

Safeguarding Adults at Risk Policy

Overall Responsible Person: Chief Executive and Board of Trustees.

All Staff and Volunteers must follow 4Sight Vision Support (the Charity) procedures and policies and be aware of possible signs of abuse.

Statement of Intent: This Policy is intended to work alongside the Charity's existing policies and the Sussex Safeguarding Adults Policy and Procedures EDITION 3 • July 2016

<http://sussexsafeguardingadults.procedures.org.uk/assets/Documents/homepage/SSAB-Policy-and-Procedures-Edition-3.pdf>

It is the policy of the Charity to maintain a safe place of work for its employees and volunteers (many of the Charity's volunteers may be deemed Adults at Risk) and to provide safe and enjoyable services to its members.

Definitions

Lone contact - in a place away from supervision or interaction with others

Adult at Risk¹ - Refers to any person aged 18 years or over and '... is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation.'

This also includes carers who by their caring role are at risk.

^{1&2} Taken from Sussex Safeguarding Adults Policy and Procedures EDITION 3 • July 2016

Harm is defined as² – ill treatment, impairment of health, development and / or avoidable deterioration in health. Unlawful conduct which appropriates or adversely affects property, rights or interests

Arrangements in Place:

The working Environment: All venues used shall have private toilet and washing facilities. Venues used for social activities shall at no time require participants to undress for instance to change into different clothing, in mixed gender groups. Private changing facilities should be the acceptable norm.

Good Working Practice: Members being transported from home to venues / Clubs should usually travel in groups that is in numbers of more than one and drivers shall have references and Disclosure and Barring (DBS) checks prior to having any lone contact with members.

Home Visitors shall be reference checked and DBS checked prior to having any lone contact with members.

Any volunteer or member of staff having lone contact with members shall be referenced and DBS checked prior to having any lone contact with members.

Staff and volunteers should normally avoid spending time alone with any Adult at Risk. However, several roles depend upon this, for instance home visits, and all volunteers and staff should take care not to become compromised – there are steps which can be taken to minimise the risk of being compromised in any way; appointments to attend at home should be given in advance and a reminder made prior to attending. Where the person being visited is unsuitably attired or appears confused, another visit should be arranged, and / or appropriate help sought.

Incidents occurring should be recorded in line with the Charity's Incident Reporting procedure and or raise an Alert with West Sussex County Council Adult Services. Any inappropriate actions made by members, staff or volunteers should be reported immediately to the Chief Executive who shall advise on the next

course of action. If the Chief Executive is implicated in the incident, then the Chairman should be advised instead.

Raising a Safeguarding Adult Concern (Alert)

All volunteers and staff should have an awareness of the possible signs of abuse. If they have any concern or knowledge about an instance of abuse that has happened or could occur if someone does not do anything to prevent it then this needs to be reported. This process is called 'Alerting'

Any concern no matter how small or insignificant needs to be reported as it could be part of a bigger pattern that you as an individual are not aware of.

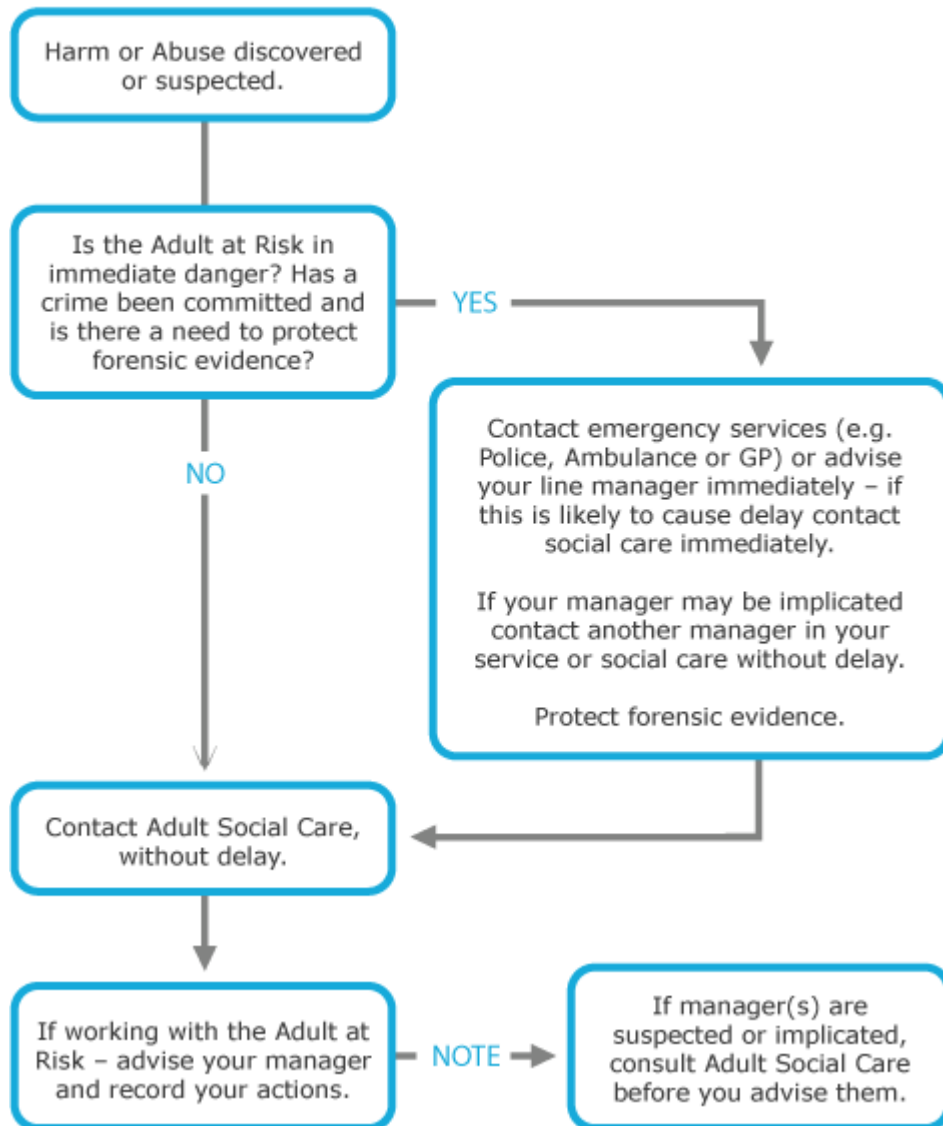
When making an Alert you will need the following details:

- When & Where the incident happened
- Who was involved (names and relationships)
- Whether you think there is an immediate or future risk

What happens next?

WSCC will begin to investigate the concern and within 24hrs decide how to proceed with your concern.

Raising a Safeguarding Adult Concern (Alerting): Flowchart



For further guidance and information please refer to Sussex Safeguarding Adults Policy and Procedures EDITION 3 • July 2016

Other Relevant Policy and Procedures:

Involving Volunteers

Lone Worker Policy and Procedure (inc. Employee working alone in an office)

Area and Club Guidelines

Charity Shop Policy and Procedures

Whistle Blowing Policy

4Sight Vision Support Incident Reporting Policy

This list is not exhaustive.

This policy supersedes the following documents

4Sight Vision Support Vulnerable Adults Policy Aug 2007

Pan Sussex Working Draft Policy and Procedures published in December 2011

Policy Number: 19:0

Version Number: 3:0

Date: February 2018.

Date for Review: February 2019

Review: This Policy will be reviewed annually by staff & Trustees although any concerns about the working (appropriateness) of the policy may be raised at any time and / or any changes are made to the WSCC Policy and Procedures for Safeguarding Adults at Risk.