



# Old Mill Foundation

HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

## Safeguarding Vulnerable Adults Policy

### Contents

Section number	Heading	Page number
1	Purpose	1
2	Processes	1
3	Procedure	2
4	Responsibility of staff	2
5	Responsibility of OMF	3
6	Scope of policy	3
7	Costs	3
8	Associated Policies	3
9	Policy changes	4
10	Policy dates	4

### 1. Purpose

This policy deals with safeguarding of clients including their carers and supporters of The Old Mill Foundation, especially where the client may be defined as a 'vulnerable adult' due to their illness, treatment and fragility.

The Old Mill Foundation holds as one of its highest priorities the health, safety and welfare of all vulnerable adults involved in our services, courses or activities which come under the responsibility of the Old Mill Foundation

### 2. Processes

2.1 The Old Mill Foundation will keep its policy and procedures on vulnerable adult protection under review to take account of any new Government legislation, regulations or best practice. This will ensure that staff and volunteers are kept fully up to date with their responsibilities and duties with regard to the safety and well-being of vulnerable adults.

### **3. Procedure**

3.1 The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2002 require employers to carry out criminal record checks before staff and volunteers are allowed to come into contact with vulnerable adults. The Old Mill Foundation is required under this legislation to apply for an 'enhanced' disclosure from the Disclosure and Barring Services for staff and volunteers working with vulnerable service users.

3.2 The Old Mill Foundation has a designated member of staff, who is assigned to act upon vulnerable adult protection concerns. At The Old Mill Foundation this person is the CEO ("VAPO" – Vulnerable Adult Protection Officer) and is responsible for coordinating action within the organisation and liaising with other agencies.

3.3 The Old Mill Foundation recognises that any vulnerable adult can be subject to abuse and all allegations of abuse will be taken seriously and treated in accordance with the organisation's procedures – see **Safeguarding Vulnerable Adults Procedure.**

### **4. Responsibility of staff and volunteers**

4.1 The Old Mill Foundation recognises that it is the responsibility of all staff and volunteers to act upon any concern no matter how small or trivial it may seem.

4.2 Staff and volunteers have a duty to record and report any concerns they have where they believe a vulnerable adult is or has been at risk of abuse or significant harm to the VAPO (Vulnerable Adult Protection Officer) immediately.

4.3 The responsibility extends to all staff and volunteers and not just those working directly with vulnerable adults

4.4 In the event that any member of staff or volunteer suspects any other member of staff or volunteer of abusing an Old Mill Foundation service user, it is their responsibility to bring these concerns to the Outreach Manager and also the VAPO except where the suspect is either of them. Should that situation occur, then it should be reported to the chair of the Trustee Safeguarding sub-group.

## **5. Responsibility of OMF**

5.1 The Old Mill Foundation has a duty to ensure that its staff and volunteers fulfill their responsibilities to vulnerable adults and to report any abuse discovered or suspected.

5.2 The Old Mill Foundation recognises its responsibility to implement, maintain and regularly review our procedures.

5.3 The Old Mill Foundation will advise all clients of the existence of the Old Mill Foundation's Vulnerable Adult Protection Policy and its procedures, and the fact that this may require cases to be referred to the investigative agencies in the interests of the vulnerable adult.

5.4 The Old Mill Foundation will work with appropriate local agencies to report any safeguarding concerns that vulnerable adults are safeguarded through the effective operation of the Old Mill Foundation's vulnerable adult protection procedures.

5.5 The Old Mill Foundation is committed to supporting those who work with, or who come into contact with, vulnerable adults.

## **6. Scope of policy**

6.1 The purpose of this policy is to ensure that the rights of vulnerable adults are protected through staff and volunteer awareness of the issues and the following of the statutory and local guidelines in the reporting of concerns.

## **7. Costs**

7.1 Training – staffing time and resources to deliver and/or provide information

## **8. Associated Policies**

Data Protection/GDPR  
Disclosure and Barring Services  
Volunteer  
Equality & Diversity  
Health & Safety  
Risk Management  
Welsh Language

**9. Policy changes**

Reason for change	Section changed	Date changed	New version number
Review – last document dated 7 January 2015	All	10 March 2020	v2

**10. Policy dates**

Trustee approval	10 <sup>th</sup> March 2020
Review date	Annually

**Signed by .....****Date.....**

**Name printed.....Position in organisation.....**