



VULNERABLE ADULTS POLICY

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1) POLICY STATEMENT

The policy exists to ensure that NE Youth implements appropriate arrangements, systems and procedures to ensure that the organisation has the right skills, means and resources to protect and safeguard adults.

NE Youth recognises safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

In its work, NE Youth may come across vulnerable adults who need to be protected. A non-exhaustive list of situations in which we could encounter vulnerable adults include:

- Beneficiaries
- Staff
- Volunteers
- Colleagues and beneficiaries from member organisations

2) AIM

The Care Act 2014 provides a definition and framework for Safeguarding Adults

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organizations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The aims of adult safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect

3) LEGISLATION - THE CARE ACT 2014

Safeguarding Duties

The Care Act 2014 introduced statutory safeguarding duties. The safeguarding duties apply to an adult who:

- (a) Has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) Is experiencing, or is at risk of, abuse or neglect, and
- (c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

4) KEY PRINCIPLES FOR ADULT SAFEGUARDING

In the safeguarding of adult NE Youth are guided by the principles set out in The Care Act 2014 and aim to demonstrate and promote these principles in our work

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities.
- Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

5) RECOGNISING THE SIGNS OF ABUSE

Staff / volunteers may be particularly well-placed to spot abuse and neglect, the adult may say or do things that hint that all is not well. It may come in the form of a complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go locally to get help, support and advice. It is vital that everyone within the organisation is vigilant on behalf of those unable to protect themselves, including:

- Knowing about different types of abuse and neglect and their signs
- Supporting adults to keep safe
- Knowing who to tell about suspected abuse or neglect and
- Supporting adults to think and weigh up the risks and benefits of different options when exercising choice and control.

The Care Act 2014 defines the following areas of abuse and neglect; they are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This can include:

- Physical abuse
- Sexual abuse
- Financial or material abuse
- Psychological and emotional abuse
- Neglect and acts of omission

- Domestic abuse
- Modern slavery
- Radicalisation

For definitions, see Appendix One.

6.1) PROMOTING ADULT SAFEGUARDING WITHIN NE YOUTH

Prevention of abuse

To assist in the prevention of abuse the following factors should be considered:

- Rigorous recruitment practices (including volunteers)
- Internal guidelines for staff
- Training
- Making Safeguarding part of the culture of NE Youth

6.2) SAFE RECRUITMENT & SELECTION

NE Youth ensures that all potential recruits:

- **Complete an application form or a letter of application.** This includes: address, evidence of relevant qualifications paid work and voluntary work experience and all criminal convictions.
- **Provide two pieces of identification which confirm both identity and address.**
- **Undergo an interview** (formal or informal) involving at least two interviewers.
- **Provide at least two references** which are followed up before a post is offered. One reference is from the last employer or an organization that has knowledge of the applicant's work.
- If undertaking a regulatory activity or if their is post eligible consent **to a Disclosure and Barring Service check** (formally CRB check) to and sign up to the update service and agree to NE Youth requesting regular updates.

NE Youth:

- Understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups.
- Understand that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- Understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must make referral to the Disclosure and Barring Service.

6.3) MANAGEMENT & SUPPORT OF PAID STAFF & VOLUNTEERS

NE Youth has the following items in place for managing its staff and volunteers:

- All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with the Safeguarding Policy and Procedures and Code of Conduct.
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post.
- All paid staff are given supervision at least every 6 weeks by their line manager.
- All volunteers are given regular support sessions.
- All trustees, paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
- All trustees paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures.

6.4) CODE OF CONDUCT

We have a Code of Conduct in place for all staff and volunteers.

6.5) TRAINING

NE Youth will promote awareness of Adult Safeguarding issues, to its Trustees, Staff, Volunteers, broader membership and services users.

Trustees, Staff and Volunteer, all receive Adult Safeguarding training appropriate to their role.

For all staff who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults
- Recognise an adult potential in need of safeguarding and take action
- Understand the procedures for making a safeguarding Alert
- Understand dignity and respect when working with individuals
- Have knowledge of policy, procedures and legislation that supports safeguarding adults activity

6.6) MAKING SAFEGUARDING PERSONAL

Making safeguarding personal means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

We aim to empower all potential vulnerable adults and provide them with the information they need to make decisions into how to be safe from abuse and reduce risks.

We recognise that adults may make decisions that might be perceived as risky or unwise. Adults must be assumed to have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions. Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

We need to understand and always work in line with the Mental Capacity Act 2005 (MCA). And seek support and guidance when we have concerns regarding an adult's capacity.

7) REPORTING PROCEDURES

The following procedure refers to abuse or suspicion of abuse of that staff and volunteers become aware of during their work with NE Youth.

Any member of staff or volunteer who becomes aware that an adult is or is at risk of, being abused or has safeguarding needs should raise the matter immediately with the designated or deputy safeguarding lead.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult.

NE Youth will:

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult if NE Youth is planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and/or Social Services in the area in which the vulnerable adult resides if appropriate.

There are some cases that require an urgent response

- If you suspect a serious criminal act has taken place, telephone 999. Tell them if you think it might be adult abuse.
- If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or A&E staff that this is a potential adult abuse situation.

8) CHILD PROTECTION

If at any time you become concerned that a children or young person might be at risk you need to follow the Child Protection Procedure outlined in NE Youth's Child Protection and Safeguarding Policy.

Or if a child is in immediate danger of being harmed, the police should be called on 999.

9) RECORDING

A written record must be kept in regard to any concern regarding to an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken.

The recordings must be signed and dated. All records must be securely and confidentially filed.

10) DESIGNATED SAFEGUARDING LEADS

Designated Adult Protection/Safeguarding Person	Jon Niblo	07814946569
Deputy Designated Adult Protection/Safeguarding Person	Gemma Lockyer Turnbull	07827972331
Designated Board Member	David Bawn	07947248220

APPENDIX ONE: DEFINITIONS OF ABUSE

Physical abuse

The physical mistreatment of one person by another which may or may not result in physical injury, this may include slapping, burning, punching, unreasonable confinement, and pinching.

Sexual abuse

Any form of sexual activity that the adult does not want and or have not considered, a sexual relationship instigated by those in a position of trust, rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or material abuse

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Psychological and/or Emotional abuse

This abuse may involve the use of intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse such as shouting, swearing or the use of discriminatory and or oppressive language. A deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction of freedom, access to personal hygiene restricted, name calling, threat to withdraw care or support, threat of institutional care, use of bribes or threats or choice being neglected

Neglect and acts of omission

Behaviour by carers that results in the persistent or severe failure to meet the physical and or psychological needs of an individual in their care. This may include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health-care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others, failure to use agreed risk management procedures, inadequate care in residential setting, withholding affection or communication, denying access to services,

Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Sexual
- Financial
- Emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years imprisonment, a fine or both.

Modern slavery

Encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Radicalisation to terrorism

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to radicalisation and involvement in terrorism. This can include the exploitation of vulnerable people and involve them in extremist activity. Radicalisation can be described as a process, by which a person to an increasing extent accepts the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific political/ideological objective. Vulnerable individuals being targeted for radicalisation/recruitment into violent extremism is viewed as a safeguarding issue.