

## Protection of Vulnerable Adults Policy

### Vulnerable Adults Protection Statement

Poppleton Community Railway Nursery (PCRN) believes that all adults should be able to live free from fear or harm and have their rights and choices respected. PCRN believes that safeguarding vulnerable adults is everyone's responsibility and should be reflected in every aspect of our work with vulnerable adults. PCRN is committed to working safely with its volunteers to provide a safe environment for all people accessing its services. PCRN is committed to ensuring that volunteers are able to make informed and confident responses to specific vulnerable adult protection issues and concerns.

### Introduction

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

### Aim of Policy

The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all volunteers are clear about their responsibilities.

### Definition

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

### What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionis

- c) Emotional/psychological abuse e.g. intimidation or humiliation
- d) Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- e) Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition, withholding medication
- f) Discriminatory abuse e.g. racial, sexual or religious harassment
- g) Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- h) Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- i) Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

### **Reporting Procedures**

If the allegation or suspicion of abuse is made to a member of the management committee/volunteer/trustee then they should inform The Duty Nursery Manager, who is the person responsible for adult protection, as soon as possible.

The volunteer/trustee should make a written record of the allegation or suspicion of abuse (see appendix 1) and discuss the situation with the person responsible for adult protection. The person responsible for adult protection should carry out a risk assessment and contact the local Social Services Team **01904 613161**

If a volunteer/trustee has been told about the allegation of abuse in confidence, they should attempt to gain their consent to make a referral to another agency. However, the gaining of consent is not essential in order for information to be passed on.

Consideration needs to be given to:

1. The scale of the abuse
2. The risk of harm to others
3. The capacity of the person making the report to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

## **Responsibilities**

All volunteers have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

The PCRN member responsible for adult protection is the Duty Nursery Manager.

Contact number: **07800 501 382**

Emergency contact number: **01904 762314**

The Trustee responsible for 'championing' this issue at Board level is Mr Bob Brook

## **Contacts**

1. Social Services Team - **01904 613161**
2. Adult Protection - **01904 613161**

## **Legislation**

This policy is informed by, and adheres to the following legislation:

NHS and Community Care Act 1990  
Mental Health Act 1983  
Public Interest Disclosure Act 1998  
Care Standards Act 2000

Agreed at board meeting on 4<sup>th</sup> May 2021

Review date: May 2023

## Appendix 1

### Poppleton Community Railway Nursery Incident Report Form

Name:

Address:

Telephone:

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Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

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Name of person completing form:

Date:

Name of person responsible for investigation:

Date:

Action taken: