

# Adult Safeguarding Policy and Procedures.

## **1. Policy Statement.**

**Gympanzees** recognizes that the welfare of young adults at risk is paramount and that they have equal rights of protection. We have a duty of care when they are at our centres and Gympanzees will do everything it can to provide a safe and caring environment whilst they attend our activities.

Safeguarding is a term that relates to actions taken to promote the welfare of young adults as well as protecting them from harm.

Government guidance consistently stresses that the welfare of adults at risk is the corporate responsibility of the local authority in partnership with public, private and voluntary organisations.

The legal definition of the term 'adult at risk' refers to any person aged 18 years and over (16 in Scotland) who:

- has needs for care and support and;
- is experiencing or is at risk of abuse and neglect and;
- as a result of those care needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

For the purposes of this document 'young adults' attending Gympanzees are aged between 18 and 25 years.

**The Care Act 2014** has six key principles which should inform the way in which all of the workforce should work with young adults. They are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

In order to have effective safeguarding procedures Gympanzees:

- Has senior managers committed to safeguarding
- Is clear about people's responsibilities and accountability
- Has a culture of listening to young adults
- Has safe recruiting practices for all those working within the organization

- Has procedures for dealing with allegations and concerns about staff and volunteers
- All staff and volunteers have mandatory induction, safeguarding training, supervision, reviews and support
- Has agreements about working with other organizations and agencies.

As part of this policy Gympanzees will:

- Promote and prioritize the safety and well-being of its young adults.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities in this regard.
- Ensure appropriate action is taken in the event of incidents/concerns and provide support to the individual/s who raise or disclose a concern
- Ensure that confidential, detailed, contemporaneous and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/engagement of unsuitable individuals.

Gympanzees aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socio-economic background, all those using its services:

- Have a positive and enjoyable experience in a safe environment
- Are protected from abuse whilst participating in the activity or outside of the activity.

Compliance with this policy and these procedures is mandatory for all those involved with Gympanzees. Failure to comply will be addressed without delay and may ultimately result in dismissal/exclusion from this organization.

## **2. Mental Capacity.**

We fully recognise and uphold the 5 key principles of the Mental Capacity Act 2005 in all aspects of our work by:

- Presuming each adult at risk has capacity
- Supporting individuals to make their own decisions
- Recognising the right for individuals to make their own decisions, even if they may seem eccentric
- Making sure what we do for adults at risk (without capacity) is in their best interests
- Making sure that anything we do is the least restrictive action for the individual

### 3. What is Abuse.

The Care and Support Statutory Guidance Issued under the Care Act 2014 outlines how abuse may take many forms and how individual circumstances should be considered. The different forms of abuse are not mutually exclusive and are not easily recognized. Exploitation is a particular theme in the following list of abuse.

- Physical
  - Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery
- Discriminatory
- Organisational or institutional
- Neglect and acts of omission
- Self-neglect and hoarding
- Female Genital Mutilation (FGM)
- Hate and "mate" crime

Young adults with disabilities are more vulnerable to abuse than their peers for many reasons.

Some of the reasons may be:

- They have fewer outside contacts than other young adults.
- They receive intimate care from a number of carers, increasing the risk of exposure to abuse and making it difficult to set physical boundaries.
- They may have impaired capacity to resist or avoid abuse
- They may be inhibited about raising concerns for fear of losing services.
- Carers may lack the ability to communicate adequately with the young adult.
- Some abusers may target disabled young adults in the belief that they are less likely to be detected.

#### Recognizing abuse:

Recognizing abuse is important in safeguarding young adults. Often it is physical signs but it can be behaviour changes that raise the concern i.e.

- Becoming aggressive/withdrawn/clingy
- Seeming to keep a secret
- Deterioration in general well being
- Unexplained bruising, marks or poor personal hygiene
- Unreasonable fear of certain places or people
- Acting out inappropriately with older adults, children, peers or objects.

- Sexually explicit language or actions

Not all concerns relate to abuse, they may well be other explanations e.g. bereavements.

The general problems encountered in recognizing and acting on abuse and neglect are compounded when the young adult is disabled.

#### **Gympanzees will keep young adults safe by:**

- Acknowledging that the welfare of the young adult is paramount.
- Affirming that all young adults have the right to protection regardless of gender, ethnicity, religion, disability or sexual orientation.
- Value them, listen to them and respect them.
- Recognize that some disabled young adults may have speech and language issues that make it difficult for them to tell others what is happening.
- All staff and volunteers will be recruited by following our safe recruiting guidelines and ensure all necessary checks (including Disclosure and Barring Service) are made.
- Share information about safeguarding adults at risk and good practice with the young adults, their parents/carers, staff and volunteers.
- Share information with relevant agencies and involve parents/carers and young adults appropriately.
- Provide effective management for staff and volunteers through supervision, support and training.
- Ensure that all staff/trustees/regular volunteers at Gympanzees have current Adult Safeguarding training.

#### **4. What to do if abuse is suspected or disclosed.**

Disclosure of abuse may be made verbally by the young adult.

Suspicion of possible abuse can arise by:

- Your own observations and concerns
- Being told by a third party of their concerns
- The young adult tells you.
- The abuser tells you.

Concerns may also arise because of difficulties experienced by the carers of the young adult e.g. Domestic violence, mental health issues, drug and alcohol abuse etc.

It is not the role of volunteers or staff at Gympanzees to investigate the allegation of abuse, and so decide whether or not it has taken place, but it is their responsibility to act on the suspicion/disclosure. It must be reported immediately to the Designated Safeguarding Officer (DSO) (Elizabeth Scholey) or her deputy (Stephanie Wheen).

If abuse is disclosed, the safeguarding officer will contact the Social Care services. The Social Care services will investigate the concerns/allegation raised overseen by the Designated Adult Safeguarding Manager.

Confidentiality will be maintained at all times.

## **5. Alleged abuse by staff or volunteers.**

Gympanzees does not believe that it is in anyone's interests for staff or volunteers with knowledge of wrongdoing to remain silent. It will take any reports of wrongdoing seriously and will support those who report the concerns as well as those about whom the allegation is made.

An allegation or concern must be taken to the DSO or deputy DSO. If it concerns either of these people, it will taken directly to the Social Care services.

## **7. Record Keeping.**

Any person receiving disclosure or having safeguarding concerns must make an accurate record as soon as possible, but within 24 hours, noting what has been said or seen, putting the event in context and giving the date, time and location. These records will be factual and not judgemental. These records must be signed and dated. They will include any known details of the young adult involved e.g. name, address, DOB etc.

Any decisions made about this event will be recorded along with the reasons for making those decisions. These too will be signed, dated, timed and job role of the person making the decision.

All hand-written records will be retained even if they are later typed for more formal reporting.

All records will be securely kept in a locked cabinet at Gympanzees registered offices: 236 Henleaze Road, Bristol. BS9 4NG. Only the safeguarding lead and her deputy will have access to them and they will be kept only as long as necessary.

## **8. Training.**

All staff, volunteers and trustees of Gympanzees will be made aware of this policy and be asked to sign that they have read and understood it.

Gympanzees has become a member of Safer Activities For Everyone CIC (safecic). It is an organization providing accredited training, both online and face to face.

In addition to this policy, all regular members of Gympanzees will complete both the Standard Child and Adult Safeguarding Courses. Additionally, the DSO and deputy DSO will complete the Leading on Child and Adult Safeguarding Courses. Gympanzees has enrolled in regular updates from this organization about training and any changes to national safeguarding policies that might arise from review boards or changes in legislation. Gympanzees will implement these changes promptly as and when they arise.

## 9. Review.

Gympanzees is committed to review this policy annually, in response to any changes in legislation or after any significant event within our organization. Gympanzees will review the training needs for all members and ensure that it remains in date.

### Gympanzees Safeguarding Officers.

Lead Person for Safeguarding is: Elizabeth Scholey  
(DSO) [liz.scholey@hotmail.com](mailto:liz.scholey@hotmail.com)  
Tel: 07773 132748 / 0117 9683627

Deputy Person for Safeguarding is: Stephanie Wheen  
(Deputy DSO) [steph@gympanzees.org](mailto:steph@gympanzees.org)  
Tel: 07773 553112

### Gympanzees Pop Up Locations and Safeguarding Boards.

Easter 2019.  
8<sup>th</sup> - 19<sup>th</sup> April inclusive  
Location:

Kingsweston School,  
Napier Miles Road,  
Bristol.  
BS11 0UT

Relevant local Social care service provider= Bristol Adult Social Care.

### Bristol Adult Social Care Services contact details.

Care Direct at [www.bristol.gov.uk/social-care-health/report-suspected-abuse](http://www.bristol.gov.uk/social-care-health/report-suspected-abuse).  
Tel: 0117 922 2700, 8.30am to 5pm, Monday to Friday.  
There's an answerphone service outside these hours.

Additional documents to complete Gympanzees Safeguard Policy.

1. Child Safeguarding Policy.
2. Safe Recruiting Policy.
3. Health and Safety Policy.
4. DBS Policy.
5. Volunteer Policy.
6. Code of Conduct.
7. Film and Photography Policy.
8. eSafety Policy.
9. Whistle Blowing Policy.

10. Grievance and Complaints Policy.
11. Disciplinary Policy.

E. S. Scholey 20.03.2019