



The Suited & Booted Centre Limited

SAFEGUARDING VULNERABLE ADULTS POLICY



SAFEGUARDING VULNERABLE ADULTS

Suited & Booted works exclusively with vulnerable adults.

It is important that at all times we act in the best interests of the clients who are referred to us, and in particular take steps to:

- protect our clients from maltreatment;
- take action to enable our clients to have the best outcomes;
- treat our clients with respect at all times;
- prevent any exploitation of our clients;
- have, and apply, an appropriate safeguarding policy.

Safeguarding Vulnerable Adults – General Policy

This policy will enable Suited & Booted to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. Suited & Booted acknowledges its duty to act appropriately as regards any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that trustees and volunteers can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Suited & Booted to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.



Policy and Procedures

Vulnerable adults are defined as:

- Individuals aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

(No Secrets: Guidance on developing and implementing policies and procedures to protect vulnerable adults from abuse, Department of Health, 2000 - 2015)

The policy applies to all trustees and volunteers, and to all persons helping or assisting Suited & Booted.

It is acknowledged that significant numbers of vulnerable adults are subject to abuse and so it is important that Suited & Booted has a Safeguarding Adults Policy, with a set of procedures to follow, which puts in place appropriate preventative measures at Suited & Booted.

In order to implement this policy, the Suited & Booted will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

Suited & Booted -

- will ensure that all trustees and volunteers are familiar with this policy and procedures
- will work with other agencies within the framework of the relevant Policy and Procedures, issued under *No Secrets* guidance (Department of Health, 2000)
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will inform our clients that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to an appropriate agency without the client's consent
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults



- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies

The Designated Named Person for Safeguarding Adults in Suited & Booted is **Maria Lenn**

She should be contacted for support and advice on implementing this policy and these procedures.



Procedures Template

1. Introduction

The Suited & Booted charity provides interview clothing services to vulnerable men and youths. These procedures have been designed to ensure the welfare and protection of any adult or young person who accesses services provided by Suited & Booted. The procedures recognise that abuse can be a difficult subject for volunteers to deal with. Suited & Booted is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees and volunteers of the organisation, act appropriately in response to any concern around adult abuse.

2. Preventing abuse

Suited & Booted is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Suited & Booted will be treated with respect.

Therefore, this policy needs to be read in conjunction with Suited & Booted's other policies:

Suited & Booted is committed to safer recruitment policies and practices for trustees and volunteers. Trustees and volunteers may be required to provide two references and where appropriate have a DBS disclosure.

The charity will work within the current legal framework for reporting any trustees or volunteers that are abusers.

3. Recognising the signs and symptoms of abuse

Suited & Booted is committed to ensuring that all trustees and volunteers gain a basic awareness of signs and symptoms of abuse.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health)

**Abuse includes:**

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
whether institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be persons in a position of trust.

4. Designated Named Person for safeguarding adults

Suited & Booted has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person(s) for Safeguarding Adults within Suited & Booted are:

Designated Named Person for Safeguarding Adults:

Maria Lenn Mobile Number: 07808 531 654

Name of deputy person:

Angus Murray Mobile number: 07986 532 080

The roles and responsibilities of the named person(s) are:

- to ensure that all volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced, abuse or neglect.



- to ensure that concerns are acted on, clearly recorded and referred to an appropriate agency where necessary.
- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that trustees and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- if appropriate, trustees or volunteers will be given support and afforded protection as necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

5. Responding to people who have experienced or are experiencing abuse

Suited & Booted recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed

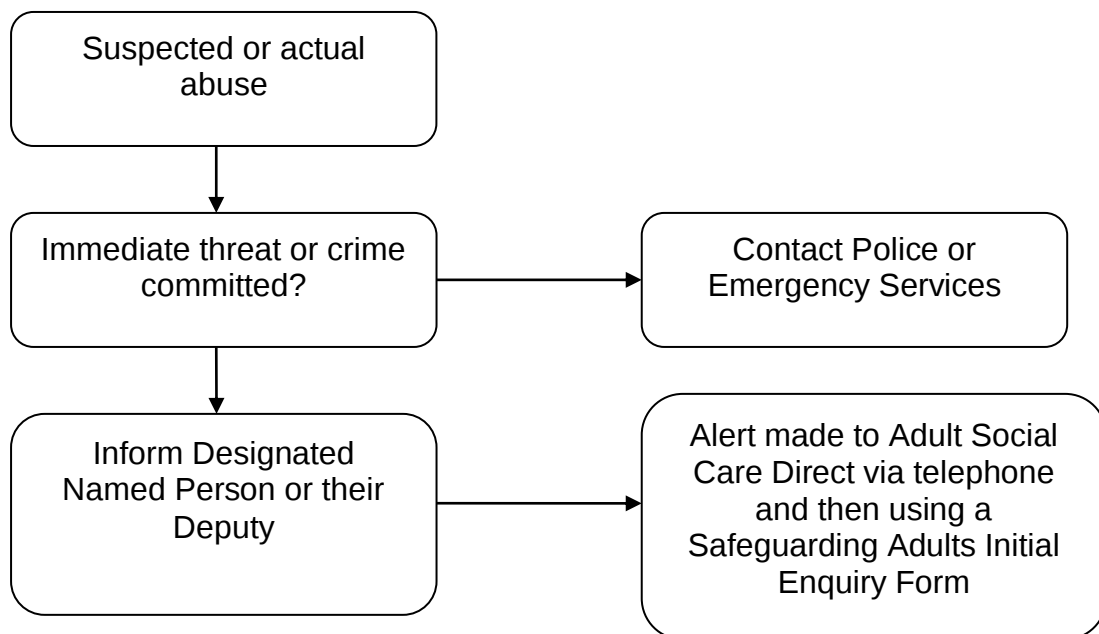


- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person
- To record what happened in the file where safeguarding adults' concerns will be recorded

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to an appropriate Agency.

If the individual experiencing abuse does not have capacity to consent, a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from advice-giving organisations, such as the Police.



The Designated Named Person will have an overview of this process, so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.



Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

6. Managing allegation made against member of staff or volunteer

Suited & Booted will ensure that any allegations made against a trustee or volunteer will be dealt with swiftly.

Where a trustee or volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all clients posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

7. Recording and managing confidential information

Suited & Booted is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see Suited & Booted's confidentiality policy.

All allegations/concerns should be recorded in log where safeguarding adults' concerns will be recorded. The information should be factual and not based on opinions; it will record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured and access to this information will be restricted to the Designated Named Person and her Deputy.



8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to trustees, volunteers, and clients. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed periodically. The Designated Named Person will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to trustees and volunteers.



Appendix 1

Safeguarding Adults Alert Form

Person completing the form:

Date of Notification to Designated Named Person

Details of incident/suspected or actual abuse

Date of alleged incident/harm:

Area where incident/harm took place:

Time of alleged incident/harm:

Who reported the alert:

Date:

Who was involved:

Details of Alleged Victim

Name:

Name and address of GP:

Address:

Date of Birth:

Nature of alleged victims' vulnerability:

Phone:

Ethnic Origin:

Any other details (e.g. communication needs):



Details of Alleged Perpetrator

Name : **Is the alleged perpetrator a trustee or volunteer** **Yes/ No**

Address: **Are they a vulnerable adult? Yes/No**

Date of Birth: **Alleged perpetrators vulnerability (if applicable):**

Phone Contact: **Any other details:**

Ethnic Origin

Have you made the victim aware that details of the incident are being recorded and will be investigated: **Yes/No**

If not, why not?

Type of Abuse (Please tick one or more)

✓			
Sexual		Physical	
Emotional		Neglect or omission	
Psychological		Financial/Material	
Discriminatory Abuse		Institutional	
Other i.e. suspicious death of a service user			



Description of alleged incident / alleged harm, detailing all people involved including witnesses

On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary, attach further pages.

What action did you take immediately after the incident/allegation of harm (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)

Were the Police called: Yes / No

Were any other emergency services called:
If yes, which service(s)? **Yes / No**

Names and badge numbers of Police:

Outcome: (Response time, taken to hospital etc)

Are there any other Agencies involved? Yes/No

Please provide details of agencies:



Are there any capacity issues? Yes/ No	Please provide details:
Has the victim made any previous referrals/alerts? Yes/No	Please provide details (e.g. dates, type of abuse):
Is the victim in immediate danger of further abuse? Yes/No	Have any immediate actions been identified to reduce the potential for further abuse? Yes/No
Has an initial assessment been made to determine further potential risk to the victim? Yes/No	What actions have been taken to reduce the potential for further abuse?
Are there any risks to others? Yes/No (Vulnerable adults, children)	Please provide details (include who this information has been shared with – e.g. Children’s Social Care, Police):
Signed:	Date:
	Time:
This is a confidential document and should be stored securely according to Suited & Booted’s procedures. It is your responsibility to ensure that this is done.	



Decision to make Safeguarding Alert

Yes / No

If No – please give reasons for decision