

# Vulnerable Adults Safeguarding Policy

This is the statement of general policy and arrangements for:		<b>THE RIGHT TO WORK</b>
<b>Debbie Lyall</b> Sharron de Abreu Faria Louise Macmillan		<b>has overall and final responsibility for this policy</b>
<b>Senior Job Coaches and Job Coaches</b>		<b>has day-to-day responsibility for ensuring this policy is implemented when needed</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
The Right to Work is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. Staff &/or Volunteers of The Right to Work have a duty to identify abuse and report it.	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt’s cafe Sharron de Abreu Faria - Art Invisible	Ensure all employees are aware of the companies Safeguarding policy and procedures
<b>Definition</b>  <b>Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.</b>  <b>Abuse can include:</b> <ul style="list-style-type: none"> <li>• <b>physical,</b></li> <li>• <b>financial,</b></li> <li>• <b>material,</b></li> <li>• <b>sexual,</b></li> <li>• <b>psychological,</b></li> <li>• <b>discriminatory,</b></li> <li>• <b>emotional abuse</b></li> <li>• <b>neglect.</b></li> </ul> <b>Abuse can take place in any setting, public or private, and can be perpetrated by anyone.</b>		
Rights & Responsibilities	Debbie Lyall Directors	Up to date risk assessments and care plans in place Initiate DBS checks upon commencement of employment

<ul style="list-style-type: none"> <li>To ensure the whole team are aware of vulnerable adult's need for protection</li> <li>To notify the appropriate agencies if abuse is identified or suspected</li> <li>To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability</li> <li>To Disclosure and Baring Service (DBS) check volunteers that have access to or work with Vulnerable Adults</li> </ul>		
<p>Responsibilities of Job Coaches/Volunteers</p> <ul style="list-style-type: none"> <li>To be familiar with the vulnerable adult protection policy</li> <li>To take appropriate action in line with the policy of The Right to Work</li> <li>To declare any existing or subsequent convictions.</li> </ul>	<p>Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Fariar - Art Invisible Team Leaders</p>	Attend Safeguarding training
<p>Support for those who report abuse</p> <p>All those making a complaint or allegation or expressing concern, whether they are staff &amp;/or volunteers &amp;/or service users &amp;/or carers &amp;/or members of the general public, should be reassured that:</p> <ul style="list-style-type: none"> <li>They will be taken seriously</li> <li>Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk</li> </ul>	<p>Supported Volunteers Staff Members</p>	<p>Each case will be dealt with as appropriate Only THOSE THAT HAVE TO KNOW will be talked to about any allegations made Each case will be dealt with efficient and effectively and with sympathy and understanding</p> <p>Written details should be 100% accurate with no 'thoughts or add ons'</p> <p>Adult Social Care and Local Authority to be informed and all information passed over in a timely manner</p>
<p>The Vulnerable Adult has the right:</p> <ul style="list-style-type: none"> <li>To be made aware of this policy</li> <li>To have alleged incidents recognised and taken seriously</li> <li>To receive fair and respectful treatment throughout</li> <li>To be involved in any process as appropriate</li> <li>To receive information about the outcome</li> </ul>	<p>Supported Volunteers Staff members</p>	As above
Any allegations of breach of the safeguarding policy will be investigated by the management	Debbie Lyall	Disciplinary policy
The Right to Work is committed to reviewing this policy and good practice regularly.	Debbie Lyall	Annual review of policies

Signed: Debbie Lyall	Managing Director	Date:	July 2019
----------------------	-------------------	-------	-----------