

RISING SUN ARTS CENTRE

SAFEGUARDING VULNERABLE ADULTS POLICY

Adopted June 2015

Next Review June 2016

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.

Safeguarding Adults Representative:

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1. INTRODUCTION

1.1 The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

1.2 There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

2. AIM OF POLICY

2.1 The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all staff members are clear about their responsibilities.

2.2 This policy covers only those events and projects where vulnerable adults are an intended part of the project as participants or volunteers.

2.3 An additional policy may be necessary to cover integrated settings where vulnerable adults are potential but not specific participants or audience members

3. DEFINITION

3.1 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

3.2 WHAT IS ABUSE?

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

- a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- c) Emotional/psychological abuse e.g. intimidation or humiliation
- d) Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- e) Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- f) Discriminatory abuse e.g. racial, sexual or religious harassment
- g) Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- h) Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- i) Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

4. REPORTING PROCEDURES

4.1 If the allegation or suspicion of abuse is discovered by a volunteer then they should inform a member of staff as soon as possible. The staff member should have the necessary skills to respond to the incident witnessed, disclosure or suspicion.

4.2 All staff involved should make a written record of the allegation or suspicion of abuse.

4.3 If an allegation of abuse has been made in confidence, staff/volunteers should attempt to gain the consent of the student to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on.

4.4 It may be necessary to inform the adult that confidentiality cannot be guaranteed.

4.5 Consideration needs to be given to:

- a) The scale of the abuse
- b) The risk of harm to others
- c) The capacity of the volunteer to understand the issues of abuse and consent

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

4.7 In emergency situations (e.g. where there is the risk or occurrence or 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 emergency services must be contacted.

4.8 Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

5. RESPONSIBILITIES

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

6. DBS (FORMERLY CRB) CHECKS

All newly recruited staff including volunteers who have contact with vulnerable adults must be DBS checked.

7. LEGISLATION

This policy is informed by, and adheres, to the West Berkshire safeguarding adults partnership board Policy and Procedures, and to the following legislation:

NHS and Community Care Act 1990

Mental Health Act 1983

Public Interest Disclosure Act 1998

Care Standards Act 2000

Incident Report Form

Name:

Course:

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Name of Staff Member or Trustee responsible for investigation:

Date:

Action taken: