

SAFEGUARDING POLICY FOR VULNERABLE ADULTS

Young Deaf Activities Trustees, Managers, Staff and Volunteers are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm and fully recognise their responsibility for vulnerable adult protection and to promote the welfare of adults and young people.

The purpose of this Safeguarding Vulnerable Adults Policy is to ensure, at all times, the maximum protection from any kind of harm for all vulnerable adults involved in any way with Y.D.A.

This policy applies to all employees and volunteers. Its purpose is to protect the personal safety of all vulnerable adults using the facilities, resources and activities provided by Y.D.A., by actively promoting awareness, good practice and sound procedures.

For the purposes of this policy Y.D.A. has defined vulnerable adults as:

People who are 18 and over and are getting or may need help and support services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse is:

- *The physical, psychological, emotional or sexual maltreatment, or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse*

Forms of abuse:

- **Physical abuse** (including inappropriate restraint or use of medication)
- **Sexual abuse**
- **Psychological abuse**
- **Financial or material abuse**
- **Institutional abuse**
- **Discriminatory abuse**
- **Cultural/Religious abuse**
- **Neglect and acts of omission**

Any or all types of Abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

All people working with vulnerable adults should be guided by the following **Principles**:

Vulnerable adults are entitled to:

- **Privacy**
- **Be treated with respect and dignity**
- **Be enabled to lead an independent life**
- **Be able to choose how they lead their lives**

- **The protection of the law**
- **Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age and religious or cultural background**
- **Have the opportunity to fulfil personal aspirations and realise aspirations and potential in all aspects of daily life.**

YDA Trustees, staff and volunteers have a duty to identify abuse and report it

Responsibilities of Trustees, staff and volunteers:

Y.D.A. will ensure a minimum of three senior staff members or Trustees have responsibility for Safeguarding and the implementation of this policy.

Y.D.A. Safeguarding Officer – Mary Fallon

Deputy Safeguarding Officer – Jade Costello

Safeguarding Trustee -Alison Stacey

Chair of Trustees – Cathy McGuinness

- The Safeguarding Officer will ensure that all members of staff/volunteers have Safeguarding training every three years. This will be provided by Action4Youth. She will also ensure that staff are monitored and supervised in their work with vulnerable adults.
- All staff/volunteers have a responsibility for the welfare of the vulnerable adults they work with and have a duty to ensure that any suspected incident, allegation or other manifestation relating to protection is reported using the reporting procedures detailed in this policy.
- Never assume that others are monitoring a vulnerable adult. Others may have suspicions but you could be the only person taking action.
- If in any doubt about what action to take seek advice from one of the Safeguarding Officers.
- Y.D.A. frequently takes photos of people participating in activities and events. Where appropriate written permission from parents/guardian will be obtained before any photographic material is used in the public domain.

Reaction to disclosure:

- **Listen rather than directly question**
- **Never stop anyone who is freely recalling significant events**
- **Do not ask leading questions**
- **Do not promise confidentiality**
- **Allow silence**
- **Avoid distractions**
- **Give only positive prompts**
- **Allow the person to be upset**
- **Listen to them carefully**

- **Reassure the person that they will be supported.**
- **Make an accurate record of the information you have been given taking care to make sure the record is accurate.**

Reporting Procedures:

Any suspicion, allegation, or disclosure must be reported immediately to the Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways, including a comment made by a vulnerable adult, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.

The Safeguarding Officer must record the concern with the member of staff using an Incident/Accident reporting form. The Safeguarding Officer is responsible for informing the Chairman immediately and ensuring that a copy of the Incident report is kept strictly confidential and secure.

It is the responsibility of the Safeguarding Officer or Chairman to make a referral if necessary

Contact information:

Allegation of abuse of over 18 year olds falls under the Protection of Vulnerable Adults and needs to be reported to the Buckinghamshire or Milton Keynes Social Services Adult Care Duty Officer.

Buckinghamshire – Careline Monday to Thursday 9.00am -5.30pm and on Friday 9.00am – 5.00pm **0800 137915**. Outside these hours call an Emergency Duty Team on **0800 999 7677** or leave a message on the Careline answerphone or call the police on 999

Milton Keynes – Monday to Friday from 8.00am – 5.00pm **01908 253772**. In an emergency out of these hours **01908 725005** or email ascat@milton-keynes.gov.uk

Recruitment :

- All staff/volunteers are required to provide two references.
- They all should have enhanced DBS checks
- All new staff/volunteers are supervised until DBS checks are received and references verified.
- All will receive Safeguarding training as soon as possible and then every three years

Allegations against staff/volunteers

When any form of complaint is made against a member of staff it must be taken seriously, and the complaint should initially be dealt with by the Safeguarding Officer or the most senior staff member on site at the time the complaint is made. If the complaint is against the Officer or the most senior member of staff the Chair of Trustees must be informed. If further action is required the following procedure will apply:

- A factual record of the allegation will be made
- Information will be passed to the Chair of Trustees.
- The Safeguarding Officer or Chair of Trustees will seek advice and guidance from the LADO (Local Authority Designated Officer) within 24 hours of the allegation being made.
- Consideration will be given to suspension of the person involved to enable a full and proper investigation to be made. The YDA Disciplinary Policy sets out procedures which must be followed.
- YDA will co-operate fully with Police, Social Services and all other parties involved
- The Chair or Safeguarding Trustee will make a full written report of the incident and action taken. The report will be stored securely.

Confidentiality

YDA operates under a Policy of Confidentiality- see YDA Confidentiality Policy

However all staff and volunteers must be aware that they have a responsibility to share any concerns with other agencies to safeguard the Vulnerable Adults- see Whistle-Blowing Statement.

This Policy was adopted at the Trustee Meeting on:

Signed by:

The Safeguarding Officer

The Deputy Safeguarding Officer

The Safeguarding Trustee

The Chair of Trustees
