

DYFED ARCHAEOLOGICAL TRUST
VULNERABLE ADULTS PROTECTION POLICY



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DYFED ARCHAEOLOGICAL TRUST ('DAT')

VULNERABLE ADULTS PROTECTION POLICY

POLICY

It is DAT's Policy to provide a safe and secure environment for vulnerable adults on work experience, engaged in volunteer work, or participating in other DAT activities.

SCOPE

This Policy addresses all aspects of vulnerable adult protection within the work of DAT.

This Policy adopts the definition of 'vulnerable adult' contained in s.59 (1) of the Safeguarding Vulnerable Groups Act 2006, as follows:

'A person is a vulnerable adult if, having attained the age of 18, s/he:

1. is in residential accommodation;
2. is in sheltered housing;
3. receives domiciliary care;
4. receives any form of health care;
5. is detained in lawful custody;
6. by virtue of an order of a court, is under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 [community services];
7. receives a welfare service of a prescribed description,
8. receives any service or participates in any activity provided specifically for persons who have particular needs because of age, any form of disability or has a prescribed physical or mental problem (dyslexia, dyscalculia and dyspraxia are excluded disabilities);
9. has payments made to him/her or to an accepted representative in pursuance of arrangements under the Health and Social Care Act 2012; and/or
10. requires assistance in the conduct of his/her own affairs'

For the purposes of this Policy a vulnerable adult is abused when an individual exposes the vulnerable adult to neglect, physical injury, sexual and/or emotional abuse (defined in Appendix 1 to this Policy).

APPROACH

DAT is determined to ensure that it maintains the highest possible standards to protect and safeguard the welfare of vulnerable adults on work experience, volunteering or participating in other DAT activities. DAT puts this into practice as follows:

DAT will ensure that all its staff and trustees are fully briefed on the implications of this Policy.

DAT staff and trustees will be required to abide by this Policy.

DAT will train its staff to adopt best practice to safeguard and protect vulnerable adults from abuse and to minimize any risks to which they may be exposed. This includes providing adequate information on this Policy as part of the induction process for all new staff.

All incidents of alleged misconduct concerning vulnerable adults and/or abuse of vulnerable adults will be taken seriously by DAT and responded to swiftly and appropriately in accordance with this Policy.

Breaches of this Policy and/or allegations of misconduct concerning vulnerable adults and/or abuse of vulnerable adults may result in DAT invoking its Disciplinary Procedure.

DAT will refer concerns that a vulnerable adult might be, or might have been, at risk of significant harm to Social Services and/or the Police.

GUIDELINES FOR DAT STAFF WORKING WITH VULNERABLE ADULTS

All DAT staff must take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Always working in an open environment with vulnerable adults
- Avoiding being in a one-to-one situation with a vulnerable adult, such as in a car
- Avoiding unnecessary physical contact with vulnerable adults
- Always acting upon and recording allegations/reports of abuse made by vulnerable adults
- Having a witness, if possible, if it is necessary to administer first-aid to a vulnerable adult

In appropriate cases, and in accordance with the law, DAT will report to the appropriate authorities any concerns it has that a member of DAT staff ought to be included in any list of persons who should be restricted from working with vulnerable adults. A referral of this nature will be made by DAT's Chairman.

GUIDELINES FOR RESPONDING TO A SUSPICION OR ALLEGATION OF VULNERABLE ADULT ABUSE INVOLVING DAT STAFF

All DAT staff must be alert to the possibility that the vulnerable adults they are working with may have been, or may be, at risk of being abused by another member of DAT staff. All complaints or allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.

If a DAT staff member has a suspicion that a vulnerable adult is being abused by another member of staff, or receives from a vulnerable adult an allegation that that vulnerable adult, or another vulnerable adult, is being abused, has been abused, or is at risk of abuse by another member of staff, they should immediately seek the advice and assistance of the DAT Director (or Deputy Director), setting out the basis of the suspicion or allegation as clearly as possible.

Individual members of staff should not investigate suspicion or allegations themselves but should report them immediately to the DAT Director (or Deputy Director). On being notified of suspicions or allegations the DAT Director (or Deputy Director) in conjunction with another member of staff should:

- Ensure that they do not interview the vulnerable adult. However, if necessary, they may seek clarification in order to be sure that they understand what the vulnerable adult is telling them.
- Reassure the vulnerable adult that they have done the right thing.
- Inform the vulnerable adult that the information will be passed on, but that only those that need to know about it will be told.
- Inform the vulnerable adult that the matter will be reported to the appropriate authorities.
- Make a detailed note of the date, time, place, what the vulnerable adult said and did and the questions asked of the vulnerable adult etc.

DAT staff should not generally make referrals to Social Services or other authorities themselves except in consultation with the DAT Director (or Deputy Director).

On receipt of a report of a suspicion/allegation of vulnerable adult abuse by DAT staff, the DAT Director (or Deputy Director) will make a referral to the local Social Services Department, and/or the Police where there is a significant risk of harm to a vulnerable adult, and take steps to initiate the appropriate staff disciplinary procedure during the period when an investigation is being carried out.

In the absence of the DAT Director and Deputy Director, DAT staff should consider reporting any suspicion or allegation of vulnerable adult abuse direct to the local Social Services department or to the Police where there appears to be a significant risk of harm to a vulnerable adult.

RECRUITMENT AND EMPLOYMENT

DAT will ensure that the records of all DAT staff likely to have substantial contact with vulnerable adults are checked through the Disclosure and Barring Service (DBS).

APPENDIX 1 Physical Abuse

Physical abuse causes physical harm to a vulnerable adult. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent abuse occurring.

Neglect

Neglect is the persistent or severe failure to meet a basic physical and/or psychological need. It may involve a failure to provide adequate food, clothing or shelter, failing to protect a vulnerable adult from physical harm or danger, or failure to ensure access to appropriate medical care or treatment.

Sexual Abuse

Sexual abuse involves a vulnerable adult being forced or coerced into participating in or watching sexual activity. It may involve encouraging vulnerable adults to behave in sexually inappropriate ways. It may involve inappropriate physical contact or comments.

Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the vulnerable adult's behaviour and emotional development, resulting in low self-esteem. It may involve: conveying to vulnerable adults that they are worthless; inappropriate expectations being imposed on vulnerable adults; causing vulnerable adults to feel frightened or in danger. Some level of emotional abuse is present in all forms of abuse.