

SECTION POLICY /PROCEDURE	HR
POLICY /PROCEDURE	Safeguarding Adults at Risk
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Policy statement

Club Doncaster is committed to ensuring that adults at risk (previously vulnerable adults) who use our services are not abused and that working practices minimise the risk of such abuse. Where abuse is identified or suspected we will take action and report this. All Staff have a duty to report abuse or neglect that they have witnessed or that they suspect.

We remain committed that all sections of the community who access our organisation enjoy a positive and respectful environment.

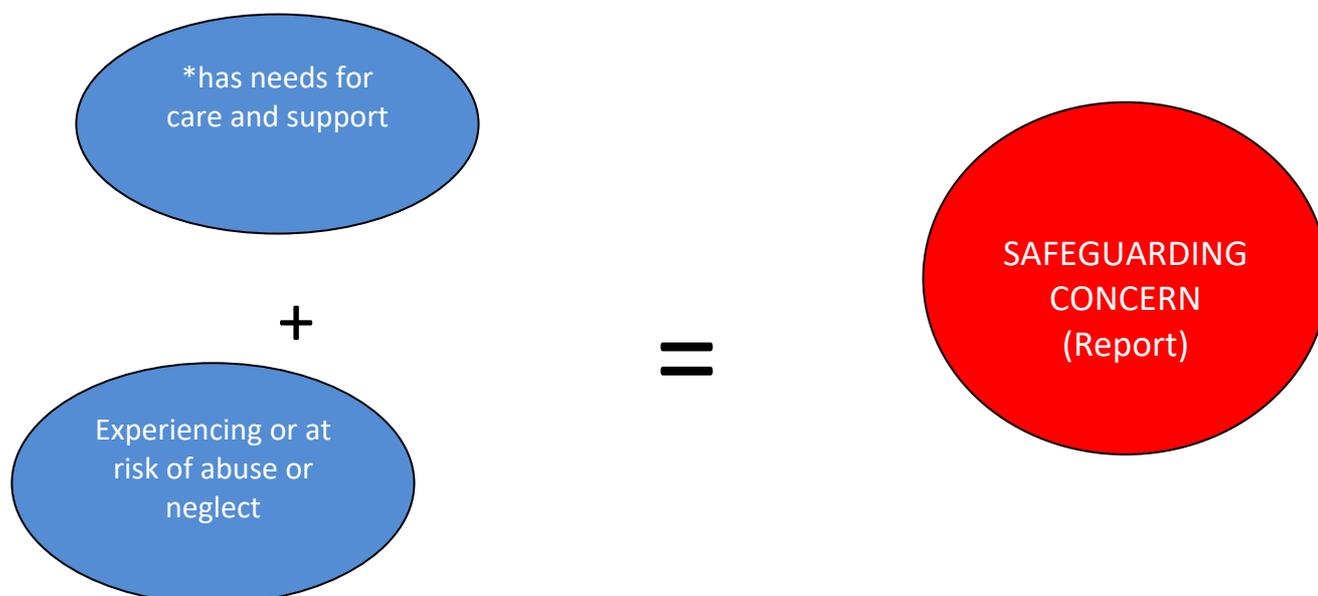
The policy recognises the organisations obligations and duty when working with adults at risk and ensures that our work complies with:

- Care Act 2014
- Care and Support Statutory 2014
- Sexual Offences Act 2003
- Equality Act 2010 & Club Doncaster's own policies
- Safeguarding Vulnerable Groups Act 2012
- Counter Terrorism & Security Act 2015
- Club Doncaster policies
- Mental Capacity Act 2005
- Domestic Violence Act 2004

The Care and Support Guidance defines Adults at Risk as a person over the age of 18 "who is or may be in need of community care services by reason of mental or other disability, age or illness", and therefore "may be unable to take care of themselves, or able to protect themselves against significant harm or exploitation".

What is Adult Abuse?

Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them at risk of abuse; within the Care Act 2014 and the South Yorkshire Procedures for Safeguarding Adults the safeguarding duties apply to a person over the age of 18 who:



*whether or not the local authority is meeting any of those needs

Abuse is defined as: 'a violation of an individual's human and civil rights by any other person or persons' Abuse may be:

Physical
Sexual
Neglect
Emotional
Financial or material
Discriminatory
Organisational
Domestic violence and abuse
Modern slavery
Self-neglect
Sexual Exploitation
Hate Crime, Mate Crime
Radicalisation
Female Genital Mutilation
Cyber Abuse
Honor Based Violence
Forced Marriage.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone. Volunteers, staff and Trustees have a duty to identify abuse and report it. Abuse can be a single act or may consist of a pattern of behavior which can continue over a long period. Whether it is unintentional, accidental or deliberate, it will result in harm to the adult at risk, either physically, emotionally or in its effect on the person's wellbeing or development.

Volunteers and staff themselves may also be the subject of an allegation of abuse. While support will be offered, Club Doncaster will ensure that the Local Authority are given all assistance pursuing any enquiries or investigations. Suspension and/or discipline may be implemented.

Confidentiality

Confidentiality is crucial to all our work and relationships and the Club Doncaster confidentiality policy should be adhered to, however the welfare of adults at risk or children is paramount and takes precedence over it. Do not keep concerns relating to potential abuse or adults or children to yourself. Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult or child.

Local Procedure

The following are the steps to take when an adult at risk is thought to have suffered abuse or neglect or there has been an incident of abuse:

- All allegations of abuse or neglect must be taken seriously and with an open mind
- If the person raising the complaint is a member of staff, they should be given support.
- All parties will be kept informed as appropriate
- If an injury has occurred, the person in charge must treat appropriately with either first aid or call for medical assistance

The scene of the incident or alleged abuse may be subject to a section 42 enquiry in line with the Care Act 2014. Any evidence should be preserved in order to facilitate that enquiry. This may be done by the following as appropriate;

Preserving forensic evidence

- Disturbing a 'scene' as little as possible, sealing off areas if possible.
- Not removing the clothing of the adult subjected to the alleged abuse.
- Discouraging washing/bathing.
- Not handling items, which may hold DNA evidence.
- Removing any bedding, clothing /putting any bedding, clothing which has been removed, or any significant items given to you (weapons etc.) in a safe dry place.
- Securing phones / laptops that may contain evidence of communication between the adult and the alleged source of harm.

Other evidence can be obtained, or preserved by:

- Accurate recording of any disclosure using the persons words
- Not interviewing the adult subjected to the alleged abuse without agreement from the Police
- Not interviewing any potential witnesses
- Not alerting the person associated with the alleged source of harm
- Making a note of your observations in relation to any environmental factors and or context of the situation and the attitude of the people involved and any actions you have taken

Reporting incidents

As all safeguarding and cause for concerns, you should ensure that using the guidance above, that your concern is reported via the Club Doncaster referral form, and passed on to any of the identified persons on the safeguarding organisation chart displayed in all areas of the Club, and is intended to be read in conjunction with this policy.

The incident must be reported to the Designated Safeguarding Officer who will seek further advice from the EFL Safeguarding Lead, and or local statutory bodies.

In turn, they will refer to the following bodies for advise:

Police: For any concerns which may involve a crime, these should be reported to the Police on 101(non emergency) or 999 (in an emergency). You must mention that the incident has involved an adult at risk. The Police will make the decision on whether it is a crime or not.

Or

Doncaster Metropolitan Borough Council: For any other concerns, refer directly to the Council on **01302 737391** (Between 08:30 & 17:00 Monday – Friday)

Out of these hours shown above, refer to Doncaster Metropolitan Borough Council's Emergency Social Services Team on **01302 796000**