

## Vulnerable Adults Safeguarding Policy

**ASD Family Help fully recognises its responsibilities for Vulnerable Adults.**

*Our policy applies to all staff, management team and volunteers connected to ASD Family Help. There are five main elements to our policy:*

- Ensuring we practice safe recruitment in checking the suitability of everyone to work with clients.
- Raising awareness of protection issues and equipping clients with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Establishing a safe environment in which clients can learn and develop.
- Establish and maintain an environment where clients feel secure, are encouraged to talk, and are listened to.
- Ensure clients know that there are responsible adults whom they can approach if they are worried.

### **Safeguarding Responsibility within ASD Family Help**

The Charity Manager has responsibility for Safeguarding issues for staff, volunteers, Service Users and their families. Any concerns should be addressed to the Charity Manager, without delay, for appropriate processes to be commenced. In the Absence of the charity Manager all concerns should be addressed through the Supervisors who will contact The Chair or Trustee of the Charity immediately for advice who will follow the Berkshire wide, or WALES, procedures (as below in links). All staff, Trustees, & Volunteers have a duty to take responsibility to recognise and follow the policies & procedures around safeguarding.

Enhanced DBS checks are completed on all staff & volunteers (including the Committee) every 3 years, with the exception of staff working with children, where this increases to every 2 years.

All staff/volunteers/committee must complete Safeguarding Training every 3 years  
All staff must complete PREVENT training.

Any staff/volunteer/committee (including new staff) member not completing the forms, within the date range, will not be permitted to work/volunteer for the charity until this is resolved.

Risk assessments are carried out to ensure vulnerable adults and/or children in your care are safe.

## How to spot signs of abuse.....

Adults:

<https://directory.wokingham.gov.uk/kb5/workingham/directory/advice.page?id=TRm-0rRl5dU>

<http://www.sabberkshirewest.co.uk/>

<https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children/safeguarding-adults>

**Call 999 in an emergency If you believe an Adult is in immediate danger**

### **Adult Safeguarding Concerns are passed to.....**

West Berkshire Council's Safeguarding Adults Team

Email: [safeguardingadults@westberks.gov.uk](mailto:safeguardingadults@westberks.gov.uk)

**WEST BERKS** Telephone: 01635 519056

**WOKINGHAM** Telephone: 0118 974 6772/6000

**WALES** Telephone Adult Safeguarding Team: 01437 776056 or

Social Services out of Hours: 0300 333 2222

and **Adult Safeguarding Manual for Berkshire....**

<http://www.sabberkshirewest.co.uk/media/1276/berkshire-policy-and-procedures-may-2017.pdf>

<http://info.westberks.gov.uk/CHttpHandler.ashx?id=37406&p=0>

and **Adult Safeguarding Manual for WALES....** <https://safeguarding.wales/>

- Ensure we have a designated senior person for clients protection who has received appropriate training and support for this role.
- Ensure we have a nominated member responsible for client protection.
- Ensure every member and governing body knows the name of the designated senior person responsible for client protection and their role.
- Ensure all members and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for client protection.
- Ensure that parents/carers have an understanding of the responsibility placed on the Group for client protection.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding client protection matters including attendance at case conferences.
- Keep written records of concerns about clients, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and then follow procedures where an allegation is made against a member or volunteer.
- Ensure safe recruitment practices are always followed.

**Complaints of Abuse reported to staff/trustees/volunteers by a member of the public, service users, staff/trustees/volunteers must refer to using**

- 1. Complaints form** and/or
- 2. Safeguarding Protection Incident Form**
- 3. and must also inform the Charity Manager, Cathy Roberts, immediately**  
(WORKING DAYS 07707660599 or [contact@asdfamilyhelp.org](mailto:contact@asdfamilyhelp.org) ).  
(OUT OF HOURS 07952079508).

This link gives easy-read access to safeguarding & what to do:-

<https://knowhow.ncvo.org.uk/safeguarding/safeguarding#>

### Identifying an adult at risk

An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances.

Their personal characteristics may include:

- age
- physical or mental disabilities
- special educational needs
- any illness, mental or physical they may have

Their life circumstances may include:

- isolation or loneliness
- finances and work
- living conditions

### Identifying adult abuse

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the adult at risk. They could be someone the adult at risk depends on and trusts.

An abuser could be a:

- partner
- relative or other family member
- person entrusted to act on behalf of the adult in some aspect of their affairs
- service or care provider
- neighbour
- health or social care worker or professional
- employer
- volunteer or another service user
- person or people who have no previous connection to the victim

If you suspect abuse, exploitation or neglect, it is important that you report your concerns to the Adult Protection Gateway Service at your local Health and Social Care Trust or the police.

- [Who to contact if you suspect abuse, exploitation or neglect](#)

### Physical abuse

Physical abuse is physical force or mistreatment of one person by another which might or might not cause physical injury. This type of abuse includes:

- hitting
- pushing
- rough handling
- exposure to heat or cold
- force feeding
- improper administration of medication
- denial of treatment
- misuse or illegal use of restraint
- not being allowed to go where you wish, when you wish

Signs of physical abuse are:

- fractures
- bruising
- burns
- pain
- marks
- not wanting to be touched

### Psychological or emotional abuse

Psychological or emotional abuse is harmful behaviour that can cause mental distress. It can involve both verbal and non-verbal abuse which can scare, humiliate and isolate a person. This may include:

- threats
- humiliation or ridicule
- provoking fear of violence
- shouting, yelling and swearing
- blaming
- controlling
- intimidation
- coercion

Signs of psychological or emotional abuse are:

- being withdrawn
- too eager to do everything they are asked
- showing compulsive behaviour
- not being able to do things they used to
- not being able to concentrate or focus

### Financial abuse

Financial abuse happens if someone tries to steal, steals or defrauds you of your money, goods or property. This includes:

- exploitation

- embezzlement
- withholding pension or benefits
- exerting pressure around wills, property or inheritance

Signs of financial abuse are:

- having unusual difficulty with finances
- not having enough money
- being too protective of money and things they own
- not paying bills
- not having normal home comforts

### Sexual abuse

Sexual abuse is unwanted sexual activity or sexual behaviour that happens without consent or understanding.

Sexual violence and abuse can be physical contact or non-contact sexual activities, such as:

- indecent exposure
- stalking
- grooming
- forced to look at or be involved in producing sexually abusive material
- forced to watch sexual activities

Possible signs are:

- genital itching, soreness or having a sexually transmitted disease
- using bad language
- not wanting to be touched
- behaving in a sexually inappropriate way
- changes in appearance

### Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime or individuals. It takes place within settings and services that adults at risk live in or use, including any organisation, in or outside the Health and Social Care sector.

Institutional abuse may occur:

- when routines, systems and regimes result in poor standards of care
- when poor practice and behaviours are in place
- within strict regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm
- within a culture that denies, restricts or curtails privacy, dignity, choice and independence

Possible signs are:

- the person has no personal clothing or belongings
- there is no care plan for them
- they are admitted often to hospital

- professionals having treated them badly or unsatisfactorily or acting in a way that cause harm to the person

### Identifying neglect

Neglect occurs when a person deliberately withholds, or fails to provide, suitable and adequate care and support needed by another adult. It may be through a lack of knowledge or awareness, or through a decision not to act when they know the adult in their care needs help. It may impair the health or well-being of an adult.

Possible signs are:

- having pain or discomfort
- being very hungry, thirsty or untidy
- failing health

### Identifying exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exploitation comes in many forms, including:

- slavery
- being controlled by a person or a group
- forced labour
- domestic violence and abuse
- sexual violence and abuse
- human trafficking

### Recognising signs of harm or abuse

You might become aware that an adult is at risk of harm when:

- you see or hear something
- they tell you about abuse, exploitation or neglect happening to them
- a friend, family member or somebody tells you something that causes you concern
- you notice injuries or physical signs that cause you concern
- you notice the victim or abuser behaving in a way that alerts something may be wrong