

## PROTECTION OF VULNERABLE ADULTS POLICY (Revised 2019)

St Paul's (Spennymoor) Centre Ltd

**This policy identifies procedures, roles and responsibilities for ensuring that volunteers including directors and staff deal with protection of vulnerable adult issues appropriately and promptly.**

### **Introduction**

**St Paul's (Spennymoor) Centre Ltd provides facilities for other users. We are here for the community and we see our role as providing facilities for children, groups, education classes, social cohesion through cafe and other events. We provide a facility for social enterprises.**

### **Who is a vulnerable adult?**

A vulnerable adult is someone over the age of 18 years who:

Is or may be in need of community care services by reason of mental or other disability, age or illness

Is or may be unable to take care of her/himself

Is unable to protect her/ himself against significant harm or serious exploitation

Others may be very vulnerable because of emotional trauma, low self-esteem and social isolation.

### **Categories of abuse**

- **Physical Injury** – The intentional, non-accidental use of physical force that aims to hurt, injure or destroy that child.
- **Sexual Abuse** – The involvement of dependent, developmentally immature children or adolescents in sexual activities they do not fully comprehend, or to which they are unable to give informed consent, or that violate the social taboos of family rolls.
- **Emotional Abuse** – The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.
- **Neglect** – When chronic inattention is given to the child by their parents / primary carers or care givers in the areas of medical, educational, stimulative, environmental, nutritional, physical or emotional needs.
- **Financial** – the denial of access of the individual to money, possessions, and valuables via omission, exploitation or extortion through threats

- **Spiritual** – control of one individual by another in a spiritual context. This abuse may include manipulation, requirements for secrecy and silence, pressure to conform.
- **Discriminatory** – includes racist and sexual abuse and exists when values, beliefs, or culture result in the misuse of power that denies opportunities to some individuals or groups.
- **Domestic** –includes any incident of threatening behaviour, violence, or abuse between adults or young people who are family members or extended family members regardless of gender or sexuality.
- **Social media** –This can include communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. On line abuse is any type of abuse that happens on the web whether through social networks, playing on-line games, or using mobile phones. Children and young people may experience cyber bullying, grooming, sexual abuse, sexual exploitation or emotional abuse.
- **Human Trafficking / slavery** – The movement of a person from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone’s vulnerability.

### **Signs of abuse**

People may talk openly about what is happening, but sometimes people are anxious to preserve as much confidentiality as possible, and may choose whom they tell very carefully.

Sometimes, people may not tell us directly, but their behaviour may change or indicate that something is wrong.

Allegations of abuse may be made by “third parties” – not the person directly involved. These need to be treated just as seriously.

Staff may see or hear things and suspect that abuse is taking place. It is very important that responsible action is taken. The situation is likely to persist, rather than simply “go away”.

### **Roles and responsibilities**

**The named protection of vulnerable adults officer is Maureen Aspey.....**

She will ensure the implementation and updating of this policy and should be consulted when any protection of vulnerable adults issues arise. If an issue arises that involves the named representative then the chair person should be notified to deal with the situation.

**All** staff and volunteers who have regular and unsupervised contact with vulnerable adults **must** have a check of their records through the Disclosing & Barring. Any visiting adult or staff member awaiting CRB clearance must **never** be left alone with any vulnerable adult.

It is the responsibility of all staff and volunteers to

- Treat all vulnerable adults with respect
- Provide a safe and secure environment for all vulnerable adults using the St Paul's (Spennymoor) Centre Ltd
- Be vigilant to possible signs and symptoms of abuse
- Follow the agreed procedure, as described in this policy, for reporting and recording concerns that may arise
- Ensure that all unfamiliar individuals entering the premises are appropriately challenged
- Ensure that where comments, actions and behaviour of vulnerable adults arising during time on the premises gives cause for concern the incidents are dealt with promptly and recorded appropriately.
- Never become involved with a vulnerable adults finances without consulting with the named vulnerable adults officer

#### **Procedure for reporting a case of suspected abuse against a vulnerable adult**

If abuse is suspected, adults associated with St Paul's (Spennymoor) centre will:

- Ensure that the appropriate officers within are made aware of the issue/ situation.
- Complete a Protection of Vulnerable Adults report form (attached to this policy)
- Ensure that the allegation/suspicion is taken seriously and that it is reported and recorded.
- Ensure that the appropriate authorities are advised about the allegation/ suspicion (e.g. Durham County Council Social Care Direct 0845 8505010)

#### **Procedure for dealing with disclosures of abuse from a vulnerable adult.**

Staff / Volunteers will:

- Reassure the person that they are doing the correct thing by telling them
- Reassure the person that it is right to talk
- Not blame the person for the abuse suffered
- Listen to the person carefully
- Promise to support the person
- Inform the person about what you will do
- Contact the Social services or the Police if it is felt that that the person is likely to be at risk if they return home

**Complete a protection of vulnerable adults report form (attached to this policy)**

Staff / Volunteers will not:

- Promise confidentiality to the person, otherwise nothing can be done about the allegation and the problem of abuse will persist
- Be judgemental or show anger, disgust or disbelief
- Ask direct questions
- Minimise the effects of the alleged abuse
- Become unnecessarily involved
- Over dramatise or criticise
- Confront the person with the abuser or abusers
- Try to force the person to forget

**If allegations are made by a vulnerable adult against a person not associated with St Paul's (Spennymoor) Centre Ltd** Social Services will be immediately notified and action taken on their advice. The decision as to whether to notify the person's family / carers will be made in consultation with Social Services.

**If allegations are made by a vulnerable adult or their family / carer against another person in St Paul's (Spennymoor) Ltd** Social Services will be immediately notified and action taken on their advice.

If it proves impossible for both people to remain within St Paul's (Spennymoor) Centre Ltd as an enquiry into the allegations is undertaken, the person accused of the abuse will not be allowed to attend. The outcome of the enquiry will determine whether the person accused of the abuse is allowed to return to St Paul's (Spennymoor) Ltd.

**If allegations are made by a vulnerable adult or their family / carer against an adult/officer associated with St Paul's (Spennymoor) Centre Ltd** Social Services will be immediately notified and action taken on their advice. If there are genuine grounds for concern, the adult/officer associated with St Paul's (Spennymoor) Centre Ltd will be immediately notified of the allegation made against them and they will not be allowed to work in any shape or form with the people in St Paul's (Spennymoor)Centre Ltd.

Other adults/officers associated with St Paul's (Spennymoor) Centre Ltd are advised that they should not discuss with the accused any aspect of the alleged incident/s or the enquiry that follows disclosure, as this may seriously affect the outcome of the enquiry.

The outcome of the enquiry will determine whether the adult/officer accused of abuse is allowed to continue work with St Paul's (Spennymoor) Centre Ltd

**Early Police intervention may be required in cases of extreme abuse.**

Advice about police intervention will be taken from Social Services.

**Monitoring and Evaluation:**

Once a year adults/officers associated with St Paul's (Spennymoor) Centre Ltd will meet to discuss the extent to which practice conforms with the content of the policy. Three years following adoption of the policy, adults/officers associated with St Paul's (Spennymoor) Centre Ltd will meet to discuss whether the policy needs revising in the light of new protection of vulnerable adults protection legislation and best practice advice.

**This Policy was adopted on:.....(date)**

**Signed:.....(Position in group)**

**Signed:.....(Position in group)**

**Signed:.....(Position in group)**

**This Policy will be reviewed by:.....(date)**

**Helpful contacts: Durham County Council Social Care Direct 0845 505010  
Durham Constabulary 0845 6060365**

**PRIVATE AND CONFIDENTIAL**

**PROTECTION OF VULNERABLE ADULTS REPORT**

**Staff and volunteers should use this form to record**

- **Any allegations that a vulnerable adult has suffered or may be at risk of suffering significant harm**
- **Any concerns or disclosures which lead them to suspect that a vulnerable adult has suffered or is suffering significant harm, or may be at risk of such harm**

Name of organisation _____
Staff / volunteers name _____
Job title _____
Date and time this report was written Date _____ Time _____
Vulnerable Adults name _____
Age _____ Date of birth _____
Home address _____ _____ _____

***NATURE OF ALLEGATION / CONCERN / DISCLOSURE***

Date \_\_\_\_\_

Time \_\_\_\_\_

Place  
\_\_\_\_\_

What happened

Who was present

***PREVIOUS CONCERNS***

Have there been any previous concerns about this person? If so what where they? When did they happen? What action if any, was taken?

***ACTION TAKEN BY YOU NOW***

***CONSULTATION WITH NAMED PROTECTION OF VULNERABLE ADULTS  
OFFICER / MANAGEMENT COMMITTEE***

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Decision made

***ANY FOLLOW UP ACTION***

Date \_\_\_\_\_ Time \_\_\_\_\_

Details

Signature of staff / volunteer who has completed this report

\_\_\_\_\_