



## **The Gatton Trust Limited**

### **Adults at Risk Policy**

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**This policy was originated by Louise Miller**

**It was reapproved on 15<sup>th</sup> January 2018  
It is next due for re-approval during Autumn 2019**

# Adults at Risk Policy

## Safeguarding Adults Policy Statement

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

The Policy Statement and Procedures have been drawn up in order to enable The Gatton Trust 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.
- 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 him or herself, or unable to protect him or herself against significant harm or exploitation.

The policy applies to all staff, trustees, volunteers, students and anyone working on behalf of The Gatton Trust

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that The Gatton Trust 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 The Gatton Trust will work:

- to manage activities in a way which promotes safety and prevents abuse

- recruit staff and volunteers safely, ensuring all necessary checks are made
- 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 promote the freedom and dignity of the person who has or is experiencing abuse
- provide effective management for staff and volunteers through support and training

The Designated Named Person for Safeguarding Adults in The Gatton Trust is Louise Miller.

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

## **Procedures**

These procedures have been designed to ensure the welfare and protection of any adult who volunteers at Gatton Park. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. The Gatton Trust 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 staff and volunteers act appropriately in response to any concern around adult abuse.

### **1. Preventing abuse**

The Gatton Trust 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 The Gatton Trust will be treated with respect.

The Gatton Trust is committed to safer recruitment policies and practices for paid staff, trustees and volunteers.

- For volunteers contacting us via an organisation which indicates they are vulnerable, a risk assessment is to be carried out on each adult. With assistance from their support workers and their charitable organisation we will consider whether they are safe to be left alone,

whether they can work in a 1:1 situation, what support is needed and what care needs to be taken

- Those volunteers not coming from such an organisation will be assumed not to be vulnerable adults, but our staff will use their own judgement on meeting each volunteer.
- DBS disclosures for staff and volunteers before they start.
- Ensure references are taken up
- Ensure next of kin details are up to date
- All staff are to have a good knowledge and understanding of the policy

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

## **2. Recognising the signs and symptoms of abuse**

The Gatton Trust is committed to ensuring that all staff gain a basic awareness of the signs and symptoms 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)

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

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.

### **3. Designated Named Person for safeguarding adults**

The Gatton Trust has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, contact any member of staff or trustees, Peter Dawson is based in the Foundation Office. The Designated Named Person for Safeguarding Adults:

Louise Miller  
01737 649 066  
07908 823 183

**If you feel unable to contact any of these options please contact the Surrey County Adult Social Care Team directly. See below for contact details.**

During office hours, contact the Adult social care help line: 0300 200 1005

Or out of hours call our emergency duty team on: 01483 517898.

### **4. Responding to people who have experienced or are experiencing abuse**

The Gatton Trust 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 and volunteers safe
- To inform Louise Miller or one of the other staff members.
- To record what happened

## **5. Managing an allegation made against a member of staff or a volunteer**

The Gatton Trust 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.

Louise Miller will liaise with Adult Social Care to discuss the best course of action and to ensure that The Gatton Trust's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

## **6. Recording and managing confidential information**

The Gatton Trust is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded. 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 in the Park & Gardens Office at Gatton Park. Access to this information will be restricted to Louise Miller

<p><b>Person completing the form:</b></p> <p><b>Phone contact details:</b></p> <p><b>Date:</b></p>
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<b>Details of incident/suspected or actual abuse</b>	
<b>Date of alleged incident/harm:</b>	<b>Area where incident/harm took place:</b>
<b>Time of alleged incident/harm:</b>	<b>Who reported the alert:</b>
	<b>Date:</b>
<b>Who was involved:</b>	
<b>Details of Alleged Victim Name:</b>	<b>Name and address of GP:</b>
<b>Address:</b>	<b>Ethnic Origin:</b>
<b>Date of Birth:</b>	<b>Nature of alleged victims' vulnerability:</b>
<b>Phone :</b>	<b>Any other details (e.g. communication needs):</b>
<b>Details of Alleged Perpetrator Name :</b>	<b>Ethnic Origin:</b>
<b>Address:</b>	<b>Relationship to victim:</b>
	<b>Are they a vulnerable adult? Yes/No</b>
<b>Date of Birth:</b>	<b>Alleged perpetrators vulnerability (if</b>

applicable):

**Phone Contact:**

**If the alleged perpetrator is a staff member please provide staff details** (E.g. job role, employer, address of place of work)

**Any other details:**

**Have you made the victim aware that details of the incident are being recorded and will be investigated:**

**Yes/No**

**If not, why not?**

**Type of Abuse** (Please tick one or more)

<input checked="" type="checkbox"/>	
<b>Sexual</b>	<b>Physical</b>
<b>Emotional</b>	<b>Neglect or omission</b>
<b>Psychological</b>	<b>Financial/Material</b>
<b>Discriminatory Abuse</b>	<b>Institutional</b>
<b>Other</b>	

**Description of alleged incident / alleged harm, detailing all people involved including witnesses**

On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary attach further pages.

<b>What action did you take immediately after the incident/allegation of harm</b> (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)	
<b>Were the Police called: Yes / No</b>	<b>Were any other emergency services called:</b> If yes, which service(s)? <b>Yes / No</b>
<b>Names and badge numbers of Police:</b>	<b>Outcome:</b> (Response time, taken to hospital etc)
<b>Are there any other Agencies involved? Yes/No</b>	<b>Please provide details of agencies:</b>
<b>Are there any capacity issues? Yes/ No</b>	<b>Please provide details:</b>
<b>Has the victim made any previous referrals/alerts? Yes/No</b>	<b>Please provide details</b> (e.g. dates, type of abuse):
<b>Is the victim in immediate danger of further abuse? Yes/No</b>	<b>Have any immediate actions been identified to reduce the potential for further abuse? Yes/No</b>
<b>Has an initial assessment been made to determine further potential risk to the victim? Yes/No</b>	<b>What actions have been taken to reduce the potential for further abuse?</b>
<b>Are there any risks to others? Yes/No</b> (Vulnerable adults, children)	<b>Please provide details</b> (include who this information has been shared with – e.g. Children’s Social Care, Police):

<b>Signed:</b>	<b>Date:</b>
	<b>Time:</b>
<b>This form must be given to Louise Miller or the member of staff you have contacted about the incident within 24 hours of the suspected or actual abuse, or as soon as possible after being made aware.</b>	

This is a confidential document and should be stored

**Decision by Safeguarding Manager**

**Safeguarding Alert Yes / No**

**If No – please give reasons for decision**