

# Parenting 2000

## **Safeguarding Vulnerable Adults Policy**

Reviewed	Next review
February 2022	February 2023

## Policy Statement

Parenting 2000 is committed to safeguarding and promoting the welfare of vulnerable adults engaged in the breadth of its activities.

The purpose of this policy is to outline the duty and responsibility of staff, volunteers and trustees working on behalf of Parenting 2000 in relation to the protection of vulnerable adults from abuse.

All adults have the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation.

The key objectives of this policy are:

- To explain the responsibilities Parenting 2000 and its staff, volunteers and trustees have in respect of vulnerable adult protection.
- To provide all with an overview of vulnerable adult protection
- To provide a clear procedure that will be implemented where vulnerable adult protection issues arise.
- To work in partnership with other agencies in the community to safeguard vulnerable adults

## Definition

Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse.

Parenting 2000 uses the Government definition, of a 'vulnerable adult Specifically someone over the age of 18 years:

*"who is, or maybe, in need of community care services (in any setting or context) by reason of mental or other disability, age of illness"*

And

*"who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation"*

For purposes of ensuring consistent and widely understood terminology, these policy and procedures will use the phrase 'Vulnerable Adults' to identify those eligible for interventions within the procedures

- Possibly, In applying this policy staff should be aware that individuals, including vulnerable individuals, are unless, deemed otherwise through a mental capacity assessment, (The Mental Capacity Act 2005) able to make decisions in relation to their own lives ,even if those decisions are viewed as being the result of poor judgement

## Legal framework

Parenting 2000 is committed to improving outcomes for adults at risk by adhering to current legislation that supports the safeguarding of adults, which includes:

- Protection of Freedoms Act 2012 and the Freedom of Information Act (2004).
- Data Protection Act (1998)
- Safeguarding Vulnerable Groups Act 2006.

- The Care Act 2014.
- The Mental Capacity Act 2005.
- The Equality Act 2010.

### **The role of staff, volunteers and trustees**

All staff, volunteers and trustees working on behalf of *Parenting 2000* have a duty to promote the welfare and safety of vulnerable adults.

Staff, volunteers and trustees may receive disclosures of abuse and observe vulnerable adults who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific adult protection issues.

### **Safe recruitment of staff and volunteers**

All Parenting 200 staff trustees and volunteers, working with or coming into contact on a regular basis with vulnerable adults will be subject to Disclosure and Barring Checks (DBS). To check the level of DBS required contact [www.gov.uk](http://www.gov.uk) or contact Sefton CVS.

All new volunteers/staff who work with vulnerable people shall complete an application form and attend an interview.

All new staff/volunteers will be required to provide two references.

We will ensure that all employees/volunteers have appropriate qualifications and training.

All new employees/volunteers will be subject to a probation and induction process, including relevant training. Ongoing training and supervision will ensure all employees/volunteers are adequately supported.

### **Training**

This organisation recognises the importance of regular learning and development for staff, volunteers and trustees:

- The designated person(s) will attend regular appropriate training (managers)
- All staff, volunteers and trustees will be fully briefed concerning their safeguarding responsibilities during induction and prior to starting their duties.

### **What is abuse?**

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof abuse has occurred, but must be regarded as indicators of possible significant harm.

Such indications justify the need for careful assessment and discussion with Parenting 2000's safeguarding lead and may require consultation with and/or referral to the local authority adult safeguarding helpdesk.

It is not the responsibility of those working for or volunteering with Parenting 2000 to decide that abuse is occurring, but it is their responsibility to act on any concerns. Indications that adults at risk may be experiencing abuse include the following:

## SIX KEY SAFEGUARDING PRINCIPLES

### **Empowerment: People being supported and encouraged to make their own decisions and informed consent.**

*"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."*

**Prevention:** It is better to take action before harm occurs.

*"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*

**Proportionality:** The least intrusive response appropriate to the risk presented.

*"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."*

**Protection:** Support and representation for those in greatest need.

*"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."*

**Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

*"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*

**Accountability:** Accountability and transparency in delivering safeguarding.

*"I understand the role of everyone involved in my life and so do they."*

## SIGNS OF ABUSE

- **Abuse may take many forms and may include criminal activity. It may take the form of:**
- Physical abuse
- Neglect and or Acts of Omission
- Psychological and Emotional abuse
- Sexual abuse
- Sexual Exploitation
- Financial and material
- Organisational or Institutional abuse
- Self-neglect
- Modern Slavery
- Domestic Violence
- Discriminatory Abuse

It may also involve any combination of the above.

### 1. Possible Indicators of Physical Abuse

- Multiple bruising
- Fractures
- Burns
- Bed sores
- Fear
- Self Isolation
- Depression

- Unexplained weight loss
- Assault (can be intentional or reckless)

## 2. Possible Indicators of Neglect and Acts of Omission

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute "wilful neglect"

## 3. Possible Indicators of Psychological and Emotional Abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment
- Fear
- Verbal abuse and humiliation in front of others
- Self Isolation- not seeing friends and family

## 4. Possible Indicators of Sexual Abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Underage pregnancy
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person
- Unexpected or unexplained change in behaviour
- Soreness around the genitals
- A preoccupation with anything sexual
- Rape – e.g. a male member of staff having sex with a Mental Health service user, (see Mental Health Act 1983)
- Indecent Assault

## 5. Possible indicators of Sexual Exploitation

- Sexual exploitation is a subset of sexual abuse. It involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities.

## 6. Possible Indicators of Financial and Material Abuse

- Missing personal possessions
- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.
- Fraud
- Theft
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

## 7. Possible Indicators of Organisational Abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately

- Interference with personal correspondence or communication
- Failure to respond to complaints
- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

## 8. Possible Indicators of Self-Neglect

- This includes various behaviours; disregarding one's personal hygiene, health or surroundings resulting in a risk that impact on the adult's wellbeing, this could consist of behaviours such as hoarding.
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

## 9. Possible indicators of Domestic Abuse

Definition of Domestic Abuse: Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

## 10. Possible indicators of Discriminatory Abuse

- Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation, pregnancy and maternity, gender reassignment.
- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

*The lists provided above, are not exhaustive and staff must remain vigilant to abuse in any form at all times. In all cases, staff must report and record.*

## MODERN SLAVERY – Policy Statement

- Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implement and enforce effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or our business partners. We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery. We expect the same high standards from all of our contractors, suppliers and other business partners, and they in turn will hold their own suppliers to the same high standards

## 11. Possible indicators of Modern Slavery

- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK. Slave Masters and Traffickers will deceive, coerce and force adults into a life of abuse, callous treatment and slavery.

## THE SAFEGUARDING PROCEDURE

The Primary responsibility of Parenting 2000 staff/volunteer /trustee is to act as an "ALERTER"

As an alerter you are:

- Not being asked to verify or prove that information is true
- Required to log your concerns and report them to a Designated Safeguarding Officer
- If the Person you have concerns about is the Designated Safeguarding Officer contact the CEO or Chair of trustees
- Only the Police have the responsibility to establish if a criminal offence has been committed

Should anyone within Parenting 2000 reasonably suspect or become aware of an adult who meets the safeguarding criteria as described above, or is at risk of, abuse or neglect, the Designated Safeguarding Person/Lead (DSL) must be informed.

### The Designated Person

The responsibilities of the designated person/ trustee are as follows:

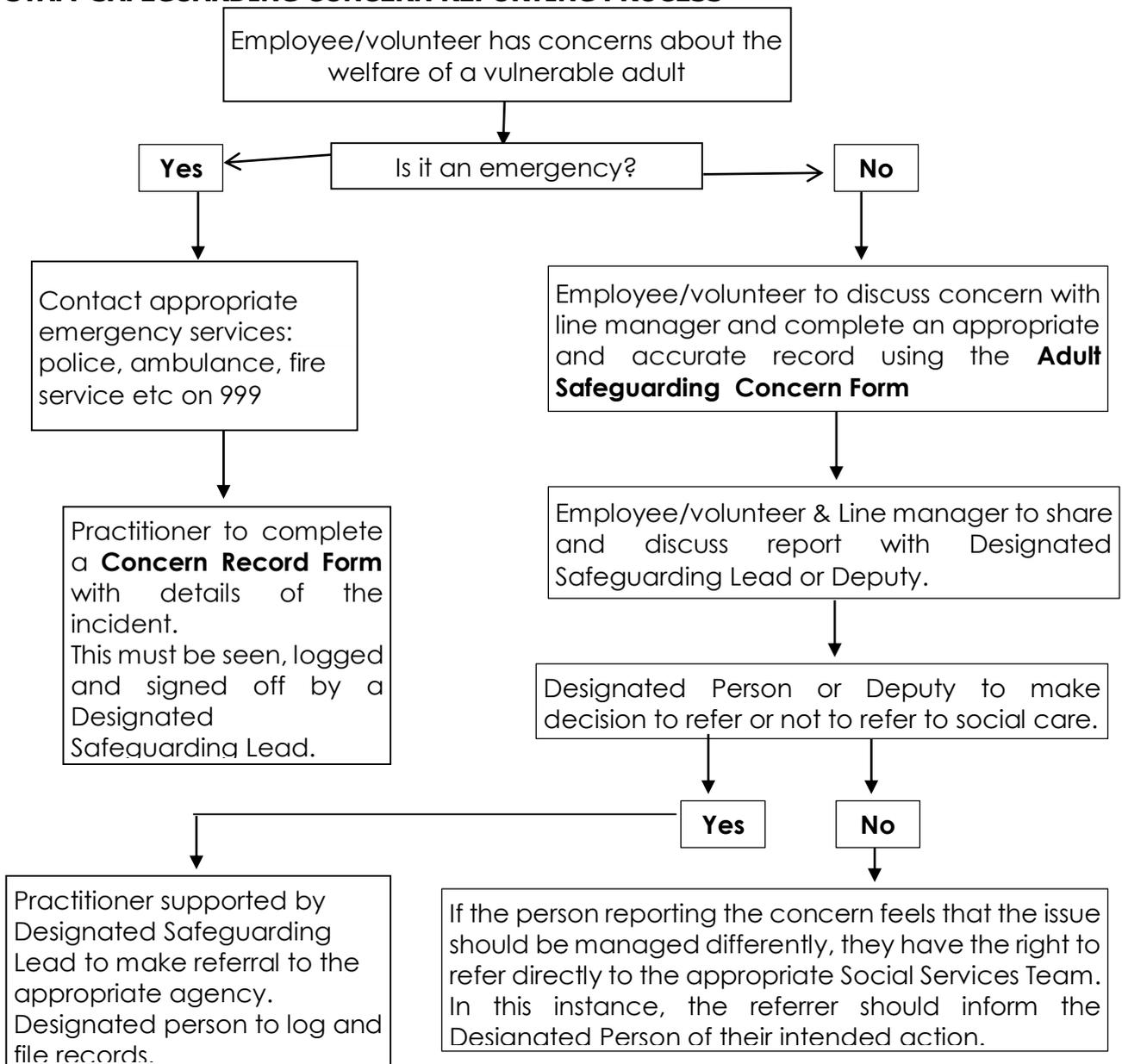
- To be responsible for ensuring that effective communication and liaison with Social Services and other agencies takes place as appropriate in the event of staff having concerns about a vulnerable adult
- To ensure that all staff have an understanding of safeguarding and its main indicators, and are aware of Parenting 2000's and their own responsibilities
- To support and advise staff in their Safeguarding work.
- To maintain their own knowledge and awareness of the issues, policy and practice of Safeguarding, through regular attendance at appropriate training courses,

Name	Role	Job Title	Phone nos	Email
Janine Hyland	Designated Safeguarding Lead	Chief Executive	01704 380047 0151 932 1163 07880033831	<a href="mailto:Janinehyland@parenting2000.org.uk">Janinehyland@parenting2000.org.uk</a>
Roma Donker	Deputy Safeguarding Lead	Senior Early Help Practitioner	01704 380047 0151 932 1163 07880 035 273	<a href="mailto:Roma.donker@parenting2000.org.uk">Roma.donker@parenting2000.org.uk</a>
Shannon Bryan	Deputy Safeguarding Lead	Youth Services Manager	01704 380047 0151 932 1163 07834 524 987	<a href="mailto:Shannon.bryan@parenting2000.org.uk">Shannon.bryan@parenting2000.org.uk</a>
Claudia Aldersley	Deputy Safeguarding Lead	Therapeutic Counselling Lead	01704 380047 0151 932 1163	<a href="mailto:Claudia.aldersely@parenting2000.org.uk">Claudia.aldersely@parenting2000.org.uk</a>
Steve Mc Dermott	Designated Trustee Safeguarding Lead <i>This is strategic rather than operational; they will not be involved in concerns about individual children</i>	Trustee	0151 284 0025 0151 932 1163	<a href="mailto:Steve.McDermott@expect-excellence.org">Steve.McDermott@expect-excellence.org</a>

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LOCAL AUTHORITY CONTACT NUMBER FOR RAISING SAFEGUARDING CONCERNS	
Sefton:	0151 934 3737
Lancashire:	0300 123 6721 (adult social care)
Liverpool:	Careline 0151 233 3800 <a href="https://apps.liverpool.gov.uk/lccforms/forms/adult-safeguarding-professional-referral/">https://apps.liverpool.gov.uk/lccforms/forms/adult-safeguarding-professional-referral/</a>

**STAFF SAFEGUARDING CONCERN REPORTING PROCESS**



**THIS POLICY IS APPROVED AND ENDORSED BY THE BOARD OF TRUSTEES AND WILL BE REVIEWED ON AN ANNUAL BASIS.**

**Reviewed: February 2022**

**Signed by: Nigel Bellamy Chair**

**Appendix****Staff concern form:  
Vulnerable Adult Safeguarding**

Please fill in this form and pass onto your safeguarding lead Janine Hyland :

[Janine.hyland@parenting2000.org.uk](mailto:Janine.hyland@parenting2000.org.uk). Please password protect the form before sending.

Date of Referral:		
Referrer Name (within Parenting 2000):		
Name(s) of vulnerable adult(s) involved: Date of birth of vulnerable adult(s) involved: Address of vulnerable adult (s) involved including post code:		
Name and contact detail of carer if applicable :		
Name of Social Care Contact if applicable.		
Reason for Referral – what is your concern? (continue on back of this sheet if necessary):		
Action Taken: If you have taken any action please record it here if not please leave blank ; The Lead safeguarding office will also use this space to record any actions taken.		
Follow Up by The Safeguarding Lead		
Signature:	Role:	Date