

Insert

Club

Name and/or Logo

## **SAFEGUARDING VULNERABLE ADULTS POLICY**

### **Safeguarding Policy**

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of (name of group/organisation).

### **A Vulnerable Adult**

This relates to an adult who meets the following three key tests:

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

### **The purpose of this policy:**

- to outline the duty and responsibility of staff, volunteers and trustees working on behalf of the organisation in relation to Safeguarding Vulnerable Adults;
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding vulnerable adults.

(Name of group/organisation) believes that a vulnerable adult should never experience abuse of any kind. All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

### **Legal Guidance Framework**

This policy has been drawn up on the basis of law and guidance that safeguards vulnerable adults:

- Care Act 1989 (including Clause 45 “supply of information”)
- Data Protection Act 1998 and General Data Protection Regulation GDPR (to apply from 25 May 2018)

- Freedom of Information Act 2000
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children & Families Act 2014
- Protection of Freedoms Act 2012
- Prevent Duty Guidance 2015
- The Dorset Safeguarding Adults Board Protection Policy, Protocols & Guidance 2015
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards, Code of Practice 2008
- Public Interest Disclosure Act 1998
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

**This policy should be read alongside our policies & procedures on:**

- Recruitment, induction and training
- Role of the designated safeguarding officer
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and safety
- Training, supervision and support
- Lone working policy and procedure
- Quality assurance

## **Key Principles**

The Care Act 2014 and the Care Act guidance set out statutory requirements to develop and assess the effectiveness of safeguarding arrangements founded on six key principles:

- **Empowerment** – presumption of person led decisions and informed consent.
- **Prevention** – it is better to take action before harm occurs
- **Proportionality** – proportionate and 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.

(your organisation) is committed to upholding these key principles.

**We will seek to keep vulnerable adults safe by:**

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO), a deputy and a lead board member for safeguarding
- adopting safeguarding practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice via leaflets, posters, one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies that need to know, and involving our service users, their families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our service users, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

## **Contact Details**

### **Designated Safeguarding Officer (DSO)**

Name

Phone/email

### **Deputy DSO(s)**

Name(s)

Phone/email

### **Senior lead for safeguarding**

Name

Phone/email

### **Dorset Safeguarding Adults Board**

[www.dorsetforyou.gov.uk/dorsetsafeguardingadultsboard](http://www.dorsetforyou.gov.uk/dorsetsafeguardingadultsboard)

### **Action For Elder Abuse**

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

0808 808 8141

### **RESPOND**

[www.respond.org.uk](http://www.respond.org.uk)

0808 808 0700

### **Rape Crisis**

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

0808 802 9999

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: ..... (date)

Signed:

(this should be signed by the most senior person in your organisation  
e.g. the safeguarding lead on your board of trustees)