



SAFEGUARDING ADULTS POLICY

Designated Safeguarding Officer:

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CAMEO'S SAFEGUARDING ADULTS POLICY

The broad definition of a vulnerable adult is:

'Anyone aged 18 years and over who are dependent on family members, their social network, professionals or volunteers, as a result of a special need arising from the ageing process, physical or mental ill-health, learning disability or physical or sensory impairment. It is the level of dependency in respect of the meeting of basic needs that renders these adults particularly vulnerable. Vulnerable adults may be victims and/or abusers and they may themselves be in a caring role'

1. Policy Statement

- Cameo fully recognizes the responsibility it has regarding safeguarding and promoting the welfare of vulnerable adult learners where welfare is defined as health, happiness, prosperity and well being of that adult. A vulnerable adult learner can be anyone over the age of eighteen. This policy is designed to provide guidance for members of staff in dealing with suspicions of, and incidents of abuse. Any final decisions in relation to referral to appropriate agencies will be made by the staff member with lead responsibility.
- It is the responsibility of all members of Cameo Staff to record and report concerns under this policy.
- Cameo's policy has been devised in accordance with the Department of Health document "No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse" (2000), the Protection of Vulnerable Adults Scheme (2005). This new guidance makes protection responsibilities clear and gives Cameo the ability to dismiss or otherwise discipline employees who fail in this duty.
- The responsibility for supporting Safeguarding Adult learners is always a multi-agency responsibility primarily led by representatives from multiagencies attending safeguarding adults meetings.



2. Scope

All vulnerable learners enrolled at Cameo, staff, visitors, governors, carers and volunteers will be covered by this policy.

3. Legislation

The Safeguarding Adults policy affirms its commitment to the current and any subsequent legislation associated with Safeguarding Adults.

- (a) Human Rights Act 1998
- (b) Sexual Offences Act 2003
- (c) Disability Discrimination Act 1995, 2005
- (d) Race Relations Act 1976
- (e) Race Relations (Amendment) Act 2000
- (f) Sex Discrimination Act 1975
- (g) Sex Discrimination (Gender Reassignment) Regulations 1999
- (h) Special Educational Needs & Disability Discrimination Act 2001
- (i) Employment Equality (Sexual Orientation) Regulations 2003
- (j) Employment Equality (Religion & Belief) Regulations 2003
- (k) Care Standards Act 2000
- (l) Health and Social Care Act 2008
- (m) Mental Capacity Act 2005
- (n) Domestic Violence Crime and Victims Act 2004

4. Cameo's Safeguarding Adults Responsibilities

- Cameo fully recognizes its responsibilities with regard to vulnerable adults protection and to safeguarding and promoting the welfare of vulnerable adult learners.

Cameo will ensure that it:

- Designates a governor for vulnerable adult protection who will oversee Cameo's vulnerable adults protection policy and practice and champion vulnerable adults protection issues and raise awareness of issues relating to safeguarding and promoting the welfare of vulnerable adults.
- Has procedures in place for reporting and dealing with allegations of abuse of vulnerable adults.



- Ensure the Designated Governor provides an annual report on vulnerable adult protection matters to include changes affecting vulnerable adult protection policy and procedures, vulnerable adult protection training received and the number of incidents/cases (no names).
- Ensure that this policy is annually reviewed and updated.
- Cameo staff shall receive appropriate training to assist with the above duties.
- Cameo will ensure that it operates a safe recruitment policy.
- Where services or activities are provided separately by another agency Cameo will seek assurance that the agency concerned has appropriate policies and procedures in place for safeguarding vulnerable adults and there are arrangements to liaise with Cameo on these matters where appropriate.

5. Categories of Abuse

Physical Abuse

- This can include hitting, slapping, pushing, kicking, inappropriate restraint or sanction, misuse of medication or any other physical harm to the vulnerable adult.

Neglect

- Neglect is a persistent or severe failure to meet the vulnerable adult's basic needs and may include ignoring medical and or physical care needs, failure to provide access to appropriate health, social care, and or educational services. Neglect will also include withholding medication adequate nutrition and heating.

Sexual Abuse

- This includes rape, and sexual assault or the vulnerable adult participating in or being coerced into participating in or watching sexual activity. It is not necessary for the vulnerable adult to be aware that the activity is sexual and the apparent consent of the vulnerable adult is irrelevant.

Psychological Abuse

- Psychological abuse will include emotional abuse, threats of harm or abandonment, deprivation of contact, harassment, isolation and or withdrawal of services of supportive networks.

Discriminatory Abuse

- Discriminatory abuse includes racist and sexual abuse that is based upon the individuals disability.





Financial Abuse

- Financial abuse relates to the unauthorised and improper use of funds, money or resources belonging to the individual.

Institutional Abuse

- Institutional abuse includes the practice of an abusive regime or culture which destroys the dignity and respect to which every person is entitled. It is the mistreatment of people brought about by poor or inadequate care or support, and poor practice that affects the whole setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organization.

6. Actions to Implement and Develop Policy

- Cameo will establish, maintain and regularly review the Safeguarding Adults Policy which has four main elements: prevention, procedures, support for learners and preventing unsuitable people from working with vulnerable learners.
- We will therefore:
 - Establish and maintain an ethos where vulnerable adult learners feel secure and are encouraged to talk, and are listened to.
 - Ensure that vulnerable adult learners know that there are staff in Cameo whom they can approach if they are worried or in difficulty.
 - Staff at Cameo will receive adequate training in relation to the protection of vulnerable adults.
 - Ensure that Cameo has a designated member of staff, who has undertaken appropriate Safeguarding Adults training. The training will be updated every two years.
 - Recognize the importance of the role of the designated members of staff and arrange support and training.
 - Ensure that the designated member of staff will refer incidents requiring investigation.
 - Ensure that every member of staff knows:
 - The name of the designated members of staff and their role
 - That they have an individual responsibility for Safeguarding Adult concerns using the proper channels and within the timescales set out in the locally agreed multiagency procedures.
 - Where the Safeguarding Adult Procedures and the locally agreed multi-agency procedural framework are located and that staff have the facility to become familiar with the policy.



- Ensure that learning support staff have an understanding of the responsibility placed on Cameo for vulnerable adult learners protection by setting out its obligations in appropriate publications.
- Provide training for all staff from the point of their induction, within a three year maximum period, so that they know
 - their personal responsibility
 - the locally agreed multi-agency procedural framework
 - the need to be vigilant in identifying cases of abuse or neglect
 - how to support and to respond to a vulnerable adult learner who tells of abuse or neglect
- Work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding Safeguarding Adult protection matters including attendance and written reports at any Safeguarding Adult meetings.
- Keep clear detailed written records of concerns about vulnerable adult learners (noting the date, event and action taken), even where there is no need to refer the matter.
- Ensure all records are kept secure with the lead person and in a locked location.
- We will endeavour to support such vulnerable adult learners through ensuring that:
 - Cameo ethos
 - (i) Promotes a positive, supportive and secure environment
 - (ii) Gives vulnerable adult learners a sense of being valued (see Section 1).
- Liaison with other agencies supporting the vulnerable adult learner.
- A commitment to develop productive and supportive relationships with parents, guardians or carers whenever it is in a vulnerable adult learners best interest to do so.
- Recognition that vulnerable adults may live in a home environment where there is domestic violence, drug or alcohol abuses are vulnerable and are in need of support and protection.
- Vigilantly monitor vulnerable adults welfare, keeping records and notifying Adult Services, as soon as there is an area of a concern.

7. Preventing unsuitable people from working with vulnerable adult learners:

- Cameo will operate safe recruitment practices including ensuring enhanced DBS and reference checks are undertaken, prior to employment.
- Cameo will identify at the recruitment stage the level of DBS disclosure for each of its posts. An acceptable DBS will be a condition of employment and staff will be required to renew their DBS certificates every three years.
- Cameo will contact Adult Services in the event of an allegation being made against a member of staff and adhere to the Safeguarding Adults policy and the Safeguarding Adults Multi-Agency Procedural Framework.
- Cameo will ensure that any disciplinary proceedings against staff relating to Safeguarding Adult protection matters are concluded in full even when the member of staff is no longer employed at Cameo and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- Cameo will ensure that all staff, volunteers and agency workers are aware of the need for maintaining appropriate and professional boundaries in their relationships with vulnerable adult learners, parents, guardians and carers.
- Cameo will ensure that all staff, volunteers and agency workers are aware that any sexual relationships with vulnerable adult learners are improper and could result in legal proceedings taken against them under the Sexual Offences Act 2004 (Abuse of position of trust).

8. Dealing with disclosure and procedure for reporting concerns

- If abuse of a vulnerable adult is suspected, staff should refer to the Safeguarding Adults Procedure for reporting concerns.

9. Monitoring and Evaluation

Cameo will, on an annual basis, monitor and evaluate all issues relating to Safeguarding Adults.





10. Related Policies

- Disciplinary Procedure
- Physical Intervention
- Anti Bullying
- Equality and Diversity
- Health and Safety Policy
- Race Equality
- Harassment
- Student Disciplinary
- Staff recruitment Policy
- Staff development policy

If you are concerned about the safety of a child or a vulnerable adult, please contact your designated Safeguarding Officer.

Local Authority Safeguarding Contact:

During office hours: Customer First on 0808 800 4005 (Freephone from landlines and some mobiles)

Out of office hours: Emergency Duty Service 01473 299669

If it is a police or ambulance matter, please phone 999.

