



Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

SAFEGUARDING VULNERABLE ADULTS' POLICY DOCUMENT

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Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

Ventnor Town Council believes that it is always unacceptable for any adult or vulnerable person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all adults and vulnerable people, by a commitment to practice which protects them.

This Policy applies to anyone working on behalf of Ventnor Town Council including senior managers and Councillors, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all adults and vulnerable people by actively promoting awareness, good practise, and sound procedures.

Ventnor Town Council believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Ventnor Town Council in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, Councillors, and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Town Clerk, Councillors, employees, and volunteers of Ventnor Town Council. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

(a) has needs for care and support (whether or not the authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, Ventnor Town Council are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Ventnor Town Council aims to demonstrate and promote these six principles in our work:

- Empowerment – People being supported and encouraged to make their own decisions and informed consent
- Prevention – It is better to act before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

Recognising the signs of abuse:

Employees, Councillors, and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support, and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Ventnor Town Council also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse - Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- Domestic Violence/ Domestic Abuse - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Exploitation- Including sexual and/or criminal exploitation
- Sexual abuse - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

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- Psychological abuse - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions, or benefits.
- Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
- Discriminatory abuse - Including forms of harassment, slurs, or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation, or religion.
- Organisational abuse - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, or practices within an organisation.
- Neglect and acts of omission - Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care, and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, Councillor or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. If the adult requires immediate protection from harm, contact the police and Adult Social Care Services Team or Adult Safeguarding Team at IOW Council.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

REPORTING PROCEDURES

In all cases it is vital to take every action which is needed to safeguard the Vulnerable Adult Immediate action may be necessary in the following situations.

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
- If the Vulnerable Adult is in immediate danger the police should be contacted by calling 999.

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- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead/ Manager.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by the Vulnerable Adult, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead/ Manager must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Safeguarding Lead/ Manager is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Isle of Wight Children's Services. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Safeguarding Manager and in their absence the Town Clerk, Health and Safety Officer or the person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Isle of Wight Safeguarding Team Services or the Police.

Safe Recruitment & Selection:

Ventnor Town Council is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Ventnor Town Council has policies and procedures that cover the recruitment of all Employees, Councillors, and volunteers.

SAFER RECRUITMENT POLICY STATEMENT

Ventnor Town Council will apply the Working Together to Safeguard Adult care 2014 Act and IOW Council Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with Vulnerable Adults including teaching, training or instruction, care, or supervision, providing guidance or treatment, or community activities. It could also include specific positions such as carers, Director of Adult care social services, and any work carried out in a limited range of specific settings such as community-based groups where Vulnerable Adults should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks* and ensuring all new staff and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

***Disclosure and Barring Service (DBS) Checks**

All new staff and volunteers are to have a DBS check before commencing employment within the Youth Development Team. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Manager, Ventnor Town Clerk or Health and Safety Officer. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

A risk assessment will be completed if there is a positive DBS check sent back.

Social Media:

All employees and volunteers should be aware of Ventnor Town Council social media policy and procedures and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer to an informal carer. Ventnor Town Council have a process in place for relevant information sharing and for reporting individuals. For further advice ask the Town Clerk or Health and Safety Officer.

Training and Awareness:

Ventnor Town Council will ensure an appropriate level of safeguarding training is available to its Employees, Councillors and Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and act.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Training for the Safeguarding Manager can be accessed from *Isle of Wight Council Designated Safeguarding Officer*.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Ventnor Town Council *Children and Young People's Safeguarding Policy*.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia, or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.
Ventnor Town Council will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Isle of Wight Council Social Care Team should anyone have concerns regarding an adult's capacity.

Confidentiality and Information Sharing:

Ventnor Town Council expects all employees, volunteers, and Councillors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding seek advice from the Health and Safety Officer.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

CONFIDENTIALITY AND WHISTLE BLOWING

- Ventnor Town Council operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of any Vulnerable Adult or child.
- Any staff or volunteers with concerns about anybody providing services to Vulnerable Adults and young people should report this to their Safeguarding Manager/ Town Clerk or Health and Safety Officer as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard Vulnerable Adults and young people in accordance with the Information Sharing Policy published by HM Government. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a Vulnerable Adult or young person at risk of harm.

Important Contacts:

VTC Lead for Adult Safeguarding

Name: Terri Exposite
Email address: terriexposite@gmail.com
Telephone number: 01983 857856

VTC for Safeguarding (Health and Safety Officer)

Name: Nigel Slater-Bishop
Email address: nigel@ventnortowncouncil.org.uk
Telephone number: 07595 432564 / 01983 857856

VTC Principle for Safeguarding(Town Clerk)

Name: David Bartlett
Email address: david@ventnortowncouncil.org.uk
Telephone number: 01983 857856

Designated Authority for Safeguarding

Name: Adult Safeguarding Team, Isle of Wight Council
Email address: safeguardingconcerns@iow.gov.uk
Telephone number: 01983 814980

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Isle of Wight Council Specialist Assessment Team (Adult Social Care Referral Team)

01983 814980

Domestic Abuse Service (iow.gov.uk) for further support.

Police

Emergency – 999

Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>