

Project Food Safeguarding Vulnerable Adults Policy

Project Food acknowledges that it has a responsibility for the safety of vulnerable adults using our services. It also recognises that a robust safeguarding vulnerable adult's policy and procedure are of benefit to everyone involved with Project Food's work, including staff, as they can help protect them from erroneous or malicious allegations.

Project Food is committed to practices which protect vulnerable adults from harm. For the purpose of this policy, Project Food's staff include not only any employees that Project Food may have in the future, but also session staff, volunteers and management committee.

If the vulnerable adults using Project Food's services are accompanied by their carers then the carers remain responsible for the adults.

All Staff who are involved in running classes/services at which vulnerable adults are present are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause vulnerable adults harm; and
- report concerns following the procedure below.

Project Food will endeavour to safeguard vulnerable adults by:

- a) adopting safeguarding vulnerable adult procedures for all who work on behalf of the organisation;
 - b) reporting suspicion or concern regarding vulnerable adults to the authorities;
 - c) following carefully procedures for recruitment and selection of staff and volunteers; and
 - d) providing effective management for staff and volunteers through support and training regarding safeguarding vulnerable adults.
- c) adhering to its safer recruitment policy (see attached)

Project Food is also committed to reviewing its Safeguarding Vulnerable Adult Policy at regular intervals.

Definition

An adult at risk is someone over 18 years old who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk.

Types of Abuse and Neglect can include:

- Physical abuse
- Financial or material abuse
- Sexual abuse
- Domestic Violence
- Psychological abuse
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self neglect
- Modern slavery

People who neglect themselves can often be at risk of other forms of abuse and exploitation.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

It is Project Food's policy that:

1. All staff working on behalf of Project Food accept responsibility for the welfare of vulnerable adults who come into contact with Project Food in connection with its tasks and functions, and that they will report any concerns about a vulnerable adult or somebody else's behaviour, using the procedures laid down.
2. There is a designated safeguarding vulnerable adults person within the Project Food management committee who will take action following any expression of concern and the lines of responsibility in respect of safeguarding vulnerable adults are clear.
3. The designated safeguarding vulnerable adults person knows how to make appropriate referrals to the Devon Safeguarding Adults Board.
4. All those who are involved with vulnerable adults on behalf of Project Food should adhere to this policy and procedures in relation to vulnerable adults.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible by the witness and will be passed on to the designated safeguarding vulnerable adults person.
6. Information containing records of any concerns of abuse shall be kept confidential and locked away and shared only with the designated safeguarding vulnerable adults person and relevant professionals.
7. Project Food's policy on safeguarding vulnerable adults will be referred to or included in training and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.

8. A culture of mutual respect between vulnerable adults and those who represent Project Food in all its activities will be encouraged, with Project Food modelling good practice in this context.
9. All staff working on behalf of Project Food who come into contact with vulnerable adults or supervise those who do will be checked appropriately and have completed a disclosure application to the Disclosure and Barring Service (DBS).*
10. Any Project Food staff responsible for putting on any classes will have received appropriate training prior to the start of the classes.
11. It is part of Project Food's acceptance of its responsibility of duty of care towards vulnerable adults that anybody who encounters safeguarding concerns in the context of their work on behalf of Project Food will be supported when they report their concerns in good faith.
12. Project Food will continue to support families and workers should investigations proceed, and continue to welcome the vulnerable adults to classes.

Roles & Responsibilities

Responsibilities of Project Food Senior Staff or Nominated Trustee(s)

Project Food has appointed a designated safeguarding vulnerable adults person who is responsible for dealing with any concerns about the protection of vulnerable adults.

This person is Caroline Jefferies – 07958 388657

The role of the Designated Person is to:

1. know which outside safeguarding adult agency to contact in the event of a concern coming to the notice of Project Food;
2. provide information and advice on safeguarding vulnerable adults within Project Food;
3. to ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
4. liaise with local social services and other agencies, as appropriate;
5. keep relevant people within Project Food informed about any action taken and any further action required; for example, disciplinary action against a member of staff;
6. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;

The role of Project Food Senior Staff is to:

1. advise Project Food of safeguarding vulnerable adults training needs and ensure that any Project Food staff responsible for putting on any classes will have received appropriate training prior to the start of the classes.
2. to check staff and volunteers that have access to or work with vulnerable adults via the Disclosure and Barring Service (DBS).

Responsibilities of Project Staff & Volunteers at sessions:

- To be familiar with the Safeguarding vulnerable adults policy.

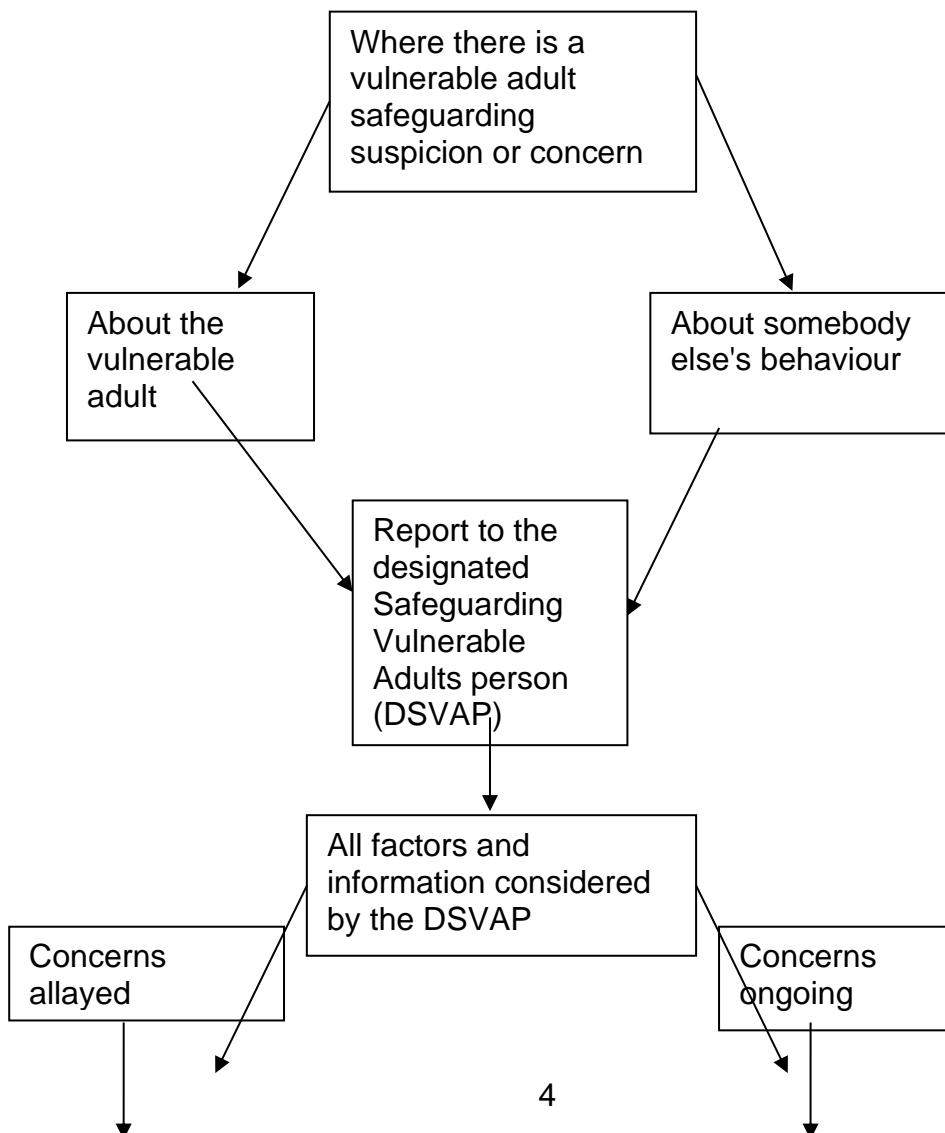
- To accept responsibility for the welfare of vulnerable adults who they come into contact with whilst working for Project Food and to identify abuse and report it, following the procedures laid out in this policy.
- To model good practice amongst vulnerable adults, creating a culture of mutual respect.
- To attend any appropriate training courses as specified by Project Food senior staff.
- To declare any existing or subsequent convictions.

Procedure

When a vulnerable adult tells a member of staff or volunteer about something that has happened or they are witness to abuse happening in the setting, that person has a duty to:-

1. Allow the vulnerable adult to do the talking and allow them to finish.
2. Listen to the vulnerable adult without asking leading questions.
3. Record the conversation as soon as possible afterwards.
4. Refer to the designated safeguarding vulnerable adult person.
5. Share their concerns.
6. Tell the vulnerable adult what they are going to do.

Process flowchart for reporting concerns



No further action
but full recording
kept

Contact Care
Direct

Concerns will be referred to Care Direct on 0345 155 1007 or
customerservicecentrecaredirectteam-mailbox@devon.gov.uk

Care Direct is open to take calls between 8.00am and 8.00pm Monday to Friday and from 9.00am to 1.00pm on Saturdays. Outside these hours and on Sundays and Bank Holidays, in emergency only, please contact our Emergency Duty Service on 0845 6000 388 (low-call rate).

On-line resources:

Devon Safeguarding Adults Board Website

<https://new.devon.gov.uk/devonsafeguardingadultsboard/reporting-concerns>

Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they are staff or volunteers or service users or carers or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk

The Vulnerable Adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

This policy will be reviewed regularly.

Policy reviewed: 23rd Feb 2021

Next review: Feb 2022

