

SAFEGUARDING ADULTS POLICY STATEMENT

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

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Launch It to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. 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 themselves, or unable to protect themselves against significant harm or exploitation.

The policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, sessional workers, agency staff, students, trustees and anyone working on behalf of Launch It.

It is acknowledged that significant numbers of vulnerable adults are at risk of abuse, and it is important that Launch It has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, Launch It will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to 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
- to 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

Launch It:

- will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- will work with other agencies within the framework of the Local Authorities Safeguarding Adults Board Policies and Procedures, issued under No Secrets guidance (Department of Health, 2000)
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will pass information to Local Authority 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
- will 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
- will make a referral to the Adult Social Care Direct team as appropriate
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- will 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)

The Designated Named Person for Safeguarding Adults in Launch It Trust is Patrick Shelley, CEO who can be contacted on pat@launchit.org.uk

They should be contacted for support and advice on implementing this policy and procedures.

PROCEDURES:

1. Introduction

Launch It provides a charitable service to young people aged 18-30 years. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Launch It. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Launch It 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 members, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Preventing abuse

Launch It 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 Launch It will be treated with respect.

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
- E safety guidelines
- Staff Handbook

Launch It is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include a criminal record disclosure (if relevant) for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

Trustees will be required to provide two references and sign a Trustee Declaration. Where deemed appropriate (e.g. if trustees in direct contact with vulnerable clients), Launch It may request that trustees complete a Disclosure Scotland check

The organisation will work within the current legal framework for reporting staff or volunteers suspected of abusive behaviour.

Service users will be encouraged to become 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.

3. Recognising the signs and symptoms of abuse

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

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

Abuse includes:

- 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 organizational: including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment

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

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.

4. Designated Named Person for safeguarding adults

Launch It has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person(s) for Safeguarding Adults within Launch It are:

Patrick Shelley (CEO)
pat@launchit.org.uk | 07711424245

Lianne Carr (Dundee Enterprise Manager)
lianne@launchit.org.uk | 07816 176962

Should either of these named people be unavailable then management committee members, trustees, staff or volunteers should contact [Dundee Health and Social Care Partnership directly](#).

The roles and responsibilities of the named person(s) are:

- to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to the relevant authority where necessary.
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice regarding confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- 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 its outcome

5. Responding to people who have experienced or are experiencing abuse

Launch It recognizes that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that acting 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 accurately

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a trustee, staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with **Dundee Health & Social Care Partnership First Contact Team**. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Dundee Health and Social Care Partnership First Contact Team and/or other advice giving organisations such as Police.

CONTACTS

Dundee Health & Social Care Partnership First Contact Team

Email: firstcontact.teamadmin@dundeecity.gov.uk

Tel: 01382 434019

This service operates Monday to Friday, 8.45am to 5.00pm. Contact outwith these hours can be directed to the out of hours service:

Tel: 01382 307964 (answering machine 9.30am to 4.30pm)

Out of Hours Service operates during the following times:

- Weekdays - 4.30pm to 9.30am
- Weekends - 4.30pm (Friday) to 9.30am (Monday)

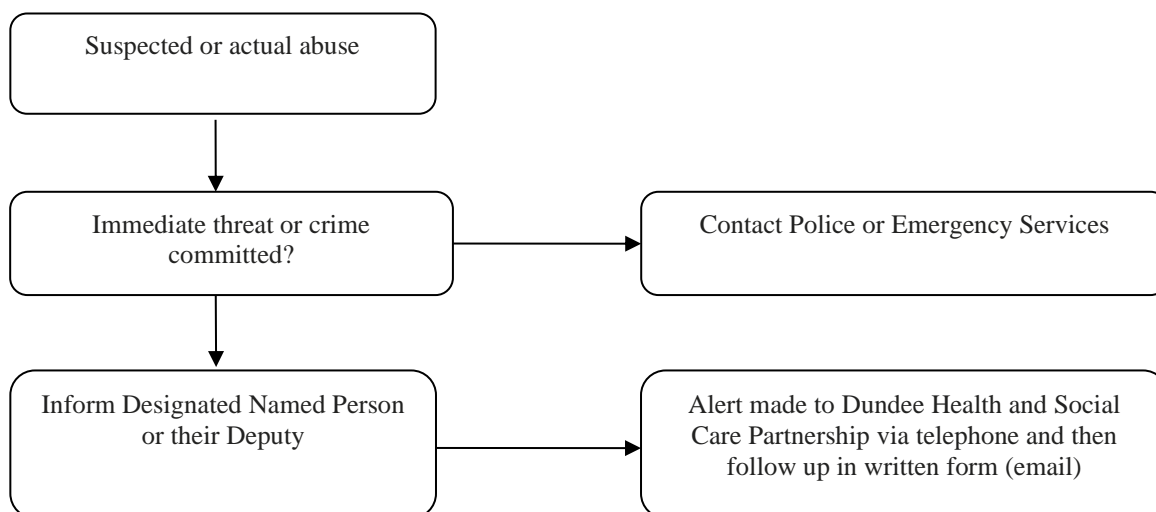
Launch It Dundee Enterprise Centre, Kandahar House, 71 Meadowside, Dundee, DD1 1EN
Registered Charity #SC048425; Registered Company #SC574279 (formerly Youth Support Trust Scotland)

All public holidays are covered on a 24 hour basis

Police Scotland

101 (non-emergencies) or 999 if someone is in immediate danger

Deciding who to call:



The Designated Named Person will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

The individual at risk should be kept informed of what is being done. They should also, where needed, be given relevant information about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

6. Managing allegation made against member of staff or volunteer

Launch It will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This

will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with Dundee Health and Social Care Partnership to discuss the best course of action and to ensure that the Launch It's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

7. Recording and managing confidential information

Launch It is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see Launch Its confidentiality policy.

All allegations/concerns should be recorded on the SALI1 form and kept in the Centre Safeguarding File. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet. Access to this information will be restricted to the Designated Named Person and their deputy.

8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, and carers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed bi-annually by the Management team. The Designated Named Person for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant change.