



Blackheath & Bromley Harriers AC

Policy for the Safeguarding Of Vulnerable Adults

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INTRODUCTION:

Blackheath & Bromley Harriers AC is committed to ensuring that vulnerable adults are safe in all respects when involved in our activities.

We will do this through our policy and procedures, which are designed to protect and safeguard vulnerable adults. Adherence to our policy and procedures will also protect our officials, coaches, team managers and other volunteers.

The aim of this policy is to outline the practice and procedures for volunteers in the club to contribute to the prevention of abuse of vulnerable adults through raising awareness and providing a clear framework for action when abuse is suspected.

It is aimed at protecting the vulnerable adult and the volunteer, whilst also recognising the risks involved in lone working. The policy covers all volunteers and areas of work with specific reference to those in regular contact with vulnerable adults.

DEFINITIONS:**(i) Definition of Vulnerable Adults**

A vulnerable adult is a person aged 18 years or over who may be in need of Community Care services and/or may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is homeless

(ii) Definition of Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

It can take a number of forms:

- Physical
- Sexual
- Psychological/emotional/harassment
- Neglect
- Financial (or material)
- Discrimination
- Exploitation

DUTIES OF VOLUNTEERS:

All volunteers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

The person within the organisation with overall responsibility for Adult Protection and who will normally deal with any allegations or suspicions of abuse is [\(add name of Welfare Officer\)](#)

The Board/Trustee member who is the nominated 'champion' of the policy is [\(add name of Board Member\)](#)

SCOPE:

The scope of this Vulnerable Adults policy is broad ranging and in practice will be implemented via a range of policies and procedures in the organisation. Links with other policies and procedures include:

1. Club Rules
2. Codes of conduct (Coaches, Team Managers, Officials , Parents and Athletes)
3. Child Protection Policy

RECRUITMENT & TRAINING:

Recruitment: During the recruitment the volunteer will complete a self-declaration form (see club website) included in the form is a requirement to disclose any previous convictions.

Training & Induction: the training of volunteers is a critical success factor for this policy. All workers in the club will be supported in their understanding & awareness of vulnerable adult protection issues. Relevant training includes: awareness sessions given by suitably qualified professionals who will provide information on the latest practices and procedures relating to the safeguarding of vulnerable adults.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE:

All allegations or suspicions are to be treated seriously. No abuse is acceptable. Some abuse is a criminal offence and must be reported to the Police as soon as possible.

In the event of a vulnerable person reporting abuse happening (at home or elsewhere), or where an incident is observed.

Consideration will be given to:-

- The scale of the abuse
- The risk of harm to others
- The capacity of the victim to understand the issues of abuse and consent to report

Alerting Procedure:

This procedure applies to any concern, allegation or disclosure in any setting.

In an emergency you must dial 999 for either the police or an ambulance

In all cases of concern, allegations or disclosure you should advise and assist the vulnerable adult to contact the Adult Social Care Services for the Local Authority where they live. Social Care services details can be found on your area's Council website.

Do not undertake to keep any disclosure of abuse confidential (in addition see below). It is important to explain to the vulnerable adult before a disclosure that you may have to discuss the information given with a person in a more responsible position than yourself (ie the designated Welfare Officer, see above).

The welfare of the vulnerable adult is paramount.

Good Practice Guidelines:

Recognising signs of adult abuse:

- Thinking about what you see and asking yourself if it is acceptable practice.
- Working strictly in accordance with anti oppressive practice.
- Taking seriously what you are told.
- Being alert to hints, signals, non verbal communication that could indicate abuse

Responding to disclosure:

- Incidents of abuse or crimes may only come to light because the abused person themselves tells someone
- The person may not consider that they are being abused when they tell you what happened to them
- Disclosure may take place many years after the actual event
- Disclosure may take place when the person has left the setting in which they were abused
- Even if there is a delay the information must be taken seriously

If someone makes an allegation or discloses to you:

DO

- Stay calm and try not to show shock.
- Listen carefully
- Be sympathetic
- Tell the person that: They did the right thing in tell you. You are treating the information seriously. It was not their fault. You may have to pass the information on to more responsible persons. Inform UKA welfare team. Write down what the person said to you as soon as possible

DO NOT

- Question the person about the incident
- Ask the person who, what, why, where when questions, this is the role of the police
- Promise to keep secrets
- Make promises that you cannot keep
- Contact the alleged abuser
- Be judgemental
- Gossip about the incident

When in doubt seek the advice of the UKA Welfare team

Reporting:

- Record your concerns in writing making a note of the date, time your concerns and the circumstances surrounding them, as well as anything that has been said.
- Contact the Club Welfare Officer or your council adult protection team within social services or social care department or the local police.
- Be prepared to provide the following details: - Your name, address, telephone number and your role. As many details about the vulnerable person as you can. You must not however disclose confidential information such as the person's diagnosis or gender orientation unless it is relevant to the situation. What you have been told or observed about the person. What the vulnerable person has said in response to any suspicions or concerns you have had. The action you have taken so far. When you make the referral agree with the person you are making the referral to what the persons carers will be told by whom and when.

- Social care or the police will advise you on what to do next, including whether the carers should be involved. Social care will then take responsibility for ensuring that appropriate enquires are made.

CONFIDENTIALITY:

This confidential information will be kept in a locked drawer by (The Club Welfare Officer), and will be:

- kept secure against unauthorised or unlawful access or loss;
- relevant and not excessive for purpose;
- only kept as long as necessary.

KEY CONTACTS:

Below is a list of key external contacts relevant to this policy:

- Club Welfare Officer
- Club Secretary

REFERENCES:

The principal pieces of legislation governing this policy are:

- Rehabilitation of Offenders Act 1974
- NHS and Community Care Act 1990
- Mental Health Act 1983
- The Police Act – CRB 1997
- Public Interest Disclosure Act 1998
- Care Standards Act 2000
- Safeguarding Vulnerable Groups Act 2006