteers.

Risk Assessment

It is necessary for all staff to have assisted in conducting a risk assessment in the field of work that they are involved. This will bring to attention areas where extra diligence is required.

Managing the concern and initial reporting

Objectives: To ensure that any concerns, suspicions, or allegations of abuse regarding a vulnerable adult are reported. Adult abuse can take many forms- it may include financial, physical, sexual or emotional abuse.

Duty to Report: All Staff and Volunteers who are involved with ASKI have a ***Duty*** to report any concerns, suspicions or allegations of abuse of a vulnerable adult to their manager or project co-ordinator.

Roles and Responsibilities

The following guidance will usually apply to employees and volunteers who have concerns which need to be referred on.

If you are the person who sees or hears of events that are, or seem, abusive, you may feel shocked. It is important to stay calm and make sure of what is presented. Sometimes, the vulnerable person is not aware that normal boundaries have been crossed and that abuse has occurred.

A Vulnerable Person who makes an allegation should always be believed.

If an allegation has been made - reply that:

- They did right to tell you.
- It was not their fault.
- You are taking the information seriously.
- You must talk to your supervisor.
- The supervisor will contact Social Services and may have to do so without consent in certain circumstances, although their wishes will be noted.
- The services and agencies involved will take steps to protect and support them

As the person who comes across abuse/potential abuse, you must ensure that you:

1. Handle the immediate situation - this can mean occasionally that you have to call the emergency services. (Because urgent medical attention is needed, or a serious crime has occurred.)
2. Call your supervisor as soon as you can break from, or leave the vulnerable person, so that the supervisor can advise you and carry out their responsibilities.
3. Clarify what you have seen or heard, without going into the details and without speaking to the alleged perpetrator about the abuse, as this is the role of the statutory agencies, and often the police.
4. Do not contaminate evidence unintentionally, by touching articles, washing or changing a person, or removing financial documents. (A fuller account is in section 4.6 of the Multi-Agency policy and procedure document available in Aston House.)
5. Make notes of what you have seen or heard as soon as possible, and ensure that these are factual, which may include the actual words spoken by the vulnerable person. (Or perpetrator if you were a witness.)
6. Contact the appropriate Social Services personnel to make referrals if you cannot access a manager in ASKI within 24 hours of gaining information of concern about the abuse of a vulnerable adult.

As the Line Manager / Project Co-ordinator, you must:

1. Decide if there are grounds for concern under the **Adult Protection Policy**, and if unsure, contact the **Adult Protection Co-ordinator** - the appropriate **Social Services Duty Supervisor** - or the **Police**, if a crime is thought to have been committed.
2. Decide if there are concerns about health, which should be followed up in an appropriate manner.
3. Record your decisions and the reasons, and pass this report to a senior person in ASKI, if you decide that this policy does not apply.
4. Check what the employee/volunteer has heard or seen and the action taken.
5. Decide any further action or advice you need to take as a matter of urgency.
6. Complete a body map with the employee/volunteer if the vulnerable person has any injuries.
7. Check if the vulnerable person has given permission for contact to be made to the statutory agencies about concerns around Adult Protection and if necessary speak to the Adult Protection Co-ordinator for clarification.
8. Consider with the employee/volunteer any aspect of Gender, Ethnicity, Religion, Culture, Disability or Communication, which need to be conveyed to the Statutory Services.

9. Obtain notes from the employee/volunteer about the abusive event or other concerns
10. Ensure that the incident report is completed.
11. Plan what protection can be put in place without disruption to the vulnerable person and without arousing the suspicions of the alleged perpetrator.
12. Support the employee/volunteer by acknowledging distress and boundaries.
13. If professional or institutional abuse is indicated, pass this information to the Director of ASKI and also follow the Adult Protection Policy.
- 14. You should make a referral to the appropriate Social Services Team, or the Police within 24hrs of receiving the information about suspected abuse of vulnerable adults.**

Notes

1. 'Vulnerable adults' are defined as any person aged 18 or over who :
 - Is in need of assistance by reason of mental, physical or learning disability, age or illness
 - Is unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation which may be occasioned by the acts or omissions of other people.
2. A 'young person' is defined as a person who has not reached the age of 18 years.
3. A 'child' is defined as a person who is not over the Minimum School Leaving Age in accordance with the Education Act 1966 in England and Wales.

This policy is to be reviewed at least every two years.

Signed: M Ford

Dated: 11.11..2019

Next Review date: 11.11.2020

Adult Protection - Flow Chart for Actions & Decisions

Stage 1 - Managing the Concern & Initial Reporting

