

St. Francis Lunch Club Vulnerable Adults Policy

Definitions

Abuse is: a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of single 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, or exploitation, of the person subjected to it.

Abuse includes:

1. Physical Abuse

This can include:

- Hitting, slapping, pushing, kicking, spitting
- Unapproved use of physical restraint or restriction
- Use of force or the threat of force
- Harsh manual handling (including the inappropriate use of hoists)
- Misuse of medication

2. Sexual Abuse

This can be any type of sexual or indecent act or activity including:

- Rape, exposure to pornography and any physical sexual touching which the vulnerable adult does not want or does not truly understand
- Where the person is unable to give their informed consent
- Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other, e.g. lunch club worker or volunteer, social worker, residential care worker, health worker

3. Psychological/Emotional/Mental Abuse

This can include:

- Blame, insults, humiliation
- Controlling, intimidation, bullying, harassment
- Being stopped from seeing other people or using services or supportive networks
- Being locked away
- Verbal abuse, swearing, threats, using tone and volume of voice to intimidate, body language
- Denial of cultural and language needs or restricting their right of access to their culture and language
- Denying the person the right to make their own decisions

4. Financial or Material Abuse

This can include:

- Theft of money and benefits, property, possessions, insurance
- Removal or control of the person's finances without permission
- Blackmail or taking advantage
- Pressure in connection with wills, property or inheritance or financial transactions

5. Neglect and Acts of Omission

This can include:

- Regularly leaving the person unattended for long periods or abandoning them
- Lack of care including food, warmth, medication and access to medical treatment
- Failing to attend to physical needs such as toileting, dressing and washing
- Failing to provide access to appropriate health, social care or education services

6. Discriminatory Abuse

This includes discrimination on the grounds of race (including colour, nationality and ethnic origin), gender, marital status and civil partnership, disability, religion or religious beliefs, age, gender reassignment, pregnancy and maternity or sexual orientation

Abuser - a person who has used their power and influence to do something or not do something to cause harm to a vulnerable adult or who has intended to do so.

Centre Directors - the Board of Directors for St. Francis Youth and Community Centre

Centre - St. Francis Youth and Community Centre, Sycamore Road, Bournville, Birmingham B30 2AA.

Church - Parochial Church Council of St. Francis' Church, Bournville.

Incumbent – The Vicar of Bournville Parish Church, St Francis of Assisi, who is (ex-officio) Chair of the Board of Directors at St Francis Centre

Lunch Club – St Francis Lunch Club c/o, St. Francis Youth and Community Centre, Sycamore Road, Bournville, Birmingham B30 2AA.

Lunch Club Co Ordinator – a person who has day to day responsibility of the Lunch Club volunteers and members

Safeguarding Vulnerable Groups Co-ordinator – a person designated by the incumbent to co-ordinate issues of a safeguarding vulnerable groups nature. This person is to help develop a culture of informed vigilance. This will involve passing on relevant information, maintaining records, ensuring workers with all vulnerable groups receive appropriate training and ensuring the Vulnerable Adults Policy is reviewed and updated regularly. It may also include taking action or being involved in recruitment.

Survivor - a person who has been the victim of abuse either in a one-off situation or as part of a longer series of occasions across time.

Training - This may consist of either formal training courses or informal discussion with the Incumbent or the Safeguarding Vulnerable groups Co-ordinator or another qualified person.

Volunteer - any unpaid person who has contact with vulnerable adults as part of the activities run by the Church, Centre and/or Lunch Club.

Vulnerable Adult - any person:

- who is aged 18 years and over
- who is or may be in need of community care services because of frailty, learning or physical or sensory disability or mental health issues
- and who is or may be unable to take care of him or herself, or take steps to protect him or herself from significant harm or exploitation

Worker - any person employed by the Church, Centre and/or Lunch Club in a paid capacity who has contact with vulnerable adults.

Introduction

We at St. Francis Lunch Club value vulnerable adults who are in our care, aiming to create a culture of informed vigilance through this policy. The Centre Directors take seriously their responsibilities to protect and safeguard the welfare of those vulnerable adults entrusted to our care and this policy seeks to ensure that a safe and secure environment is provided for them.

The policy complies with the requirements for public liability under our insurance policy with Ecclesiastical Insurance Group.

Responsibilities

All those working with vulnerable adults are expected to be familiar with the contents of this policy and to follow the procedures in it.

A Safeguarding Vulnerable Groups Coordinator must be appointed.

Relevant telephone numbers, including the Social Care Services number must be displayed.

Ensure that those authorised to work with vulnerable adults are trained, supported and security checked and that all have access to a copy of the Vulnerable Adults Policy, procedures and guidelines.

Ensure that appropriate health and safety policies and procedures are in place and appropriate insurance is provided for all activities undertaken in the name of the Lunch Club.

Policy Statements

1. The Lunch Club is committed to provide a safe and secure environment for vulnerable adults.
2. The Lunch Club will take appropriate action in response to any allegations or suspicions of abuse made about any vulnerable adult whoever may be the alleged abuser.
3. We believe that workers and volunteers who come into regular contact with vulnerable adults through the Lunch Club need to understand our policies and procedures for safeguarding their welfare.
4. We recognise that workers, both paid and volunteer, need to understand the issues in working with vulnerable adults.

5. We recognise the need to identify and provide appropriate training.
6. We respect and recognise that any survivor of abuse needs sensitive and confidential support and understanding.
7. We will publicise our policy either in summary or in detail in all relevant publications and notices, including the details of the Safeguarding Vulnerable Groups Co-ordinator and other contacts (cf. Appendix 1).

Recruitment

Because the Lunch Club involves a regulated activity, all workers and volunteers must be checked with the Disclosure and Barring Service (DBS) before undertaking any work in the Lunch Club. Each volunteer must provide two references and attend an interview with either the Lunch Club Co-ordinator or the Safeguarding Vulnerable Groups Co-ordinator who will explain this policy and provide a copy of the summary document.

A copy of the Lunch Club's Volunteer Agreement will be provided to each volunteer.

A copy of the Centre's Confidential Policy will be provided to each volunteer.

Records must be kept by the Incumbent securely and indefinitely. The records will be kept in the Parish Office.

Taking Action

Workers and volunteers should understand the nature of abuse and how to recognise when a vulnerable adult might be at risk.

An allegation is when someone, who may or may not be the vulnerable adult concerned, makes a direct statement that abuse has taken place. All allegations of abuse, from whatever source, should be referred to the appropriate Local Authority Dept as soon as possible using Birmingham City Council's Multi Agency Alert Form; they must not question the vulnerable adult, make any investigations or promise to keep allegations secret.

A suspicion is where there are indicators that abuse may have taken place but where there is no direct allegation or disclosure to confirm this.

If any worker or volunteer has suspicions about a vulnerable adult being at risk, either through direct observation or through hearsay, they should seek advice without delay. They must not question the vulnerable adult concerned, make any investigations or promise to keep allegations secret.

Anyone who receives an allegation of abuse must keep detailed records of their responses. They should record the content of all conversations, face to face or by telephone, all decisions taken and the reasons for them, and should retain all correspondence and other papers. The records should be dated and all papers retained indefinitely in case allegations are made by others in the future. Cases involving a lapse of many years are often vulnerable in both criminal and civil courts. The police can require records to be produced in evidence.

Any allegation of abuse where the alleged abuser is a member of staff or volunteer at the Lunch Club should firstly be raised with the Lunch Club Co-ordinator (unless s/he is the potential transgressor, in which case write to or speak to the Chair of Directors of the Centre or the Safeguarding Vulnerable Groups Co-ordinator) Concerns may be raised verbally or in writing. We recognise a person may want to raise a concern in confidence. If the situation arises where we are not able to resolve the concern without revealing that person's identity (for instance because evidence is needed in court), we will discuss with that person whether and how we can proceed. Once we have been told of a person's concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. Usually, within four weeks of a concern being raised, the person raising the concern will receive a written reply, acknowledging that the concern has been received, indicating how the Lunch Club propose to deal with the matter, giving an estimate of how long it will take to provide a full response, saying whether any initial enquiries have been made, supplying information on what support is available; and saying whether further investigations will take place and if not, why not. No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the obligation is not subsequently confirmed by the investigation. Every effort will be made to ensure confidentiality as far as this is reasonably practical. A volunteer who is not satisfied with the action taken by the Lunch Club is entitled to question the matter further with the Incumbent and/or the Safeguarding Vulnerable Groups Co-ordinator.

Records will be the responsibility of the Incumbent and/or the Safeguarding Vulnerable Groups Co-ordinator and will be held in the Parish Office.

Any accident occurring on the premises and how it was handled, should be recorded in the appropriate Accident Book, held in the Centre office.

Review

The incumbent and/or the Safeguarding Vulnerable Groups Co-ordinator will ensure that the review of the policy is raised on the Board Meetings Agenda annually.

Any change to the law will be notified to the Centre Directors by the Incumbent or the Safeguarding Vulnerable Groups Co-ordinator.

When the policy is amended/affirmed, new copies will be circulated to the Lunch Club Co-ordinator and a summary (cf. Appendix 2) will be given to each worker or volunteer.

Birmingham Social Care Services Adult Safeguarding 0121 303 1234

Date: March 2018

Review Date: March 2019