

SAFEGUARDING VULNERABLE ADULTS POLICY

for

Penrith Action for Community Transition Ltd (PACT)



Introduction

PACT is a non-profit Community Benefit Society with a board of directors and members. PACT's registered address is: 68 Arthur Street Penrith Cumbria CA11 7TX.

PACT works with adults able to make their own assessments and judgements. If it works with other organisations e.g. 4 Eden (formally Eden Mencap), Youth Groups, Cadets or schools, these organisations have their own supervisory trained staff and Safeguarding Polices. These are referred to below as partner organisations.

The following information is for guidance and to ensure best practice is followed.

Policy Statement

PACT recognises that adult abuse can take many forms with a number of equally distressing characteristics with long ranging impacts. PACT delivers a range of projects working with a variety of different community groups, individuals and businesses in a multitude of different environments. PACT is aware of its responsibilities with regards to vulnerable adults and will provide clear procedures for any directors, volunteers, project leaders and partner organisations to ensure that they can carry out their responsibilities in line with best practice.

Note: An incident report form is appended to this policy.

Definitions

A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless
- Any adult who receives care from any other person or persons for example carers, family, friends, social workers, district nurses, staff at day centres, residential, nursing or other supporting living care staff can be potentially seen as at risk of abuse or neglect .

Abuse is a violation of an individual's human and civil rights by any other person or persons & can take a number of forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation or humiliation
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity. **Remember, abuse often happens in people's own homes.**
- Abduction - this is a crime and the Police should be informed.

The person being abused or neglected very often knows the **abuser**. Anyone can potentially be an abuser, for example:

- carers or volunteers
- health workers, social workers or any other professional person
- relatives, friends or neighbours
- another resident or service user
- a visitor or someone providing any kind of service
- someone who deliberately exploit vulnerable and/or older people

PACT's Reporting Procedure

If the allegation or suspicion of abuse is discovered by a PACT director, member, project leader and/or volunteer then they should inform the nominated person, Christine Sutherland PACT Secretary tel: 07786073584 or in her absence John Bodger, the Chairman tel: 07710269258.

The nominated person will make a written record of the allegation or suspicion of abuse (see attached report form). They will then carry out a risk assessment and take appropriate action which may involve removing the offending adult from further involvement and contacting the partnership organisation, local Adult Social Care team or Police.

If the nominated person or a board director has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the client/participant to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

1. The scale of the abuse
2. The risk of harm to others
3. The capacity of the client/participant to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the responsible partner organisation and/or emergency services must be contacted. Where a crime is taking place, has just occurred or is suspected, the police must be

contacted immediately.

For an ambulance/emergency call 999 or Police non-emergency 101.
For Eden District Adult Social Care call 0300 303 3249.

PACT's Responsibilities

PACT's directors, members, project leaders and volunteers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

You should report concerns to nominated person in the first instance.

The nominated person will keep a record of the steps being taken to process your concerns. It is usual for at least one director to be present during any activity and advice can be sought from them.

Action and progress will be monitored to conclusion by the board and recorded in meeting minutes.

Disclosure and Barring Service (DBS) Checks

Should any director, member, project leader or volunteer have regular contact with vulnerable adults they should have a valid DBS check that is within 1 year old and this should be renewed every 3 years.

Review of Policy

This policy to be reviewed annually by the board prior to the AGM. Any situations brought to the attention of the nominated person may require changes to policy and practices and should be considered by the board ASAP and appropriate changes made.

Signed

Chair of PACT

Date

Relevant Legislation

NHS and Community Care Act 1990
Mental Health Act 1983
Public Interest Disclosure Act 1998
Care Standards Act 2000

Related Policies

Health and Safety Policy
Equality Opportunities Policy
Safeguarding Children and Young Adults Policy

Useful Contacts/Websites

Action on Elder Abuse is a national charity working to prevent the abuse of older people and will also give you advice and support on any issues relating to the abuse of Older People.
UK Helpline on **080 8808 8141** or **020 8765 7000**

Voice is a National Charity supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse. They also support families, carers and professional workers.

Voice Helpline on **0845 122 8695**

Please note: The Action on Elder Abuse or Voice UK will treat your call in the strictest confidence

PENRITH ACTION FOR COMMUNITY TRANSITION (PACT)

SAFEGUARDING VULNERABLE ADULTS

INCIDENT REPORT FORM

Date this report filled in:

Event:

Event date:

Your details name:

Address, phone and email:

For each vulnerable adult please give full name and their contact details, along with those of a carer or family member if appropriate:

Briefly describe what happened (include times and dates)

Name of contacts and witnesses:

Name any persons or organisations contacted:

Name of Person responsible for taking action:

Action taken with timescale: