

POLICY STATEMENT

The Trustees and management of Brighton & Hove Wood Recycling Project (BHWRP) – later referred to in the document as **BHWRP** recognise that, they have a responsibility to ensure that the welfare of vulnerable adults is always paramount. All vulnerable adults have the right to a life free from abuse.

A **vulnerable adult** is defined (by the Law Commission) as a person over 18 years, who is or maybe in need of community care services by reason of mental or other disability, age or illness; and who is unable to take care of him or herself against significant harm or exploitation.

All **BHWRP** staff and volunteers **HAVE A DUTY** to report any concerns and **MUST** inform the Nominated Vulnerable Adult Protection Representative (NVAPR, Line Manager, Chief Executive Officer or Chair of the Trustees) immediately.

BHWRP NVAPR is Pete West and he can be contacted on 07954 418216

The NVAPR, Line Manager, Chief Executive Officer or Chair of Trustees **MUST** record this information. (See **Appendix B**) Such concerns will be responded to swiftly and appropriately and where necessary referrals made to Social Services. In the absence of a NVAPR, Line Manager, Chief Executive Officer or Chair of Trustees, refer directly to Social Services or in an emergency the police.

POLICY AIMS

The aim of this **BHWRP** policy is to promote good practice to:

- a) Provide vulnerable adults with appropriate safety and protection
- b) Enable all staff and volunteers to make informed and confident responses to specific vulnerable adult protection issues.

APPENDIX A provides a code of guidance for staff and volunteers.

RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

BHWRP recognises that anyone may have the potential to abuse vulnerable adults in some way and all reasonable steps must be taken to ensure unsuitable people are prevented from working with them. The (**BHWRP**) recruitment process will therefore include the following:

- a) All volunteers and staff will complete an application form. The form will seek information about the applicant's work experience and ask for self-disclosure about any criminal record, where appropriate.
- b) Consent from paid employees should be obtained from an applicant to seek information from the Criminal Records Bureau and the appropriate check will be carried out – usually enhanced disclosure for all paid staff.

c) All staff and volunteers will have a basic introduction to safeguarding adults and child protection included as part of their induction training and annual refresher training.

RESPONDING TO SUSPICIONS OR ALLEGATIONS

If a member of staff or volunteer has any concerns or are informed about possible abuse or inappropriate behaviour, they **MUST** report them. They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place. (see Appendix B)

The steps to be taken are:

1. Concerns **must be** reported to NVAPR, Line manager, Chief Executive Officer or Chairman of Trustees who will record in writing what has been said or seen. Include the time and date of
 - a) The incident(s)
 - b) When the incident(s) was reported
 - c) When the record was completed

(See Appendix C for full details on how the report should be written.)

2. NVAPR, Line Manager, Chief Executive Officer or Chairman of Trustees will refer serious allegations to the Social Services department **immediately** by phone with a copy of the written record sent by post / fax or any other route as instructed (a copy is also to be kept by the individual reporting the concerns). Further actions regarding the concern will be under the instruction of Social Services who may involve the police.

3. The Line Manager will report to the Chief Executive Officer who will then inform the Chair of Trustees that a referral has been made.

4. **DO NOT** discuss the referral with colleagues, friends, family, other users or anyone in any way involved with the alleged victim.

Out of hours contact the Emergency Duty Team (see **APPENDIX F**) and in an emergency contact police and ambulance as necessary.

Where the Line Manager, NVAPR, Director or Chair of Trustees are not available, contact should be made with another suitable Trustee or, should none of them be available, contact should be made direct to Social Services. If you do not know whom to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact Social Services directly.

Concerns about conduct of member of staff or volunteer

Where the concern relates to a member of staff or volunteer it should be reported to the Line Manager, Director or Chairman of Trustees and directly by them to Social Services (or in an emergency the police), who will take such steps as considered necessary to ensure the safety of the client in question, and any other client who may be at risk and inform Social Services This may involve the implementation of the following policies:

- a) The Whistle blowing policy
- b) The Grievance Policy
- c) The Disciplinary Policy

There may be three types of investigation:

- a) A criminal investigation
- b) A Safeguarding Adults investigation
- c) A disciplinary or misconduct investigation

The results of the police and adult protection investigation may well influence a subsequent disciplinary investigation, but not necessarily.

BHWRP will fully support any member of staff or volunteer who, in good faith, reports their concern that a colleague is, or may be, abusing a vulnerable adult.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or about a member of staff who is still currently working with vulnerable adults). Where such an allegation is made, staff and volunteers should follow the procedures as detailed above and report the matter to the Social Services or the police.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for **all** concerned. Information should be handled and shared on a **need to know basis** only. Confidentiality is not absolute and may be broken in certain circumstances e.g. crime, significant risk (**see APPENDIX C**)

The written record of the concerns will be retained in locked safe storage managed under the Data Protection and Confidentiality Policies.

GUIDELINES FOR USE OF PHOTOGRAPHIC OR OTHER IMAGING EQUIPMENT.

The taking of photographs, film or other images of vulnerable adults is not appropriate without consent. Staff must ensure that such consent is in place before making any such image of a client. A standard form is included in **APPENDIX E**.

When such images are properly obtained then they must be used only for the purpose consented to. Special care must be taken, when using any image in general publicity or in publications such as annual reports or press promotions. All images must maintain the dignity of the individual.

Date Originally Agreed: February 2022

Next Review: September 2023

Signature:



Agreed by Trustee Board and Signed on their behalf by Pete West, Chair of Trustees, February 2022
Written by Rik Child, Advisor to the Board, Date: 10th February 2022

Abuse can be:

- Physical:** hitting / punching / slapping / pinching / inappropriate physical restraint i.e. strapped into bed or chair / inappropriate holding / restraint techniques / inappropriate administration of medication (usually overmedication)

- Sexual:** engaging in an inappropriate sexual relationship (where a Vulnerable Adult cannot consent or the other person is in a position of trust) / promoting an inappropriate sexual relationship with a third party / forcing a Vulnerable Adult to participate in any non-consensual sexual activity / forcing a Vulnerable Adult to witness sexual activity, either by being present or by means of video / DVD / computers / magazines

- Verbal:** shouting / swearing / inappropriate language

- Neglect:** failure to meet basic care needs, either intentionally or unintentionally / not seeking or following appropriate medical advice

- Emotional:** name calling / bullying / treating someone in a demeaning, non respectful manner / threats to withhold affection, support or accommodation / isolation

- Financial:** withholding or misuse of income / benefits / theft of money or property / fraud

- Professional:** not following an agreed care plan / inappropriately withholding treatment / medication / abuse of power / failure to complete delegated responsibilities or neglecting a duty of care / not reporting abuse / poor practice

- Institutional:** rigidly sticking to routines / work practices that are designed to suit workers, rather than service users or volunteers / inappropriate use of 'reward' systems / abuse of power

What to look out for: (and the list is neither exhaustive nor definitive)

- Unexplained bruising or other injury

- Repeated admissions to hospital for minor accidents incidents or falls

- Showing signs of anxiety around certain people

- Changes in behaviour: becoming withdrawn or more aggressive / becoming incontinent without clear medical explanation

- Self-injurious behaviour

- Repeated Urinary Tract Infections

- Sexually-transmitted diseases

Responding to Abuse

Do

- Listen to what the person is saying
- Record the words of the Vulnerable Adult, do not include your opinion – stick to factual information
- Discuss and negotiate with the Vulnerable Adult what you will do next and why
- Report the information immediately to either your line manager or shift leader
- Inform relevant Care Manager / Social Care Team / Learning Disability Team
- Assist with safeguarding the Vulnerable Adult – do not take responsibility for this; the senior staff member must take responsibility.

Do Not

- Promise to keep anything secret
- Begin an investigation
- Ask questions – of either the Vulnerable Adult, their family, carers or workers
- Confront the alleged abuser
- Damage / destroy possible evidence
- Discuss with colleagues, family or friends the information can only be shared on a 'need to know' basis

Guidance for making a written record

- Make a note of date, time and setting in which the allegation was made or the event was witnessed
- Make a note of anyone else who was there at the time
- Record what was said using the person's own words
- Separate factual information from any opinions expressed
- Date and sign your report
- Make sure your writing is legible
- Use a pen or ballpoint with black ink if you can (this makes photocopying easier if necessary)
- Do not use any form of correction fluid such as Tippex to make any alterations, put a line through the text you want to change and initial any changes
- Remember that your report may be required as part of any legal action or disciplinary proceedings
- Keep a copy for future reference, which is filed securely

Confidentiality

A person's right to confidentiality is not absolute and may be overridden where there is evidence that sharing information is necessary in exceptional cases:

To prevent:

- Serious crime
- Danger to a person's life
- Danger to others
- Danger to the community
- Danger to the health of the person

PHOTOGRAPH CONSENT FORM

(BHWRP) feel it is important to recognise the achievements and successes of our organisation as a whole. One of the ways to do this is to publish photographs and details of achievements in our publicity material and press releases, including on our website.

To safeguard everyone we feel this form of publicity must be carefully monitored to ensure that it is consistent with our Vulnerable Adult Protection Policy and Data Protection Legislation.

For this reason we have put the following guidelines into place:

- Photographs will only be taken with the permission of the subject(s)
- Photographs will not be taken of anyone unable to give consent
- All photographs will maintain the dignity of the person / people in them

I have read the conditions and consent to:

- being photographed myself and for the photographs to be used for publicity purposes.

If there is any change to my decision I will inform **(BHWRP)**.

Name of person to be photographed:

Signature of person being photographed:

_____ Date: _____
Print Name

SAFEGUARDING ADULTS IN East Sussex

Useful CONTACT information

Social Services Brighton & Hove	01273 295555
Social Services Brighton & Hove – out of hours	After 4 PM: 01273 295555 Call answered by Carelink Plus
Police / ambulance	999
David Nobbs, Trustee	07508 443417
Pete West, Chair of Trustees	07954 418216