





Grapevine Essex: Adults Safeguarding Policy

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Aims

Grapevine Essex is committed to:

- Ensuring that the welfare of adults is paramount at all times.
- Maximising people's choice, control and inclusion and protecting their human rights.
- Working in partnership with others in order to safeguarding vulnerable adults.
- Ensuring safe and effective working practices are in place.
- Supporting staff and volunteers within the organisation.

Introduction

This policy sets out the roles and responsibilities of Grapevine Essex in working together with other professionals and agencies in promoting adults' welfare and safeguarding them from abuse and neglect.

This policy is intended to support staff and volunteers assisting within Grapevine Essex. It does not replace, but is supplementary to the Southend, Essex, Thurrock (SET) Safeguarding Adults Guidelines (2008) available at www.essexsab.org.

Policies linked with this will include: whistle blowing, complaints, information sharing, safeguarding children, domestic violence, disciplinary and equality and diversity.

Scope

This policy applies to all staff and volunteers (permanent, seconded or temporary) of Grapevine Essex, any other person assisting with the vulnerable adults and members of Grapevine Essex committee.

Definitions

A vulnerable adult is defined as:

- any person aged 18 or over.
- who is or may need community care services by reason of mental, or other disability age or illness.
- and who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation.

No Secrets (2000) – Department of Health

Thus all adults who meet the above criteria may be defined as vulnerable adults.

Definitions of the types of abuse and adult safeguarding principles are identified within the Essex Safeguarding Adults Guidelines.

Responsibilities of Grapevine Essex

- Grapevine Essex accepts the principles laid down within the Essex Safeguarding Adults Board Guidelines.
- To act to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding adults' procedures are followed at all times, these are available at www.essexsab.org
- Ensure provider support, advice and resources are in place to safeguard adult issues.
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern (e.g. ASK SAL helpline 03452 666663).
- Ensure that all sessional instructors, teachers and volunteers who come into contact with vulnerable adults have a DBS check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme.

Responsibilities of all staff and volunteers

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a vulnerable adult.
- The committee will ensure that we are kept up to date with local or national issues regarding safeguarding young adults via the CVS and other local organisations.
- Become familiar with the SET Safeguarding Adults Guidelines.
- Discuss any concerns about the welfare of a vulnerable adult with the Member Support Manager or Charity Manager of Grapevine Essex.
- Contribute to actions required including information sharing and attending meetings where necessary.
- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people who use services can have.

Training

We will attend refresher basic safeguarding courses, so we are up to date with current regulations. This should be refreshed as a minimum every four years.

Reporting Abuse

It is expected that all staff and volunteers follow the SET Safeguarding Adults Guidelines (for full set of procedures see www.essexsab.org).

1. If staff or volunteers suspect a vulnerable person is being abused or is at risk of abuse, they are expected to report concerns to the Member Support

Manager or Charity Manager of Grapevine Essex. (If they suspect that either of these persons are implicated, the whistle blowing policy should followed). Contact details are at the end of this document.

2. If at any time staff and volunteers feel the person needs urgent medical assistance, they have a duty to call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.
3. If at the time staff or volunteers have reason to believe the vulnerable person is in immediate and serious risk of harm or that a crime has been committed the police must be called.
4. A SET SAF 1 form must be completed where there are allegations of abuse and sent to the relevant Social Care area. Guidance notes are available on www.essexsab.org.

All service users need to be safe. Throughout the process the service users' needs remain paramount. This process is about protecting the adult and prevention of abuse.

Alleged abuser and victims who are both service users

It is important that consideration be given to a co-ordinated approach and partnership working, where it is identified that both the alleged abuser and alleged victim are service users.

Where both parties are receiving a service, staff or volunteers should discuss cases and work together, however meetings with both the alleged abuser and alleged victim in attendance, are not considered appropriate.

Allegation of abuse against staff or volunteers

Staff and volunteers should be aware that abuse is a serious matter that can lead to a criminal conviction. Where applicable the organisations' disciplinary policy should be implemented.

Confidentiality and information sharing

'No Secrets' [DH 2000] states that the government expects organisations to share information about individuals who may be at risk from abuse. This is also stressed by Safeguarding Adults [ADSS 2005] the framework for good practice. It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt within a timely manner. Confidentiality must never be confused with secrecy. Grapevine Essex staff and volunteers have a duty to share information relating to suspected abuse with Social Care and Essex Police.

Consent is not required to breach confidentiality (capacity issues must be considered) and make a safeguarding referral where:

- A serious crime has been committed.
- Where the alleged perpetrator may go on to abuse other adults.

- Other vulnerable adults are at risk in some way.
- The vulnerable adult is deemed to be in serious risk.
- There is a statutory requirement e.g. Children's Act 1989, Mental Health Act 1983, Care Standards Act 2000.
- The public interest overrides the interest of the individual.
- When a sessional instructor or a volunteer is the person accused of abuse, malpractice or poor professional standards.

If staff or volunteer has any doubt about the legality of sharing information, they must in the first instance consult the Member Support Manager or Charity Manager of Grapevine Essex.

Monitoring

The Member Support Manager or Charity Manager will be responsible for monitoring this policy.

This policy will be reviewed every four years.

Useful contact numbers

Jackie Holland, Charity Manager, Grapevine Essex

07933 631016 (Tue/Fri)

jackie@grapevinessex.org.uk

Vanessa Hellier, Member Support Manager, Grapevine Essex

07976 578868

vanessa@grapevinessex.org.uk

Essex

0845 603 7630 (Social Care Direct)

0845 606 1212 (Out of hours)

Police

999 (Emergency)

0300 333 4444 (Non-emergency number)

ASK SAL

Helpline 03452 666663.