



Protection of Vulnerable Adults Policy

Version & Notes	Submitted to F&HR	Outcome	Submitted to TB	Outcome	Review Date
Version I January 2014	21.2.14	Approved	12.3.14	Approved	April 2015



Protection of Vulnerable Adults Policy

1.0 **General Statement**

- 1.1 Children in Wales carries out activities which may bring its employees and people working on behalf of the organization into contact with vulnerable adults. Children in Wales is committed to creating and maintaining the safest possible environment for these people as well as for its employees and workers and all reasonable steps will be taken to prevent all parties from harm, recognizing the risks involved in lone working.
- 1.2 This Policy relates to a range Government legislation, including the Police Act 1997, The United Nations Convention on the Rights of the Child, the Rehabilitation of Offenders Act 1974, Health & Safety at Work Act 1974 and the Safeguarding Vulnerable Groups Act 2006.

2.0 **Principles**

- 2.1 This policy is designed to safeguard and promote the welfare of vulnerable people. It is aimed at protecting both the individual and the member of staff or representative of Children in Wales.

3.0 **Scope of Policy**

- 3.1 This Policy relates to Children in Wales staff, trustees and any other agency or individual working on behalf or representing the organisation, including assessors, tutors, trainers, internal verifiers, learners and quality assurance managers of awarding bodies involved in delivering accredited training

3.2 **Definition of a Vulnerable Adult**

A vulnerable adult is a person aged 18 years or over who is:

- In residential accommodation provided in connection with care or nursing or receiving care or nursing at home
- Receiving health care
- In lawful custody or under the supervision of a probation officer
- Receiving a welfare service of a prescribed description or direct payments from a social services authority
- Receiving services, or taking part in activities aimed at people with disabilities or special needs because of his/her age or state of health.

It may be a person who is unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation. He/she may be elderly or frail, have learning disabilities, suffer from mental illness, have a physical disability, be a substance misuse, be homeless or in an abusive relationship.

3.3 If there is concern which relates to anyone under the age of 18, procedures described in Children in Wales Safeguarding Children Policy should be followed.

4.0 **Related Policies**

4.1 This Policy should be read in conjunction with the following:

- Children in Wales Accredited Training Policy Series
- Children in Wales Equality Policy
- Children in Wales Safeguarding Children Policy
- Children in Wales Whistleblowing Policy
- Children in Wales Health & Safety Policy
- Children in Wales Vetting & Barring Policy
- Children in Wales Recruitment Policy
- Children in Wales Disciplinary Policy

5.0 **Guidance**

5.1 It is the line manager's responsibility to clarify with the staff member, volunteer or associate their roles and responsibilities regarding their relationships with vulnerable adults with whom they may be in contact. Regular supervision for staff involved will monitor this work and offer the opportunity to raise any issues.

5.2 Specific guidance and procedures at Appendix 1 set out:

- The principles which should be followed when working with vulnerable adults
- The procedures that should be followed when working with vulnerable adults

6.0 **Appendices**

6.1 Appendix 1: Guidance, Principles & Procedures to be followed in relation to protection of vulnerable adults

Appendix 1

Guidance, Principles & Procedures to be followed in relation to Vulnerable Adults Policy

1. Introduction

- 1.1 Children in Wales has a legal and moral responsibility to provide a duty of care to all vulnerable adults through implementing procedures to safeguard their well-being and protect them from harm.
- 1.2 This Policy sets out the practice and procedures in order to safeguard and promote the welfare of vulnerable people. It is aimed at protecting both the individual and the member of staff or representative of Children in Wales.

2.0 Principles

- 2.1 This policy is designed to ensure that all employees and volunteers working with vulnerable people are carefully selected, understand and accept responsibility for the safety of those individuals in their care.
- 2.2 This policy ensures that the health, safety and welfare of all vulnerable adults is of paramount importance when involved in training courses or activities which come under the responsibility of Children in Wales.
- 2.3 This policy ensures a swift and appropriate response to all suspicions or allegations of abuse, and ensures confidential information is restricted to the appropriate individuals within Children in Wales and appropriate external agencies.

3. Safe Recruitment

- 3.1 Those who are involved in situations where they have sustained or prolonged unsupervised access to vulnerable adults are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, associates and volunteers must declare all criminal convictions, however long ago and these will be taken into account when deciding on their suitability for working with vulnerable adults.
- 3.2 In line with Children in Wales Vetting and Barring Policy, all staff, associates and volunteers who will be working with vulnerable adults as described in 3.1 above, including in the delivery of training, will be asked to complete an Enhanced Disclosure and Barring Service (DBS) check. Any Disclosure that causes concern will be assessed in line with Children in Wales Vetting & Barring Policy.
- 3.3 In line with Children in Wales Recruitment Policy, following a successful interview process, two references will be taken up for all staff, associates and volunteers.
- 3.4 Children in Wales will ensure that all employees, associates and volunteers have appropriate qualifications and training.

3.5 If there is any doubt or concern about an employee, associate or volunteer this should be passed on to the Chief Executive (the Designated Person) or, in the event that the concern relates to the Chief Executive (the Designated Person), this should be passed to the Chair of the Trustee Board.

4. Creating a Safe and Caring Environment

4.1 Risk Assessments should be undertaken prior to any offsite visits or new types of activities.

4.2 Employees/volunteers working with vulnerable people should be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc.

4.3 Employees/volunteers working with vulnerable people should carefully plan activity sessions with the care and safety of individuals as their main concern including the use of activities at an appropriate age/ability level.

4.4 Wherever possible we will encourage an 'open environment' eg avoiding private or unobserved situations and discouraging the keeping of secrets. This especially includes employees, associates or volunteers being alone with vulnerable people at any time. When this is unavoidable, it should be done with the full knowledge and consent of someone in charge of the activity.

4.5 Employees, associates or volunteers must treat all with respect.

4.6 Employees, associates or volunteers must not make racist, sexist or any other remarks which upset or humiliate

4.7 Employees/volunteers must take care to avoid showing any favouritism.

4.8 Employees, associates or volunteers must never subject any vulnerable adult to any form of harm or abuse. This means that it is unacceptable, for example, to treat a vulnerable adult in any of the following ways:

4.8.1 to cause distress by shouting or calling them derogatory names

4.8.2 to slap

4.8.3 to hold them in such a way that it causes pain, or to shake them

4.8.4 to physically restrain them except to protect them from harming themselves or others

4.8.5 to take part in horseplay or rough games

4.8.6 to allow or engage in inappropriate touching of any kind

4.8.7 to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present)

4.8.8 to allow or engage in sexually suggestion behavior within a person's sight or hearing, or make suggestive remarks to or within earshot

4.8.9 to give or show anything which could be construed as pornographic

4.8.10 to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.

5. Roles and Responsibilities of employees/volunteers

5.1 The safety of all parties, including participants and employees, associates or volunteers is of prime consideration at all times.

5.2 All accidents involving anyone should be recorded in the organisation's accident book immediately or as soon as practicably possible. The accident book is kept by the Administration Manager at Children in Wales.

5.3 Employees, associates and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.

5.4 Employees, associates and volunteers are responsible for reporting suspected cases of abuse to the Chief Executive (Designated Person). Any such case should not be investigated by the employee, associate or volunteer.

5.5 Employees, associates and volunteers will be expected to keep an attendance register for all organised sessions.

5.6 Employees, associates and volunteers should ensure that their activities start and end on time.

5.7 Employees, associates and volunteers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities.

5.8 Employees, associates and volunteers should ensure that they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self employed agent.

6 Responding to Signs of Abuse

Employees, associates and volunteers are responsible for reporting suspected cases of abuse to the Chief Executive (Designated Person) who will then contact the appropriate authorities if necessary.

6.1 Any such case should not be investigated by the employee, associate or volunteer.

6.2 The Children in Wales Designated Person will need to take into account: the need for discussion with an appropriate representative of any external organisation associated with the concern; the involvement of Children in Wales staff or representatives, and/or referral to external agencies including the police, DBS or social services etc. as appropriate.

- 6.3 The Children in Wales Designated Person is not responsible for making or contributing to any disciplinary decisions on behalf of, or confirming that an alleged abuse has occurred within, any third party organization.

7 Confidentiality

- 7.1 Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Information must be stored in a secure place with limited access to designated people, in line with data protection.

8 Protecting Employees, Associates and Volunteers from Abuse

- 8.1 Staff and volunteers are openly discouraged from giving or accepting gifts in whatever form from service users or well-wishers of the organisation. Should any staff member receive any such item they must report it to their appropriate line manager.

9. Breach of this Policy

- 9.1 Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly through Children in Wales' Disciplinary Policy in the case of employees, or by the Corporate Management Team in relation to associates or volunteers.

10. Policy Review.

- 10.1 This policy will be reviewed on an annual basis.