**Safeguarding Vulnerable Adults Policy**

**Introduction**

Pirton JoyCare (PJC) strives to enhance the lives of people aged sixty years or over who live in Pirton by organising activities which provide opportunities for social interaction and by providing support to those who require assistance through the Good Neighbour Scheme (GNS).

The Care Act 2014 and supporting statutory guidance describes safeguarding as protecting an adult’s right to live safely, free from abuse and neglect. PJC, and in turn its trustees, GNS coordinators and volunteers, have a responsibility to act in a timely manner to any concern that an adult is being abused, neglected or exploited and to ensure that the situation is assessed and appropriate action taken.

PJC’s Safeguarding Vulnerable Adults Policy, which has been developed in line with government legislation, statutory guidance and best practice from Hertfordshire’s Safeguarding Adults Board, sets out how PJC will safeguard adults who use its services, respond to any concerns or incidents, and report concerns to the relevant authorities.

Purpose of policy

This policy demonstrates PJC’s commitment to the safeguarding of vulnerable adults and ensure all involved in PJC are aware of:

* The legislation, policy and procedures for safeguarding adults.
* Their role and responsibility for safeguarding adults.
* What to do if they have a concern relating to the welfare or wellbeing of an adult receiving support from PJC.

The Safeguarding Vulnerable Adults Policy and associated procedures apply to all individuals involved in PJC including trustees, GNS coordinators and volunteers, and are applicable to any concerns about the safeguarding of any person receiving support from PJC.

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## Principles

* Ensure everyone involved with PJC is aware of its Safeguarding Vulnerable Adults Policy and knows what to do if they have a concern relating to the welfare or wellbeing of an adult.
* All trustees, GNS coordinators and volunteers understand their role and responsibility for safeguarding adults through their induction briefing or wider training if appropriate for their role.
* Any concern that an adult is at risk is taken seriously, responded to promptly and   
  in line with the procedures set out in this policy.
* Any action taken will respect the wellbeing, rights and dignity of those involved and be proportionate to the risk of harm.
* Confidential and accurate records of any safeguarding concerns will be maintained and stored in line with PJC’s GDPR policy.
* Safe recruitment practices and assessment of the suitability of trustees, coordinators and volunteers to prevent the deployment of unsuitable individuals in providing services offered by PJC. A DBS check will be completed on all new trustees and volunteers with a review undertaken every 3 years.
* Information about an adult found to be at risk, or someone who may pose a risk to adults, will be shared with the appropriate bodies. For example police, local authority, Hertfordshire Adult Care Services.
* A risk assessment will be undertaken when any part of the procedures set out in this policy change (for example in response to Covid-19).
* A briefing on this policy will be provided twice a year to the GNS coordinators so they remain informed of PJC’s policy and procedures in relation to safeguarding vulnerable adults.

### Responding to safeguarding concerns

If you have a safeguarding concern about an adult using PJC’s services please follow the guidance below. An adult safeguarding concern may be:

* A direct or passive disclosure by the adult at risk.
* A concern raised by a volunteer.
* An observation of the behaviour of the adult at risk or the behaviour of another person(s) towards the adult at risk.

If an adult indicates they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

* Listen carefully to what is said and take the concerns seriously.
* If someone requires immediate medical attention contact the individual’s GP or call an ambulance on 999.
* If you are concerned someone is in immediate danger or a serious crime is being committed contact the police on 999.
* Reassure the person that they have done the right thing in revealing the information. Ask them what they would like to happen next. Explain that you will have to share the information with PJC’s Safeguarding Lead (Alison Maple, Chair PJC).
* Act swiftly to report the concerns to PJC’s Safeguarding Lead.
* Record in writing as soon as possible the circumstances in which the concern came about and what action you took / advice you gave. The detail should be recorded on the Safeguarding Vulnerable Adults Report Form (Appendix A) and submitted to PJC’s Safeguarding Lead as soon as possible.
* Be mindful of the need to be confidential at all times. Only share detail of the concerns raised with the Safeguarding Lead or others who have a need to know to keep the person safe.

**Responsibilities of Safeguarding Lead**

The Safeguarding Lead for PJC is the Chair, Alison Maple. Once a concern has been passed to PJC’s Safeguarding Lead they will be responsible for coordinating PJC’s response to the concern raised. The Safeguarding Lead will take the following actions:

* Ensure any immediate actions necessary to safeguard an adult identified as at risk have been taken, for example immediate medical treatment or referral to the police if the alleged abuse is a suspected crime.
* Ensure a Safeguarding Adults Report Form has been completed by the individual who reported the concern.
* Reassure the individual who has reported the concern. Explain what will happen next and reinforce the need for confidentiality.
* Ensure that the adult at risk has been given information about what will happen next. Ensure they have been provided with information about other organisations that can support them.
* If you believe the adult is at risk make a safeguarding adults referral to Hertfordshire Adult Care Services.
* If harm is suspected of being caused from within PJC follow the procedures set out in PJC’s Volunteers Policy.
* Engage with and inform the adult at risk of the action taken.
* Ensure decisions made, action taken and outcome are clearly recorded and securely retain information with the Safeguarding Adults Report Form in line with PJC’s Data Protection Policy. The Safeguarding Adults Report Form should be securely retained for six years.

**Policy governance**

This policy will be reviewed every two years and will be published on PJC’s website.

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| --- | --- | --- | --- | --- |
| Version | Reviewed by | Approved By | Date | Next review due |
| 1 |  | PJC Trustees | 2008 |  |
| 2 | Elaine Derrick | PJC Trustees | June 2021 | June 2023 |
| 3 | Elaine Derrick | PJC Trustees | January 2023 | January 2025 |
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### Appendix A – Pirton Joycare Safeguarding Vulnerable Adults Report Form

To be completed if you have concerns regarding an adult. If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information on to the Safeguarding Lead (Alison Maple, Chair PJC). The Safeguarding Lead will then look at the information and plan a course of action.

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| --- | --- | --- | --- | --- | --- |
| Section 1 – Details of adult (you have concerns about) | | | | | |
| Name of adult | |  | | | |
| Address | |  | | | |
| Date of Birth / Age | |  | | | |
| Contact number | |  | | | |
| Emergency contact if known | |  | | | |
| Consent to share information with emergency contact? | |  | | | |
| Section 2 – Details of the person completing this form / Your details | | | | | |
| Name | |  | | | |
| Contact phone number(s) | |  | | | |
| Email address | |  | | | |
| Your role in Joycare | |  | | | |
| Section 3 – Details of concern | | | | | |
| Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.) | | | | | |
| Date/ Time | What happened | | | | |
|  |  | | | | |
| Section 5 – Details of the person thought to be causing harm (if known) | | | | | |
| Name | |  | | | |
| Address | |  | | | |
| Relationship/connection to adult | |  | | | |
| Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer | |  | | | |
| Section 6 - Have you discussed your concerns with the adult at risk? What are their views,  What have they stated about what they want to happen and what outcomes they want? | | | | | |
|  | | | | | |
| Section 6a – Reasons for not discussing with the adult | | | | | |
| Discussion would put the adult or others at risk. Please explain: | | | | |  |
| Adult appears to lack mental capacity. Please explain: | | | | |  |
| Adult unable to communicate their views. Please explain: | | | | |  |
| Section 7 – Risk to others | | | | | |
| Are any other adults at risk Yes/No/Not known – delete as appropriate  If yes please fill in another form answering questions 1-6 | | | | | |
| Section 8 – What action have you taken if any /agreed with the adult to reduce the risks? | | | | | |
| Actions by club: e.g. person causing harm suspended, session times changed. | | | | | |
| Section 9: Other agencies contacted | | | Who contacted/reference number/contact details/advice gained/action being taken | | |
| Police | | |  | | |
| Ambulance | | |  | | |
| Other – please state who and why: | | | | | |
| Section 10: Contact with Welfare Officer/others within the club | | | | | |
| Who else has been informed of this issue? – and what was the reason for information sharing | | | | | |
| Consultation with Safeguarding Lead  Alison Maple, Chair, PJC | | | | Dates and times | |
|  | | | |  | |
| Completed Form handed to Safeguarding Lead; Date and time | | | | | |
| Signed: | | | | | |
| Date: | | | | | |
| Section 11 – Sharing the concerns (**Completed by Safeguarding Lead** (Alison Maple, Chair PJC) | | | | | |
| Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Pirton Joycare? | | | | | |
| Details of contact with the Local Authority Safeguarding Team where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral. | | | | | |
| Details of any other agencies contacted: | | | | | |
| Details of the outcome of this concern: | | | | | |