

The Friends of Kett's Heights

Vulnerable Adults Safeguarding Policy

Statement of Purpose

1. Kett's Heights is a public open space owned by Norwich City Council. It was restored in the 1980s as an attractive local amenity but, subsequently, became overgrown and little used. The Friends of Kett's Heights was set up at the end of 2015 to rejuvenate Kett's Heights and encourage greater public access and use through managing the trees and plant life and developing a public events programme.
2. This policy sets out the position of the Friends of Kett's Heights in the protection of vulnerable adults. It is our policy that every vulnerable adult who participates in the Group's events or activities should be able to participate in an enjoyable and safe environment and be protected from abuse.
3. It is also our policy that carers remain responsible for their vulnerable adults' welfare throughout any activities or events undertaken by the Friends of Kett's Heights.
4. This policy establishes the Friends of Kett's Heights' position, role and responsibilities, and clarifies what is expected from everybody involved with the Friends.
5. The Friends of Kett's Heights will ensure that:
 - the welfare of vulnerable adults will be considered in the planning of all activities and events;
 - all members and volunteers are made aware of the need to report concerns to the designated safeguarding officer.
6. The Friends of Kett's Heights, through its Executive Committee, will take responsibility for:
 - respecting and promoting the rights, wishes and feelings of vulnerable adults;
 - training and supervising volunteers to adopt best practice to safeguard and protect vulnerable adults from abuse;
 - compliance with the policies and procedures set out in Appendix 2 to this document;
 - taking seriously all suspicions and allegations of abuse and responding to them swiftly and appropriately;
 - using the government's Data and Barring Service (DBS) to assess volunteers' suitability for positions of trust. [<https://www.gov.uk/government/news/use-the-dbs-website-to-answer-your-query>] The Friends of Kett's Heights complies fully with the DBS Code of Practice and undertakes to treat all fairly. It undertakes

not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or any other information revealed;

- having a designated vulnerable adult safeguarding officer who has received appropriate training and support for this role;
- keeping written records of concerns about vulnerable adults, even where there is no need to refer the matter immediately;
- ensure all records are kept securely and in a locked location;
- developing and then following procedures where an allegation is made against a member or volunteer;
- reviewing this policy annually.

Policy adopted on: 14 March 2016

Signed (on behalf of the committee): (Chair)

Last reviewed on: __ __ 2018

Signed (on behalf of the committee): (Chair)

Contacts

Designated safeguarding vulnerable adults member

Name	Cavan Stewart
Home number	<i>contact Friends of Kett's Heights</i>
Mobile	<i>contact Friends of Kett's Heights</i>
Email address	<i>contact Friends of Kett's Heights</i>

Multi Agency Safeguarding Hub (MASH): 0344 800 8020

Police emergency number: 999

Police non-emergency number: 101

Appendix 1: definitions of abuse & vulnerable adults

Abuse

Abuse is the violation of an individual's human rights. It can be single or repeated acts. Abuse can include: physical, financial/material, sexual, psychological, discriminatory and emotional abuse and neglect or an omission to act. It may be something that is done to the person or something not done when it should have been.

Vulnerable Adults

The definition of a vulnerable adult in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 is:

a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability;
- a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or
- a significant reduction in physical or mental capacity.

Appendix 2 : Procedure

The procedure - what you should do if you become aware of abuse or suspicion of abuse of a vulnerable adult

If someone discloses that they are being abused, upon receiving the information you should:

- react calmly;
- reassure the vulnerable adult that they were right to tell, that they are not to blame and take what the vulnerable adult says seriously;
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details;
- reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments;
- inform the vulnerable adult what you will do next;
- make a full and written record of what has been said / heard as soon as possible and don't delay in passing on the information as soon as possible to the designated officer;

The written record should include the following:

- the vulnerable person's name, contact details and date of birth;
- whether or not the person making the report is expressing their own concerns or those of someone else;
- the nature of the allegation, including dates, times and special factors and other relevant information. Include quotes where relevant;
- a clear distinction between what is fact, opinion or hearsay;
- a description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes;
- details of witnesses to the incidents.

What the Friends of Kett's Heights will do next

Where a vulnerable adult is at risk of immediate harm, immediate action should be taken to protect the vulnerable adult by calling the police on 999.

A direct call to the police on the non-urgent number 101 is appropriate if the vulnerable adult wishes to talk to the police at that time, and/or there is evidence to preserve and/or the alleged perpetrator of the offence may return before you can act to protect the vulnerable adult.

Any volunteer who becomes aware that a vulnerable adult is, or is at risk of, being abused should raise the matter immediately with the designated safeguarding member,

who should decide whether the person is a vulnerable adult and whether they are at risk of abuse/experiencing abuse. If they feel it is a case of abuse towards a vulnerable adult, the designated safeguarding member should inform the Multi Agency Safeguarding Hub (MASH) on 0344 800 8020.

When it is appropriate to report an incident to MASH, an explanation should be given to the person involved or the person informing of the abuse of what you have to do and whom you have to tell. Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.

Ensure that the person subject to alleged abuse is safe and supported before proceeding with any other action. In most situations there will not be an immediate threat and the decision about protecting the vulnerable person will be taken by the MASH.

The designated safeguarding member should record the incident(s) and the action taken as soon as possible.