

VULNERABLE ADULTS SAFEGUARDING Policy

What does this policy cover?

ESTEEM is committed to keeping young adults, who sometimes help lead the organisation, safe from harm and it is our duty to act appropriately to any allegations, reports or suspicions of abuse. We believe that embedding and promoting a safeguarding culture is everyone's responsibility. This policy sets out how we ensure this happens.

1. Glossary of terms

To provide clarity of terms, this document (and ESTEEM) refers to the below as the following:



- **Young Adult** – A person between the age of 18-26 who has been referred or self-referred to ESTEEM and of whom is accessing and contributing to ESTEEMs services in an unpaid capacity.
- **Young Person** – A person aged 14-17 who has been referred or self-referred to ESTEEM and of whom is accessing and contributing to ESTEEMs services in an unpaid capacity. Please refer to ESTEEM's **Safeguarding and Child Protection Policy**.
- **Staff** – A paid adult member of staff aged 18 or over with either freelance or employment contract.
- **Adult Volunteers** – A person over the age of 26 who supports the organisation in an unpaid capacity in various roles.
- **Mentor** – An adult volunteer who is over the age of 26 who in an unpaid capacity is trained and supervised to support and mentor young adults one to one.
- **Management Committee** – This includes the Chief Officer, Youth Coast Project Manager, and Trustees.

2. Definition

The Policy Statement and Procedures have been drawn up in order to enable ESTEEM to:

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- promote good practice and work in a way that can prevent harm and abuse occurring;
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- stop abuse occurring

The policy and procedures relate to the safeguarding of **adults at risk**. Adults at risk are defined as individuals aged over 18 who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

(Care Act, 2014)

The policy applies to all staff, management committee members, adult volunteers, sessional workers, apprentices, mentors, work experience students and anyone working or volunteering on behalf of ESTEEM.

It is acknowledged that significant numbers in society of ‘adults at risk’ are or may have been abused in their lives statistically and it is important that ESTEEM has a safeguarding adults policy to provide these individuals with the best support; providing a set of procedures to follow to both support in preventative measures to try and reduce those numbers and effective responses to reduce harm and prevent further abuse taking place. This would also apply in the event of an allegation being made of abuse against ESTEEM or any of its staff, mentors, adult volunteers, management committee members, or other young adults/people.

In order to implement the policy and procedure, ESTEEM will work to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- promote the wellbeing of the adult(s) at risk in safeguarding adults’ arrangements;
- 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 awareness of safeguarding adults to ensure that everyone can 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; and
- address what caused the abuse or neglect.

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At Esteem we support Vulnerable Children & Adults aged 14-26. Therefore, it is our policy that all volunteers and participants under the age of 26 years old come under our Safeguarding policies; including The Sharing of Personal Information & Contact Details, Gifts and Lone Working policies.



There is one exception, and this is where a young adult 18 or over progresses onto the Staff Team and are a paid employee. At this stage the ESTEEM senior management team have deemed that this person is considered to be a responsible adult and they are then entitled to staff status (not subject to our Vulnerable Adults Policy and Safeguarding Practices, but rather staff [code of conduct](#) and employment rights subject to law and as stipulated in their contract).

3.Objectives

ESTEEM will:



- provide an environment in which vulnerable adults feel safe and valued
- ensure that all staff, adult volunteers, mentors, young adults, parents/carers, and management committee are familiar with this policy and associated procedures in a timely manner within their induction period;
- work with other agencies within the framework of the Adur and Worthing Safeguarding Adults Board Policy and Procedures, issued under Care Act 2014 statutory guidance;
- act within its confidentiality policy and will where possible gain permission from Young Adults before sharing information about them with another agency.
- pass information to the Local Authority when someone is at risk, including if the concern relates to a worker, volunteer or organisation who provides a service to adults with care and support needs or children;
- inform Young Adults that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the Young Adult's consent;
- make a safeguarding adult's referral to the Local Authority as appropriate;
- endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults;
- ensure that the Designated Adult Safeguarding Lead (DASL), who will also have the role of Designated Safeguarding Lead (for Child Protection and Safeguarding), understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Local Authority), and to identify appropriate training opportunities for that member.

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- develop and adopt a set of guidelines/Code of conduct for working with vulnerable adults, which all members, staff and volunteers are aware of and adhere to (see HRM_POL_1_v1_Code of Conduct)
- ensure that all staff and adult volunteers who work with, or have responsibility for, vulnerable young adults are checked by the Disclosure Barring Service (DBS) and reviewed by a member of Esteem permanent staff
- ensure recruitment of adult volunteers includes a minimum of two character-references to support an application.
- ensure adult volunteers are supervised during a designated probationary period with ongoing regular supervision opportunities.
- review and update this policy and practice annually.

Please refer to **ESTEEM's SFG_PRO_2_v2_Children and Vulnerable Adults Procedure for more information**

Document Control

Virginia Sampaio is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook.

This policy was approved by the Peter Latham on 01/12/2018 and is issued on a version-controlled basis under her/his signature.

Signature:

Date:

Revisions to this document		
Revision number:	Date:	Description on modifications:
01	04/11/2018	Formatting of document, comments part revision
2	29/01/2018	Referral to SFG_PRO_2_v2 Deletion of repeated DSL information

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