

**Adult Safeguarding Policy  
Greenmount Village  
Community  
Volunteers**

# Adult Safeguarding Policy for Greenmount Village Community Volunteers

## Introduction:

This policy is to make sure that Greenmount Village Community has all the right things in place to protect and safeguard adults.

Greenmount Village Community believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Greenmount Village Community in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Volunteers should be made aware of how this policy can be accessed.

Greenmount Village Community is committed to following the Adult Safeguarding Policy and Procedures of the Bury Integrated Safeguarding Partnership

This policy and related procedures are applicable to the volunteers of Greenmount Village Community. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in exclusion from the organisation as a volunteer.

### **Care Act 2014 Definition of an Adult at Risk of Abuse:**

*Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)*

*(a) has needs for care and support (whether or not the authority is meeting any of those needs),*

*(b) is experiencing, or is at risk of, abuse or neglect, and*

*(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.*

## Key Principles of Adult Safeguarding:

In the safeguarding of adults, Greenmount Village Community are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Greenmount Village Community aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

## Recognising the signs of abuse:

Volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of

concern. Volunteers within the organisation should understand what to do, and where to go to get help, support and advice.

## Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## Signs of abuse:

There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury/weight loss/cuts and bruises/dirtiness
- Changes in behaviour

- Depression/low self-esteem
- Lack of self-care/dehydration/abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family, or community

### **Radicalisation to Terrorism:**

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behavior.

### **Reporting Concerns:**

A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

Where a disclosure is made by a vulnerable adult it is important that you do not promise to keep the information secret but tell them that you will only disclose it to someone who can help them.

We all have a responsibility to report any safeguarding concerns over the welfare of vulnerable adults. This extends to the identification of signs of abuse; allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

Any volunteer who becomes aware that an adult is, or is at risk of, being abused must raise the matter immediately with the organisation's designated safeguarding person.

**If the adult requires immediate protection from harm, contact the police 101 or 999 and Adult Social Care 0106 253 5151 or on 0161 253 6606.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

The Police or relevant agency will need as much factual information as possible. For example:

- The vulnerable adult's name and address

- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation
  - Any other known factors, which may be contributing to the problem.
  - Additional information such as age (or date of birth), ethnicity, religion, language and disabilities/specific needs.
- However, the safeguarding concern should still be reported whether or not the information is complete.

## **Confidentiality**

Every effort should be made to ensure confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the vulnerable adult, their family and any investigation that may follow.

## **Safe Recruitment & Selection:**

Greenmount Village Community is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Greenmount Village Community will ensure that when necessary:

- DBS checks are made and database renewal records are kept up to date.
- Training is provided for safeguarding vulnerable adults.
- The Safeguarding Policy is given to all volunteers to remind them of their role.
- Volunteers accepting this role will recognise it as a position of trust.

## **Social Media:**

All correspondence through social media is distributed by the nominated person responsible for email, Facebook, Twitter and the Greenmount Village Community Website. No other person can post on our social media.

All volunteers should be aware of Greenmount Village Community code of conduct for behaviour towards the adults we support. (See attached documents).

## **Training and Awareness:**

Greenmount Village Community will ensure an appropriate level of safeguarding training is available to its volunteers and any relevant persons linked to the organisation who requires it. For volunteering working with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Greenmount Village Community Children and Young People's Safeguarding Policy.

## **Mental Capacity:**

The MCA defines someone who is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

Support and guidance will be sought from Bury Adult Social Care should anyone have concerns regarding an adult's capacity.

## **Confidentiality and Information Sharing:**

Greenmount Village Community expects all volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**.

## **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

## **Whistleblowing:**

Greenmount Village Community is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

## **Important Contacts:**

### **Designated Lead for Safeguarding**

Name: David Hanley

Email address: dahanley100@gmail.com

Telephone number: 07815 558299

### **Designated Trustee for Safeguarding**

Name: Julie Southworth

Email address: chairperson@greenmountvillage.org.uk

Telephone number: 07970 479283

### **Bury Council**

Customer Contact Centre on 0161 253 5151 or on 0161 253 6606 outside of these hours.

Service available Monday to Friday, 8.45am to 5.30pm or email



## Greenmount Village Community



[adultcareservices@bury.gov.uk](mailto:adultcareservices@bury.gov.uk)

### **Police**

Emergency – 999

Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>