



# SAFEGUARDING VULNERABLE ADULTS POLICY AND PROCEDURE

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Acculearn Training Limited

T/A

Cranbrook College

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ACCULEARN

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## **SAFEGUARDING VULNERABLE ADULTS POLICY AND PROCEDURE**

A Statement of Government Policy on Adult Safeguarding (May13) has been produced. The statement outlines overarching principles with regards to the approach organisations, like the Centre manager should take with vulnerable adults. The principles are:-

- Empowerment - Presumption of person led decisions and informed consent.
- Prevention - It is better to take action before harm occurs.
- Proportionality – Proportionate and least intrusive response appropriate to the risk presented.
- Protection - Support and representation for those in greatest need.
- Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

The Centre manager, in supporting these principles, endeavours to achieve the following outcomes.

### **Empowerment**

We give individuals the right information about how to recognise abuse and what they can do to keep themselves safe. We give them clear and simple information about how to report abuse and crime and what support we can give. We consult them before we take any action. Where someone lacks capacity to make a decision, we always act in his or her best interests, with the relevant agencies.

### **Protection**

We have effective ways of assessing and managing risk. Our local complaints and reporting arrangements for abuse and suspected criminal offences work well. Local people understand how we work and how to contact us. We take responsibility for putting them in touch with the right person.

### **Prevention**

We help the community to identify and report signs of abuse and suspected criminal offences. We train staff how to recognise signs and take action to prevent abuse occurring. In all our work, we consider how to make communities safer.

### **Proportionality**

We discuss with the individual and where appropriate, with partner agencies what to do where there is risk of significant harm before we take a decision. Risk is an element of many situations and should be part of any wider assessment.

### **Partnership**

We are good at sharing information locally. We have multi-agency partnership arrangements in place and staff understands how to use these. We foster a “one” team approach that places the welfare of individuals before the “needs” of the system.

### **Accountability**

The roles of all agencies are clear, together with the lines of accountability. Staff understands what is expected of them and others. Agencies recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

### **Scope of the Acculearn Training Policy**

This Policy applies to all staff employed by the Centre manager including agency staff, volunteers and contractors. All have a legal responsibility to take seriously any vulnerable adult concerns that come to their attention and follow the procedures given. Students who have concerns about other students, or the behaviour of adults towards them, can use this Policy to ensure they are taken seriously. Placement providers and subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the Designated Person with responsibility for Safeguarding Vulnerable Adults in Centre manager.

### **Who is a Vulnerable Adult?**

In the terms of this policy a “Vulnerable Adult” has the following definition:

- a person who is over 18.
- and who is or may be in need of care services by reason of mental or other disabilities, age or illness.
- and who is or may be unable to take care of him/herself or unable to protect him/ herself against significant harm or exploitation.
- examples of vulnerable adults: people with learning disabilities, mental health problems, people aged 65 or over, people with physical disabilities.

### **What is Abuse?**

- Abuse may be of a physical, neglectful, sexual, financial, psychological/emotional, institutional or discriminatory nature.
- Abuse is behaviour towards a person that either deliberately or unknowingly causes a vulnerable adult harm, or endangers their life or their human or civil rights.
- Abuse can be passive, e.g. failing to take action to care for someone, or failing to raise the alert about abuse.
- Abuse can be active, e.g. hitting, stealing or doing something that causes harm.
- Abuse can be a one-off or something that is repeated.

### **Safeguarding Vulnerable Adults**

In Acculearn Centre manager is concerned that all its students remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to safeguarding vulnerable adults concerns. This document sets out Centre manager’s position in relation to all aspects of the safeguarding vulnerable adults process.

During centre manager time, the Designated Persons responsible for Safeguarding Vulnerable Adults are Nouman Pervez (Student Services Manager) In the event of any concern by any member of staff, or if any member of staff is approached by a vulnerable adult student, regarding any matter concerning abuse, they must tell the student that they are bound to pass on the information to Nouman Pervez

The person receiving the information should pass it on to as a matter of urgency to Nouman Pervez, to ensure the matter can be dealt with as soon as possible. If Nouman Pervez is not available, the staff member should contact Redbridge Council's Safeguarding Adults Team on the Advice Line (020 8554 5000).

No student must be promised that anything they say will be kept confidential if the matter is related to safeguarding vulnerable adult issue or abuse. It is helpful for a member of staff to tell the student they will jot down anything the student actually says to ensure an exact a record as possible is kept for future reference.

If an incident happens outside normal centre manager time or on an out of centre manager activity, and neither the Designated Persons, nor the Centre Manager, nor any other senior staff are available, then the staff member must contact one of the following Safeguarding Adults Teams:-

Tel: 020 333 7111 23

Alternatively the police can be contacted if a crime is suspected on via 101 (non-emergency) or 999 in the case of emergency.

The staff member must inform one of the Designated Persons, Principal or other senior member of staff as soon as possible.