**RAPAR’S Adult Protection Policy**

# Updated, 2018

# Adults Policy Statement

This policy will enable RAPAR to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. RAPAR acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

## RAPAR’s Adult Protection Policy Statement

The Policy Statement have been drawn up in order to enable RAPAR to:

* Promote good practice and work in a way that can prevent harm, abuse and coercion occurring
* Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
* Stop that abuse occurring.

**Definition of an Adult at Risk**

Vulnerable adults are defined as:

* People aged 18 or over
  + Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
  + Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. (No Secrets, Department of Health, 2000)

The policy applies to all staff, including management committee/leadership members, trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of RAPAR

**Promoting Practice Guidelines**

It is acknowledged that significant numbers of vulnerable adults are abused and it is important thatRAPAR has a safeguarding Adults Policy.

In order to implement the policy RAPAR will work to:

* Promote the freedom and dignity of the person who has or is experiencing abuse
* Promote the rights of all people to live free from abuse and coercion
* Ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
* Manage services in a way which promotes safety and prevents abuse
* Recruit staff and volunteers safely, ensuring all necessary checks are made
* Provide effective management for staff and volunteers through supervision, support and training

**Good Practice Guidelines**

#### RAPAR will:

* Ensure that all management committee/leadership members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
* Work with other agencies within the framework of the safeguarding adults Policy and Procedures, issued under No Secrets guidance (Department of Health, 2000)
* Act within it’s confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
* Pass information to Adult and Culture Services when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children
* Inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user’s consent
* Make a referral to the Adult Social Care Direct team as appropriate
* Endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
* Ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult and Culture Services Directorate)

**Policy Commitment**

RAPAR’s Policies have been designed to ensure the welfare and protection of any adult who accesses services that it provides. These Policies recognise that adult abuse can be a difficult subject for workers to deal with. RAPAR is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody’s responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee/leadership members, staff and volunteers act appropriately in response to any concern around adult abuse.

### Preventing Abuse

RAPAR is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within RAPAR will be treated with respect.

**Relevant Policies**

Therefore this policy needs to be read in conjunction with the following policies:

* Equal Rights and Diversity
* Volunteers
* Complaints
* Confidentiality
* Disciplinary and Grievance
* Data Protection
* Recruitment and Selection
* Any other policies which are relevant that the organisation has in place (e.g. Challenging Behaviour, Handling Money)

## Recruitment And Learning Of Staff And Volunteers

RAPAR is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include CRB disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

Management committee members/trustees will be required to provide two references and where appropriate have a Criminal Records Bureau disclosure.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

As a membership organisation serice users are involved with the running of the organisation. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

# Recognising The Signs And Symptoms Of Abuse

RAPAR is committed to ensuring that all staff, the management committee/leadership, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. RAPAR will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around safeguarding Adults.

**Types Of Abuse**

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

# physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint

# sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material

# psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation

# financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits

# neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs

# discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment

* **institutional or organisational:** including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

**Behaving Abusively**

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

* if appropriate, staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and it’s outcome

**Responding To People Who Have Experienced Or Are Experiencing Abuse**

RAPAR recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

* Reassure the person concerned
* Listen to what they are saying
* Record what you have been told/witnessed as soon as possible
* Remain calm and do not show shock or disbelief
* Tell them that the information will be treated seriously
* Don’t start to investigate or ask detailed or probing questions
* Don’t promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

* To call an ambulance if required
* To call the police if a crime has been committed
* To preserve evidence
* To keep yourself, staff, volunteers and service users safe
* To inform the Designated Named Person in your organisation
* To record what happened in name of place/file/log where safeguarding adults concerns will be recorded

**Legal Framework**

* The Government guidance ‘No Secrets’, published in 2000, sets out a code of practice for the protection of adults at risk: [www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care](http://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care) The Care Act (2014), which came into force from April 2015, sets out for the first time a legal framework for safeguarding adults.
* Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998
* Data Protection Act 1998, Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006, Deprivation of Liberty Safeguards, Code of Practice2008
* The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

### Declaration

On behalf of RAPAR, we, the undersigned, will oversee the implementation of the Vulnerable Adult Protection Policy and take all necessary steps to ensure it is adhered to.

(n.b. One of the signatories should be the DELEGATED MANAGEMENT COMMITTEE MEMBER FOR Child Protection )

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| **Name: Dr Rhetta Moran** |  | **Name: Dr Kathelen Grant** |
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| **Position within RAPAR:**  **TRUSTEE** |  | **Position within RAPAR:**  **TRUSTEE** |
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| **Date: 6th April 2018** |  | **Date: 6th April 2018** |