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Isle of Wight Mencap Limited
Charity Registration Number 254407
Company Registration Number 5186761

Safeguarding Adult and Children Protection Policy and Procedures

Introduction

The aim of this policy is to provide Haylands Farm/Isle of Wight Mencap staff and volunteers with clear guidance about their role and responsibilities in safeguarding Adults and Children. Haylands Farm/Isle of Wight Mencap believes that all adults with a learning disability should be able to live free from fear and harm and have their rights and choices respected. Some people with a learning disability are less able to protect themselves than others, and have difficulty making their wishes and feelings known. This may make them vulnerable to abuse.

Haylands Farm/Isle of Wight Mencap is committed to working alongside other professionals and agencies to stop the abuse of vulnerable adults.

Haylands Farm/Isle of Wight Mencap acknowledges that sexual inappropriateness amongst adults with a learning disability can be the result of a lack of understanding about social situations, appropriate social interaction, and how to build relationships with others. In recognition of this Haylands Farm/Isle of Wight Mencap will offer support to members around these areas.

Haylands Farm/Isle of Wight Mencap also recognises the importance of training and support for staff and volunteers so that people understand their responsibilities within the adult protection process.

Who is a vulnerable adult?

A vulnerable adult is a person who is

- Aged 18 years or over
- In receipt of, or eligible for, community care services because of illness, disability or age.
- May be unable to take care of themselves.
- May be unable to protect themselves from significant harm or exploitation.

What is abuse?

In 2000 the Department of Health produced a document 'No Secrets' which says that;

“Abuse is a violation of an individual’s human rights by any other person or persons”

Abuse can be the result of a single act or may continue over months or years. It can be done intentionally or unintentionally – the result on the victim is the same.

Current review: November 2017
Next review November 2019

Abuse is the violation of an individual's human and civil rights by any other person or persons. It can vary from the seemingly trivial act of not treating someone with respect to extreme punishment or torture. Many forms of abuse such as theft, assault or rape are a crime and will result in police involvement.

Abuse can take many forms:

- Physical abuse: hitting, pushing, slapping, rough handling etc
- Sexual abuse: any kind of sexual activity where a person has not or is not able to give consent or has been pressured into it.
- Financial abuse: misuse or theft of a person's possessions, property or other goods.
- Emotional or Psychological abuse: use of threats, shouting or denial of an individual's choices and wishes.
- Neglect: where a person suffers because his/her health or physical needs are not looked after, for example, failing to keep someone warm, clean and well-nourished or neglecting to give prescribed medication.
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Discriminatory abuse - includes all protected characteristics of abuse:

1. Age
2. Disability - Abuse that is based on a person's disability and other forms of harassment, slurs or similar treatment.
3. Gender Re-assignment
4. Marriage & Civil Partnerships
5. Pregnancy & Maternity
6. Race
7. Religious Belief
8. Sex
9. Sexual Orientation

Who abuses?

It can be anyone, but the person responsible is often well known to the person. For example:

- Wife, husband, partner
- Son, daughter, relative or a friend
- Paid staff, volunteer or care worker
- Health worker or social care worker
- Visitor or neighbour
- Another resident or service user
- A stranger

Most abusers are people close to the adult who are loved and trusted by them. However some people will deliberately abuse others they see as an easy target.

Where does abuse take place?

Abuse can occur anywhere. People can be abused at home, in care/nursing homes, day centres, in public places or any place where the adult should be safe.

What do I do if I have a concern about someone?

Employees and Volunteers have a professional 'duty of care' towards people with a learning disability who use our services, and their safety and protection is your first priority. Therefore it is the responsibility of all staff to act on any worries about the abuse or neglect of an individual, (whether it is occurring at Haylands Farm or elsewhere) by reporting it to your Manager or other appropriate responsible person who will make a record, and make sure appropriate action is taken.

REPORTING AND RESPONDING TO A SPECIFIC ALLEGATION OF ABUSE

THE ALERTER

The person first becoming aware of potential abuse DOES NOT have the responsibility to make judgements about the validity of allegations or the seriousness of such but must make his/her concerns known immediately to the responsible person. Where an allegation has been made and the person with a learning disability wishes to talk with a staff member, they must listen but not question what is being said, as this is the role of the investigating officers.

1) Listen carefully to the person making the allegation

Remember the person has chosen you as someone they trust to talk to about the abuse they are suffering.

- *Do* stay calm and listen patiently to what is said, how it is being said, and the person's body language whilst talking to you.
- *Do* offer reassurance that the person is doing the right thing in telling you about what has happened / is happening.
- *Do* explain what will happen next - that you will need to tell someone about what they have told you.
- *Don't* interrupt or ask leading questions - wait for them to explain what has happened in their own words.
- *Don't* dismiss what you are being told or change the subject.

2) If appropriate, talk to the person about whether they would like their parents / carers to be told. However if they are an adult and say "no", you must respect their wishes.

3) Record as accurately as possible what was said to you, as soon as possible after the disclosure, on an incident report form.

- *Do* sign, date, and add the time you heard the disclosure to the record.
- *Don't* adjust the language or grammar even if this results in an incoherent account.

Preparing staff and volunteers

All New staff members and Volunteers working unsupervised with clients will undertake Disclosure & Barring Service (DBS) checks to ensure that they have not committed any offences that suggest they are unsuitable to work with vulnerable people. National Mencap will also notify us as the employer if the individual is not able to work with vulnerable children or adults, or if a Positive DBS disclosure decision form (Risk Assessment) is required. A Positive DBS disclosure decision form (Risk assessment) is carried out if the individual's certificate indicates any offences, decisions are based up on the nature of the offence, actions, the situation and the circumstances surrounding the offence/s. Based up on the outcome from the Positive DBS Disclosure form, it will determine if the individual will not be able to work within the Society due to serious risk or if the offences were of a minor nature which would not affect their capacity to carry out their role within the Society, it would identify what support will be required by the employer.

Staff members and volunteers depending upon the type of support they are providing will receive an enhanced DBS check up to every 3-5 years.

Staff and volunteers will be supported to understand this policy as part of their induction to the organisation. Staff and volunteers will be supported in accordance with the Haylands Farm/Isle of Wight Mencap supervision policy so that they receive adequate support to be able to identify and respond to any (potential) safeguarding concerns, if and when they arise.

DUTY OF CARE

All employees and volunteers have a duty of care when reporting any concerns upon the safety of an individual. If a person tells you information that means that they are in danger of harming themselves or others, this MUST be reported. The Manager will report any concerns through the Isle of Wight Councils reporting procedures for Safe Guarding. The Manager may ask an employee to complete the Safe Guarding Referral Form however the Manager must always be aware of what has been sent through to the Isle of Wight Council.