



ADULT PROTECTION POLICY AND PROCEDURE

Introduction

For the purpose of this policy an adult refers to any person aged 18 years or over.

A vulnerable adult is anyone who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against harm or serious exploitation.

A vulnerable adult can be at risk of mistreatment and abuse and that such mistreatment and abuse constitute clear infringements of rights. Abuse is a violation of an individual's human and civil rights by any other person or persons or organisation. Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to or exploitation of the person subjected to it.

There are 9 main recognised areas of abuse:

- Physical.
- Sexual.
- Financial.
- Psychological.
- Neglect.
- Discriminatory.
- Slavery.
- Domestic Abuse.
- Self-Neglect.

Policy Statement

It is the policy of KidsAid to ensure that:

- Adults who are vulnerable should be treated in a way that respects their individuality and to not undermine their dignity or their human and civil rights.
- People should be helped to live as independently as possible and encouraged to make informed

Page 1 | 4

decisions about all aspects of their lifestyles.

- All individuals should be helped and enabled to exercise the greatest possible control of their lives.
- The welfare of vulnerable adults must be always safeguarded.
- The needs of the individual must be paramount, even when this conflicts with the needs of parents and carers.
- There is a recognition of the importance of working in partnership, where appropriate with other significant adults/agencies.
- There is a recognition of the rights of staff, therapists, volunteers and other service users and the need for their support.
- All staff and volunteers understand that they have a role to play in safeguarding and protecting adults from abusive situations.

Reporting Procedure

The KidsAid advises the Board, staff therapists, and volunteers to respond in the following way if a service user wants to confide something or disclose abuse:

- Stay calm and listen carefully.
- Take it seriously and be supportive and sympathetic.
- Reassure the service user.
- Let the service user know that their share will be reported.
- Negotiate getting help quickly.
- Make a full record of what has been seen and heard by completing the Adult Protection Concern/Incident report.
- Discuss with Designated Safeguarding Officer and/or Deputy Designated Safeguarding Officer.
- Use appropriate language or aids to facilitate communication.

If it is suspected that a service user may be at risk but have no evidence of abuse:

- Make written and dated notes of observations.
- Inform the Designated Safeguarding Officer and/or the Deputy Safeguarding Officer.
- Seek explanations from parents, carers, and the person without raising the question of abuse.
- Build up a picture. Are there significant changes in the service user's life or behaviour?
- Make a report using the Adult Protection Concern/Incident report.

Nominated Person

Safeguarding Trustee: Felicity Botterill

Cases of abuse or concerns about abuse should be directed to one of the following 3 people:

Northamptonshire and other Counties:

- 1) Carla Mangan: Clinical Lead & Lead Designated Safeguarding Officer.
- 2) Lynne Goodwin: Case Manager and Deputy Designated Safeguarding Officer.

Peterborough and Cambridgeshire:

Cathryn Hicks: Regional Development Manager and Lead Designated Safeguarding Officer

Whichever of the nominated people above receives the report should convene a group of three or more people to discuss it. This should be made up of the person making the report and the Lead and Deputy Safeguarding Officers. If it is the case that any of these are the same person or the alleged abuser, then the group of three should be made up of alternative and appropriate member of staff or the CEO.



ADULT PROTECTION CONCERN/INCIDENT REPORT

Client Name:

DOB/Age:

The Concern/Incident Details

Reported to: Date:

Agreed Action