

Faversham Umbrella Vulnerable Adult & Child Safeguarding Policy

Definitions - for this document

Vulnerable adult:

Is a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation¹.

Vulnerable adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; 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, religion or cultural background.

Child:

Describes a child aged 0-17 years old.

POLICY STATEMENT

As a Faversham Umbrella team, we want to restore dignity and revive hope to people from all walks of life. We are concerned with individuals and their circumstances and actively encourage an inclusive environment throughout all our projects.

We seek to ensure that all our team members are aware of what is required from them under the vulnerable adult and child protection policy and make sure that it is practised at all times.

It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigation into physical, emotional or sexual abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join, as part of their induction programme. Any amendments will be brought to the attention of all team members.

Implementation

THE FAVERSHAM UMBRELLA SHALL:

Plan its work so as to minimise situations where the abuse of vulnerable adults and children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is very small, The Umbrella Charity can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all vulnerable adults and children.
- Ensure that any vulnerable adult or child in association with the Faversham Umbrella is aware of who they can talk to if they have concerns.
- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies and that phones are clearly labelled with directions for how to make external calls.

¹ March 2000. 'No secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse', Department of Health. (The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper *Who decides?* issued by the Lord Chancellor's Department.

- Arrange that, as far as possible, an adult is not left alone with a child where there is little or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.
- Make sure the designated person has correct and up to date training.
- Ensure staff and volunteers supervising vulnerable adults or children are suitably trained.

Designated person and their role

The Faversham Umbrella has a designated person who is responsible for dealing with any concerns about the protection of vulnerable adults or children. The designated person for the Faversham Umbrella is REV. Martin Belgrove. The Centre Manager and Operations Manager are the management people responsible on a day to day basis. (please note everyone is responsible for safeguarding). The Chair of Trustees and the designated person will always be informed of any situation.

The designated person will be made available for vulnerable adults and children to speak with should they feel the need to talk with someone about an incident which has happened whilst working for or receiving assistance from Faversham Umbrella, particularly if they feel they have been physically, sexually or emotionally abused or neglected by an adult or another young person.

RECORDING

The designated person will make notes and keep confidential records of any disclosure or concerns they or another staff/team member has and seek advice from the Social Services Department or the Police.

Staff and volunteers must ensure that their recording of facts, incidents, assessments, referrals, case discussions are all sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. Any supporting evidence should be preserved and clearly labelled. These records must be stored in an individual file and stored securely in a manner that safeguards the individual's right to privacy and security. These records are available to individuals on request (not third party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

WHISTLE-BLOWING

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work - no matter what the setting, who the perpetrator is or who the victim is. The Faversham Umbrella will respect and not penalise those who stand up for anyone who is suspected of being abused.

Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff who report abuse are protected by the Public Interest Disclosure Act 1998.

REMEMBER

It is important that everyone in Faversham Umbrella is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone.

Additional points

Displaying Information

Display the name of the designated person.

Make sure all workers in Faversham Umbrella know the name of the designated person and how they might be contacted.

In all recruitment decisions concerning volunteers:

- a) A detailed application form should be completed
- b) 2 references should be taken about the suitability of the applicant for the post being considered
- c) An informal interview will provide an extended conversation to allow an opportunity to explore in more detail the applicant's experience and motivation for volunteering.

Criminal convictions

All volunteers must complete a volunteer application form before commencing work at Faversham Umbrella. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) must be provided so an adequate risk assessment can be undertaken. (Faversham Umbrella reserves the right to dismiss a volunteer and/or ban them from the property should they feel it is necessary.)

Training

Training in the prevention of abuse and the action to take if abuse occurs should be included as part of the Training Programme for the Faversham Umbrella and can normally be accessed free of charge via the local authority. Further guidelines concerning the safeguarding policies of your local council can also be obtained free of charge and a copy should be kept available as a reference.

It should be noted that it is insufficient to give workers guidelines without equipping them with the skills and knowledge to carry them out.

Review

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

Signature - Chair of Trustees:



Date: 18th August 2018

Approved Trustees Meeting
5th November 2019