



Below is a model vulnerable adult's policy that can be used as a template to create a policy for your organisation. Please note that this policy must be read over carefully and changed as needed to meet the specific requirements of your organisation and the activities you carry out.

Please note: This information is intended to offer assistance and provide information where appropriate and Community Waltham Forest is not liable for action taken, or not taken, as a result of reading this guide.

Support

If you would like any support with policies and procedures or any other issues facing your organisation, please contact the Development Team at Community Waltham Forest at hello@communitywalthamforest.org

Name of Organisation - Vulnerable Adults Policy

ORGANISATION is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with the **ORGANISATION** Equal Opportunities Policy

Definition

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers, staff and trustees have a duty to identify abuse and report it.

Support to volunteers and staff

The volunteers and staff reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned i.e. are upset or angry. The Coordinator will support you. Other support may take the form of support provided by work colleagues or support or counselling provided by an outside body if required.

Volunteers and staff themselves may also be the subject of an allegation of abuse. While support will be offered, **ORGANISATION** will ensure that Social Services are given all assistance pursuing any investigation. Suspension and/or discipline may be implemented.

Suspect of abuse by a member of staff or volunteer

Where a member of volunteers and staff is suspected of abuse the following action should be taken:

- The Coordinator should interview the member of volunteers and staff with a witness present.
- The Coordinator should make arrangements for interviewing the suspected victim. This should be done with ORGANISATION volunteers or staff member and a support for the victim present.
- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation
- The procedure in 4 above should then be followed.

Confidentiality

Confidentiality is crucial to all our work and relationships and the ORGANISATION confidentiality policy should be adhered to except that the welfare of vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

Contact information

Allegation of the alleged abuse which occurred when the person is over 18 years old falls under the Protection of Vulnerable Adults and needs to be reported to the Waltham Forest Social Services Adult Care Duty Officer,

Contact

Signed by:.....Position in organisation:.....

Date to be updated:.....