



Fairfield Farm College

Safeguarding of Vulnerable Adults Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P007	November 2018	November 2019	Registered Manager

To provide young people with opportunities to be successful and make a positive contribution within their community.

Statement: Fairfield Farm Trust operates a policy of zero tolerance towards any type or form of abuse.

1. Introduction

1.1. Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is to ensure people and organisations work collaboratively to prevent and stop both the risks and experience of abuse or neglect. The procedure for safeguarding adults as outlined by Wiltshire Safeguarding Adults Board is underpinned by 6 statutory standards which all staff should adhere. The principles are:

- Empowerment: People are supported and encouraged to make their own decisions and to give informed consent.
- Protection: Support and representation for those in greatest need.
- Prevention: Being proactive and take action before harm occurs.
- Proportionality: Anything we do should be proportionate, or least intrusive to risk.
- Partnership: Multi-agency working to prevent, detect and report neglect and abuse through services within communities.
- Accountability: Ensuring responsibility and transparency as led by the safeguarding team.

1.2. This policy follows the guidance provided by the Wiltshire Safeguarding Adults Board (WSAB) entitled Safeguarding Adults in Wiltshire – Recognising and Responding to the Abuse or Neglect of Adults with Care and Support Needs. This booklet must be read in conjunction with the following Fairfield Farm Trust (FFT) policies:

- Child Protection
- Safer Recruitment Policy
- Whistle Blowing
- Anti-Bullying
- e-Safety and Online Protection
- Dignity and respect policy
- Duty of Candour policy
- Equality and Diversity policy
- College disciplinary policy

1.3. This policy is formulated in recognition that abuse of vulnerable adults is widespread, but frequently unrecognised in our society. Abuse can take place in any situation, care setting or college, as well as at home. Perpetration of abuse may be by someone in position of trust, power or authority that uses their position to the detriment of the health, safety or welfare and general well-being of a vulnerable

person. The perpetrator may be a relative, friend or family member, or those charged with a voluntary or professional care role, another service user or a stranger.

- 1.4 The protection of vulnerable adults is a collective responsibility of all sections of society. However, employees and volunteers at FFT who are in contact with vulnerable adults, hold a particular responsibility to ensure their personal safety and to facilitate the prevention and early detection of abuse.

2. What to do if you suspect abuse

- 2.1. Reporting abuse is everyone's responsibility, however small or insignificant it may seem. Our duty is to share this information and to pass it to the relevant person. If there are concerns, or suspicions (with or without evidence) you must discuss these concerns with the Designated Safeguarding Lead or a member of the Safeguarding team and if required, follow this up with a Safeguarding Report on SchoolPod. There are posters showing all members of the Safeguarding Team across college and in all houses.
- 2.2. Following any disclosure, the Designated Safeguarding Lead (DSL), or in their absence, a senior manager, may contact **the social care team:**
 - Telephone: 0300 456 0111 Textphone: 01225 712501
 - Email: adviceandcontact@wiltshire.gov.uk
 - Outside of daytime working hours, the contact number is 0300 456 0100
 - In addition, the Registered Manager will make the decision as to whether this needs to be reported to the Care Quality Commission, following statutory notification procedures; the young person's family or guardians and the named social worker.
- 2.3 Contact Numbers for the Safeguarding Team college are as follows:

Graeme Athey (DSL & Director of Education): 01373 866069.
Tanya Takle (Registered Manager): 07799 908094
Helen Beer (Senior Education Manager): 07799 907518
Kerry Pearce (Senior Learning Support): 01373 823028 ext: 231

3. Philosophy statement

- 3.1. All employees and volunteers at FFT are required to support the following philosophy statement in accordance with the principles contained within the United Nations declaration of Human Rights, the Human Rights Act 1998 and Keeping Children Safe in Education (2018) from the Department of Education.
- All individuals have the right to live their lives free from coercion, intimidation, oppression and physical, sexual, emotional or mental harm
 - All individuals have a right to a family life and privacy
 - All individuals have a right to a safe learning environment
 - All individuals have a right to confidentiality in respect of personal information, if this does not infringe the rights of other people
 - All individuals have the right to access information relating to them and their circumstances
 - All individuals have the right to make informed choices about their circumstances
 - All individuals have the right to the protection of the law and access to the judicial process.
- 3.2. Abuse is a violation of an individual's human and civil rights by any other person or persons. The risk of being abused depends upon the situation, the environment and the perpetrators, not on the behaviour of victims. Many incidents of abuse are criminal offences.
- 3.3 Recognising that inequality, disadvantage and discrimination exist in society, all FFT staff must accept the responsibility to ensure that all young people, have an equal opportunity to access services and information designed to protect them from abuse and to promote their welfare.
- 3.4. FFT will ensure that any necessary measures e.g. advocacy, are taken or provided, to support and empower individuals to decide what action, if any, will be taken. Where a young person does not have the capacity to consent to actions taken to protect them, it must be clarified who, if anyone, has the power to act on their behalf.
- 3.5 Fairfield staff have undertaken PROACT SCIPr @training and have a clear policy around positive behaviour support.

4 Staff recruitment

- 4.1. It is the intention of the college to undertake strict procedures in the recruitment of new staff to any post, using the safer recruitment process. Applicants are asked to declare convictions on the application form prior to interview. The interview process includes a question to ascertain awareness of child/adult protection issues. Staff complete DBS check forms on appointment and these are processed through the Disclosure and Barring Service.
- 4.2 New staff may commence work prior to DBS clearance providing they shadow a colleague and do not have unrestricted or unsupervised access to young people. Volunteers are DBS checked and are supervised when undertaking any activities with young people.

5 Staff training

- 5.1. Appropriate training regarding the awareness, prevention and reporting of abuse will be provided for all staff, during induction and updated annually. Training must follow the guidance outlined in this policy. Members of the Safeguarding Team Receive Safeguarding Training for Managers in Residential Settings and the Advanced Child Protection for College settings.

6 Definitions

- 6.1. This policy applies to vulnerable people aged 18 years and over. They may be either resident or attending daily at FFT (this includes assessment periods).
- 6.2. Abuse may be defined and include one or more of the following types:
 - **discriminatory abuse** - including that based on a person's ethnic origin, religion, language, age, sexuality, gender, disability, and other forms of harassment, slurs, or similar treatment.
 - **sexual abuse** - including rape and sexual assault, contact or non-contact sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting.
 - **psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact or communication, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
 - **financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **neglect or acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint or inappropriate sanctions.
- **institutional abuse** - indicated by repeated instances of unsatisfactory professional practice, pervasive ill treatment or gross misconduct indicating an abusive climate.

6.3. Abuse can be defined in one of the following forms:

- **deliberate abuse** – where the abuser knows they are abusing. It is pre planned and is often systematic, eg bullying, restraint
- **spontaneous abuse** – an isolated incident without premeditation, can occur when someone is frustrated and unable to manage challenging behaviour appropriately, e.g. shouting, pushing, swearing
- **unintentional abuse** – abuse that can arise through poor practice, neglect or inadequate resources, when the abuser is unaware of the impact of their behaviour

7. Standards

7.1. The following standards are fundamental to the protection of vulnerable adults. Therefore, all staff including volunteers at FFT will:

- actively work within the procedures, guidance, protocols and other college policies in order to promote safe operating systems and challenge poor & unsafe practice
- contribute to effective partnership working between all those involved with providing services for individuals
- actively support the rights of the individual to lead an independent life based on self-determination and personal choice
- identify instances in which there are grounds for concern about an individual's welfare and initiate/take appropriate action to keep them safe
- recognise that the right to self-determination and independence can involve risk and ensure such risk is recognised and understood by all concerned, and minimised whenever possible
- ensure that when the right to an independent lifestyle and choice is at risk, the individual concerned receives appropriate advocacy, including advice, protection and support from relevant agencies

- have an awareness of the law and statutory requirements and use that knowledge appropriately so that individuals receive the protection of the law and access to the judicial process
- identify others who may be at risk of harm, including other vulnerable adults and children, and effect immediate referral to the appropriate authority
- prevent unsuitable people working with and having access to children and vulnerable adults.

7.2. In addition, FFT as the employer, will:

- actively promote an organisational culture within which all of those who express concern will be treated seriously and will receive a positive response from managers
- ensure rigorous recruitment practices are in place to deter those who actively seek vulnerable adults to exploit or abuse
- ensure that confidentiality and information sharing, related to protection of vulnerable adults and perpetrators of abuse in a multi-agency context, are maintained within the agreed protocols
- ensure that all staff responsible for managing and conducting investigations within these procedures receive the appropriate training and support
- provide regular and comprehensive staff training to ensure that all staff and volunteers understand what abuse is, how to recognise the signs of abuse, how to minimise the risk of abuse and how to report abuse.

7.3. This policy will be made freely available to users of the services, their families and carers, and to all employees of FFT.

8. Recognition of abuse

- 8.1. Perpetrators of abuse are not confined to any section of society, and may be people who hold a position of trust, power or authority in relation to a vulnerable adult. It is recognised that abuse can happen in any setting and situation.
- 8.2. Depending on the context for the allegations or suspicions, FFT has a duty of care for its young people, staff and residents. The procedure for reporting and dealing with all allegations is as outlined above and in line with current practice and is informed by the college's safeguarding, child protection and disciplinary procedures.

9 . Patterns of abuse/abusing

9.1 . Patterns of abuse vary and reflect very different dynamics. These include:

- serial abusing in which the perpetrator seeks out and “grooms” vulnerable adults over a period of time. Sexual abuse usually falls into this pattern as do some forms of financial abuse
- long term abuse in the context of an on-going family relationship such as domestic violence between spouses or generations
- situational abuse which arises because pressures have built up and/or because of difficult or challenging behaviour
- neglect of a person’s needs because those around him or her are not able to be responsible for their care e.g. the carer has difficulties attributable to debt, alcohol, mental health problems or learning disabilities
- institutional abuse such as poor care standards, lack of positive responses to needs, rigid routines, inadequate staffing and insufficient knowledge base within the service
- unacceptable “treatments” or programmes which include sanctions or punishments such as withholding food and drink, seclusion
- unnecessary and unauthorised use of control and restraint or over medication, prevention or failure to allow access to healthcare, dentistry, optician.
- misappropriation of benefits and/or use of person’s money by others (e.g. parents, relatives, carers, staff)
- fraud or intimidation in connection with wills, property or other assets
- failure to address racist and discriminatory attitudes, behaviour and practice and violence.

9.2. In cases where an adult has made an allegation, the location and environment in which this is followed up is important. For example: if a vulnerable adult makes an allegation about a member of staff, it is important that the vulnerable adult is able to speak freely without fear of intimidation, coercion or manipulation. .

BY ORDER OF THE BOARD

Tanya Takle
Registered Manager
November 2018