

Safeguarding Vulnerable Persons Policy (ADSHG_SVPP_v1-09-24)

Context and Scope

ADSHG is committed to safeguarding vulnerable children and adults and ensuring their wellbeing. This policy outlines our approach to protecting vulnerable persons from abuse and neglect, ensuring a safe environment for all beneficiaries, staff, and volunteers.

It applies to all staff, volunteers, and anyone working on behalf ADSHG, regardless of their location.

The purpose of this policy is to:

- Protect vulnerable persons who receive our services.
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Definitions

- **Vulnerable Person:** Any person who is or may be in need of community care services by reason of mental or other disability, age, or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction
- Has a reduction in physical or mental capacity
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any other reason, to protect himself/herself against harm or exploitation.

Abuse: A violation of an individual's human and civil rights by any other person or persons. This includes physical, emotional, sexual, financial, and institutional abuse.

Neglect also constitutes abuse but can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing.

Policy Statement

ADSHG believes that:

- Vulnerable persons should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all vulnerable persons and to keep them safe.
- We are committed to ensuring our safeguarding practices reflect statutory responsibilities, government guidance, and comply with best practice.

What is Safeguarding?

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm. All staff and associates should have a basic awareness of safeguarding issues. This includes:

- Being alert to the possibility of abuse and neglect
- Having enough knowledge to recognise a (potentially) abusive event or circumstance
- Knowing who in the organisation to raise concerns with
- Being competent to take any appropriate immediate or emergency action.

Safeguarding Principles

- **Empowerment:** Supporting and encouraging individuals to make their own decisions and informed consent.
- **Prevention:** It is better to take action 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.
- **Accountability:** Accountability and transparency in safeguarding practice.

Roles and Responsibilities

- **Trustees:** Ensure the charity has effective safeguarding policies and procedures in place.
- **Designated Safeguarding Lead (DSL):** Oversee the implementation of this policy and act as the main point of contact for safeguarding concerns.
- **Staff and Volunteers:** Understand and comply with this policy, attend training, and report any concerns to the DSL.
- **Fundraisers:** The ADSHG adheres to the Fundraising Regulator's Code of Fundraising Practice, including the guidance on fundraising involving people in vulnerable circumstances. The ADSHG is committed to ensuring that all fundraisers can carry out their activities safely and without fear of harm, harassment, discrimination or undue pressure.
 - Fundraisers must follow agreed messaging and maintain appropriate boundaries when engaging with the public.
 - Fundraisers have the right to end any interaction immediately if they feel unsafe, uncomfortable, or at risk. They should not continue a conversation where an individual is becoming aggressive, abusive, inappropriate, or is applying pressure to secure or influence a donation.
 - If a fundraiser experiences or witnesses harassment, aggression, or undue pressure, they should:
 1. End the interaction.
 2. Leave the situation where possible.
 3. Report the incident to the Designated Safeguarding Lead (DSL) as soon as possible.
 - The ADSHG will review and record incidents and provide any necessary support to the fundraiser. Any safeguarding or personal safety concerns must be reported immediately to the DSL.
 - For more information on fundraising involving children and people in vulnerable circumstances, please visit:
www.fundraisingregulator.org.uk/code/working-with-others/fundraising-involving-children-and-people-vulnerable-circumstances

Reporting and Responding to Concerns

- All concerns about the welfare of a vulnerable adult should be reported to the DSL immediately.

- The DSL will assess the concern and take appropriate action, including reporting to relevant authorities if necessary.
- Confidentiality will be maintained, and information shared only on a need-to-know basis.

Training and Support

- All staff and volunteers will receive appropriate levels of training / information on safeguarding vulnerable adults.
- Regular updates and refresher training will be provided as appropriate to ensure ongoing awareness and understanding.

Monitoring and Review

This policy will be reviewed annually by the Operations Manager and updated as necessary to reflect changes in legislation or best practice.

Data Protection

The General Data Protection Regulation enables the lawful sharing of information. It does not prevent the sharing of sensitive and personal information between organisations where the public interest in protecting people outweighs the public interest served by protecting confidentiality.

Contact Information

- **Designated Safeguarding Lead (DSL):**

During working hours (M-F 08.30-16.30): Operations Manager
safeguarding@addisons.org.uk

Outside of working hours: Trustee with Safeguarding Lead:
safeguarding@addisons.org.uk

- **Local Authority Adult Safeguarding Team:** Contact the Children or Adult Social Services Team for the area local to where the vulnerable person is resident
- **Police:** Ring 999 or contact the police local to the area where the vulnerable person is resident

Further information:

[Safeguarding roles and responsibilities: Safeguarding is everybody's business | Local Government Association](#)

Monitoring and Reviewing

This policy will be reviewed every 2 years by the Director, and any updates communicated to staff and volunteers.