



Safeguarding Vulnerable Adults Policy

ADHD Norfolk is committed to Safeguarding and promoting the rights and welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

1. Purpose of the Policy

The policy recognises that the welfare and interests of vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all vulnerable adults are protected from abuse whilst participating in ADHD Norfolk's services and activities.

ADHD Norfolk acknowledges that some vulnerable adults, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

2. We think that:

Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the vulnerable person comes before anything else – our group, other service users, our colleagues and the person's friends and family.

If we know or suspect that a vulnerable adult is being abused, we will do something about it and ensure our work is properly recorded. We will work within the boundaries of our Safeguarding Procedures.

3. ADHD Norfolk is committed to:

- Identifying the abuse of vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.

- Raising awareness of the extent of abuse on vulnerable adults and its impact on them.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults.
- Regularly monitoring and evaluating how our policies, procedures and practices for protecting vulnerable adults are working.
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding vulnerable adults.
- Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures.

4. As part of our safeguarding policy ADHD Norfolk will:

- Promote and prioritise the safety and wellbeing of vulnerable adults.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in ADHD Norfolk. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. Inductions for new staff/volunteers/support workers will include child protection responsibilities. Staff/volunteers must be aware of the purpose of their activity, what decisions are required at each stage of the process and the intended outcomes for the child and family, the protocol and procedures to be followed, what information should be shared and with who. Staff should be clear of what information should record.

5. What is a vulnerable person?

The definition of a vulnerable adult is a person over the age of 18 years who:

- Is or may be in need of/eligible for Community Care Services by reason of mental or other disability, age or illness.
- AND is unable to take care of him/herself.
- OR is unable to protect him/herself from significant harm or exploitation.

From September 2012, a vulnerable adult is defined by the Protection of Freedoms Act 2012 as a person aged 18 or over who is in receipt of **regulated activity**. This definition informs the level of DBS check required of people who provide support for adults.

The term **Regulated Activity** is a statutory term used to describe working or volunteering with children, young people or vulnerable adults. Regulated activity covers anyone working closely with children, either paid or unpaid, not part of a family or personal arrangement, on a frequent, intensive or overnight basis.

Frequent means once a week or more (except in health or personal care services where frequent means once a month or more); **intensive** means four times in a month or overnight.

6. A vulnerable person

A vulnerable person may fall into any one of the following groups:

- Older and frail people.
- People with a mental health need, a learning difficulty, a physical impairment, a sensory impairment.
- People who are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

7. Abuse

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people.

Abuse may be single or repeated acts. It can be:

- Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- Sexual: such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- Discriminatory: including racist or sexist remarks or comments based on a person's

disability, age or illness and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

- Institutional: the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- Neglect and acts of omission: including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

8. When there is cause for concern:

- If a child / vulnerable adults arrives at the setting with a serious injury staff should ensure immediate medical attention if necessary.
- If appropriate, the parent/guardian should be asked for an explanation of how the injury occurred or incident. The parent's explanation should be accepted and a written record made.

9. Prevention and Confidentiality

All staff and volunteers will have DBS checks taken out and have two suitable references provided before they will be allowed unsupervised direct contact with vulnerable adults or their carers.

All staff and volunteers will be requested to read and sign that they have understood ADHD Norfolk Safeguarding Policy and will be requested to attend safeguarding training if not already done so.

ADHD Norfolk will work with vulnerable adults in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a vulnerable person is alleged, suspected, reported or concerns are raised, the Safeguarding Vulnerable Adults Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that staff cannot ignore issues around abuse and that steps will be taken to

deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

10. Procedure:

If staff have concerns about a vulnerable adult they should complete the Incident Report Form and share this with the CEO of ADHD Norfolk or in their absence with another staff member/volunteer as appropriate. The concerns should be discussed to clarify the next steps to be taken. Refer to Appendix 1 for *Safeguarding Concern Form*.

All concerns/incidences must be kept confidential.

11. Monitoring

The policy will be reviewed annually, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Norfolk Safeguarding Children Board.
- As a result of any other significant change or event.

Appendix 1:

Safeguarding Concern Form

Name of person involved:		
Address:		
Phone:	Age:	Sex:

Date and time of incident:
Location:
Description of incident:
Action taken:

Print name of person submitting report:
Signature of person submitting report:
Date:

Name of person report forwarded to:
Method used to forward report (email/phone):
Date report was forwarded: