



Adult Safeguarding Guidance and Procedures (Previously known as the Protection of Vulnerable Adults)

Introduction

The Haven Day Centre is a Centre providing services to Adults at Risk. Members (Service Users) with disabilities, learning needs or sensory impairment are supported to have aspirations and with help from us to undertake a variety of tasks and learn new skills, with the emphasis of becoming increasingly more independent.

The centre is founded on Christian principles; therefore, we encourage our Members to focus on their abilities and to undertake activities that are stimulating and interesting which in turn helps them to keep active and mobile. We also provide access, to those who wish to, to explore the Christian faith.

Through our activities, we ensure that, as far as is possible, our Members have the same opportunities as everyone else to enjoy social interaction, experiences, craft work, communication, challenges and the outdoors. We never set limits on any disabled person's individual potential.

We wish to safeguard our adults at risk from abuse and ensure that people who have been abused receive support and protection from further abuse. To that end we refer to the No Secrets in Bristol Multi-Agency commitment to adult protection. Furthermore, we have appointed 31:8 Previously, the Churches Child Protection Agency Service (CCPAS) for our Disclosure Barring Scheme checks. Following recent Safeguarding training, we have been advised to use the local Multi-Agency Safeguarding Policy approved by BANES, Bristol City Council, North Somerset Council, South Gloucester Council and other agencies including the Police. This policy is accessed on the office PC and laptop for staff to refer to when necessary.

All Support Workers (and the Manager) have been subject to DBS checks, most recently in January 2017. Many of our regular volunteers also have, or are to have DBS checks. Since we receive 100's of volunteers a year, many for just a day, we ensure that they are neither left alone with our Members nor provide personal care.

Definition of a Young Person and children by age

A Young Person is anyone under 18 years of age.

A Child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

All young adults on work experience or volunteering for a day or more, are invited to a short induction welcome meeting, introducing the young adult to the work place and what tasks they will assist with (working alongside the Members, who are Adults at Risk) and be introduced to key staff.

Students that come to Haven Day Centre are never left alone with our Members and day students (under age 18) are not permitted to provide, assist or be in the room when a member is being helped with personal care.

Longer term students are expected to have been DBS checked and we shall ask for evidence. Any mature students on a placement of 3 - 6 months) we shall undertake our own DBS check.

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A General Policy Statement

1. The Disabled Christians Fellowship Premier Workshops Trust (hereafter referred to as Haven Day Centre) has a moral and legal duty to ensure that it functions with a view to safeguarding and promoting the welfare of Adults at Risk. We are committed to fulfilling the requirements of the **Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012, Mental Capacity Act 2005, Human Rights Act 1998, The Care Act 2014 (April 2015 for the Safeguarding Measures)** and other relevant legislation aimed at the protection of Adults at Risk.
2. Throughout these procedures, reference is made to “Adults at Risk”. This term is used to mean “those aged 18 and over”. The governing body recognises that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of Adults at Risk.
3. The trustees (governing body) are committed to ensuring that the organisation
 - Provides a safe environment for Adults at Risk
 - Identifies Adults at Risk who are suffering
 - Takes appropriate action to see that such Adults at Risk are kept safe from harm
4. In pursuit of these aims, the governing body will approve and regularly review (at least every 2 years) policies and procedures with the aim of:
 - Raising awareness of issues relating to the welfare of Adults at Risk and the promotion of a safe environment for the Adults at Risk.
 - providing procedures for reporting concerns
 - Establishing procedures for reporting and dealing with allegations of abuse against Members of staff
 - The safe recruitment of staff
5. The organisation has nominated *Simon David* as designated person with special responsibility for adults at risk’s protection issues with effect from January 2013, till further notice. He will undertake appropriate training. In his absence, *Juliet Wynne* (a member of the manager’s committee) will assume this role in urgent cases, in which case she will also refer to the chair of Trustees.
6. Staff and regular volunteers working with Adults at Risk will receive training adequate to familiarise them with Adults at Risks protection issues and responsibilities and the organisations procedures and policies, with refresher training at least every 3 years. If appropriate there will be also be a member of the management team or volunteer who may through their employment background have particular expertise in Adults at Risk protection issues. He/she may be delegated by the management committee.
7. The governing body will receive from the designated senior member of staff with lead responsibility for Adults at Risks protection an annual report which reviews how the duties have been discharged.

B Definition of an Adult at Risk

The definition of an Adult at Risk changed in September 2012, to being anyone who receives a service provided by a health, social or personal care professional or who receives assistance with managing their finance or personal affairs. Anyone being conveyed because of their age, illness or disability to or from where they are receiving treatment/personal or social care will be considered an Adult at Risk. Therefore, any one providing such care or service will be engaging in regulated activity and will be eligible for an enhanced disclosure check.

It is therefore important that organisations do not rely solely on criminal record checks for making recruitment decisions, but ensure that they have robust recruitment procedures in place so that due care is taken when recruiting volunteers. Haven Day Centre are willing to recruit offenders. A disclosure does not prevent offenders from holding a position with Haven Day Centre. Each case will be considered on an individual basis. Simon David will seek advice from 31:8 when necessary.

Senior Member of staff with lead responsibility for protection of Adults at Risk

- 1) The designated senior member of staff with lead responsibility for Adults at Risk protection issues is Simon David, Manager. Haven Day Centre, Ruthven Road, Filwood Park, Bristol BS4 1ST Tel 0117 9851188.
- 2) He has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of Adults at Risk and young people, and the promotion of a safe environment for the Adults at Risk and young people.
- 3) He is responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms.
- 4) He has received appropriate training and will keep up to date with developments in Adult at Risk's protection issues. He will also have responsibility for making new staff and volunteers aware of the existing Adults at Risk protection policy during interviews and new staff induction.
- 5) He will be the main contact point for Adults at Risk Protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local police Adults at Risk protection unit.
- 6) Safeguarding is discussed during every staff meeting. Staff are encouraged to discuss any concerns during this meeting or to talk privately with the designated senior member of staff or Trustees.

C Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

- 1) If an Adult at Risk or young person tells a member of staff about possible abuse:
 - a) Listen carefully and stay calm.
 - b) Do not interview the Adults at Risk, but question normally and without pressure, to be sure that you understand what the Adults at Risk is telling you.
 - c) Do not put words into the Adult at risk' mouth.

d) Reassure the Adults at Risk that by telling you, they have done the right thing.

- e) Inform the Adults at Risk that you must pass the information on, request their consent to report their concern where they have capacity to do so, but that only those that need to know about it will be told. Inform them of to whom you will report the matter. There may be times when there would be a need to override consent if other Adults at Risk are at risk. This will be explained to the person reporting a concern.
- f) Note the main points carefully.
- g) Make a detailed note of the date, time, place, what the Adults at Risk said, did and your questions etc.
- h) Staff should not investigate concerns or allegations themselves, but should report them immediately to the Designated Person.

D Reporting allegations of Abuse against Members of Staff

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

- 1) Because of their frequent contact with Adults at Risk, staff may have allegations of vulnerable adult’s abuse made against them. The (Haven Day Centre) recognises that an allegation of Adult at Risk abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to delay.
- 2) The Organisation recognises that the Adults at Risk is a paramount concern. It is also recognised that hasty or ill-informed decisions about a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

E Duty to refer to the DBS

- 1) The Safeguarding of Vulnerable Groups Act 2006 also makes it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the DBS. The designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or Adults at Risk, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.
- 2) The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or Adults at Risk to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
- 3) Referral forms can be downloaded from the DBS’s website www.homeoffice.gov.uk/dba

F DBS's barring process

- 1) Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to Adults at Risk. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
- 2) The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the **Children's Barred List** or the **Adults at Risk Barred List** or both depending on the offence. The applicant must then be removed from regulated activity.
- 3) The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

G Ensuring safer recruitment and selection

The (Haven Day Centre) will already have recruitment and selection procedures. These should be reviewed to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with Adults at Risk.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely to ensure a diversity of applicants.
- Obtain professional and character references.
- Verify previous employment history.
- Disclosure and Barring Service disclosure/List 99 checks (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks).
- Ensure any volunteers or Apprentices under the age of 18 years of age will not help any Adults at Risk with their personal care.
- Obtain parents' consent form for any staff, apprentices or volunteers under the age of 18 years of age.



Haven Day Centre - plan of action

Any allegation made against a member of staff or a volunteer should be reported to the Manager who will then investigate and take action. Safeguarding allegations arise in a variety of ways. The Member making an allegation will be asked for their consent to report the allegation. In the event of an allegation being made against the Manager, this should be reported to the Chair, or the Board of Trustees or their nominated representative.

If a disclosure of abuse is made by a member, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Haven Day Centre to maintain confidentiality.

If a member makes an allegation about another person or organisation this should be reported to the Manager who will consider/investigate and take appropriate action, which will usually be in the form of referring to the relevant authority. Cases to be reported to South Gloucestershire council require a telephone call in the first instance. Bristol City Council, Care Direct can be contacted by telephone or an online referral can be completed. BANES also require a telephone call in the first instance. North Somerset Council can be contacted by telephone or email.

(See below for the process/numbers as stated by the relevant City Council).

What should I do if I suspect abuse?

Doing nothing isn't an option. You must report your concerns.

Contact:

In the first instance report your concerns to your manager, or in their absence the nominated Safeguarding person. Alternatively, please report your concerns as follows.

Care Direct

Telephone Bristol City Council 0117 922 2700. 8.30am to 5pm Monday to Friday (answerphone outside office hours.)

BANES 01225 396000 (ASSIST team) 01454 615165 Outside normal working hours.

North Somerset Council 01275 888801 or email care.connect@n-somerset.gov.uk. 01454 615165 Outside normal working hours.

South Gloucestershire Council 01454 868007

Somerset Council 0845 3459133

The Police

Telephone 101

In an emergency telephone 999

Textphone 18001 followed by 101

Textphone in an emergency 18000

What information will I need to give?

- why you're concerned
- the Adult at Risks name, age and address
- if anyone lives with them
- if they're getting help from any organisation
- who may be doing the abuse

Don't delay in reporting abuse if you're not sure about some of these details.

If reporting the abuse puts you at risk, you can choose to do so anonymously.

Whilst every effort will be made to ensure that confidentiality is preserved, this will be governed by what may be an overriding need to protect a person who has been or is at risk of abuse. The need of the vulnerable person and the potential risk to others requires you to share the information with your manager.

For further reference visit:

http://www.bristol.gov.uk/sites/default/files/documents/health_and_adult_care/abuse_or_neglect/safeguarding_adults/Safeguarding%20Adults%20Fax%20Referral%20Form%202012_0.pdf

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Signed: S R David.

To be reviewed periodically and as legislation changes.

All relevant information about the allegation should be recorded as simply and clearly as possible and stored securely in the manager's office. A file has been set up for this, to hold all Safeguarding allegations.

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