



## Adults at Risk Policy & Procedure

Policy Key Contact: CEO  
Approved by: Chair of Board of Trustees  
Date Agreed: March 2023  
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This policy applies to all staff, including the board of Trustees, paid staff, volunteers or anyone working on behalf of RoSA.

The purpose of this policy is to provide guidance on procedures that should be adopted in the event of a disclosure or suspicion that an adult may be at risk of, or experiencing harm.

This commitment stands irrespective of race, religion, language, culture, creed, and disability, mental health or medical condition.

An adult at risk of harm is a person aged 18 years or over 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 him or herself, or unable to protect him or herself against significant harm or exploitation (The Care Act 2014, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Bill).

RoSA recognises that the majority of our client group are already classified as adults at risk of harm. RoSA will take seriously any allegations or suspicions of abuse and will ensure that when working with all adults their safety and welfare is of the utmost importance.

For RoSA, the aims of safeguarding adults are to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs; to safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives.

### **Definitions of Abuse**

Abuse can take many forms, the most widely recognised forms of abuse are:

- childhood sexual abuse
- sexual violence
- rape
- FGM (female genital mutilation)
- trafficking
- modern slavery
- physical abuse
- emotional abuse
- psychological abuse
- discriminatory abuse
- domestic abuse
- institutional abuse

Although the above list is comprehensive it is not exhaustive.



## **Disclosure & Confidentiality**

The legal duty of RoSA to disclose ongoing abuse is not absolute and therefore, working within the remit of the RoSA Confidentiality Policy; clients who remain in abusive environments will not face disclosure to external agencies without their consent unless it is felt there is significant risk to the client or to the welfare of a child or another adult at risk of harm. In these circumstances, any sharing of information, where possible, will be discussed and explored with the client prior to the disclosure of such information to external agencies. The matter will however be dealt with as swiftly as possible for the safety of those concerned.

## **Responsibilities of RoSA**

- To ensure staff and volunteers are aware of the Adults at Risk Policy and Procedure and are adequately trained
- To notify the correct agencies if abuse is identified or suspected **where appropriate**
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To carry out Enhanced DBS checks for volunteers and employees that have access to or work with adults at risk of harm

RoSA does not have a statutory footing in regard to adults at risk concerns. This means that we do not have a legal responsibility or authority to investigate allegations or concerns. RoSA's role is not to ask probing questions, or to find out whether the abuse did occur, but to listen to vulnerable adults and pass these concerns on to a statutory agency that does have a responsibility to provide appropriate intervention.

These agencies include: the Police, Warwickshire Social Care and Support Teams and MARAC (Multi-Agency Risk Assessment Conference).

## **Responsibilities of RoSA's employees and volunteers**

- To be familiar with the Adult at Risk Policy and Procedures
- To take appropriate action in line with the policies of RoSA
- To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal.

## **Support for those who report abuse**

All those making a complaint or allegation or expressing concern, whether they be staff, clients, carers or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will be treated confidentially wherever possible, but their concerns may be shared if they or others are at significant risk

## **Adults at risk of harm have the right:**

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously



- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

### **Adults at Risk of Harm Procedures**

RoSA's Safeguarding Officers have responsibility to keep up to date with national developments within Adult Protection and to inform all staff and volunteers working on behalf of RoSA.

### **Recruitment and Training**

RoSA operates a rigorous safer recruitment and selection process for staff, volunteers and trustees including, verification of identity and taking up validated references.

All volunteers and staff are required to undergo an Enhanced DBS Check to ensure their suitability of involvement with RoSA before they begin work. Trustees will have an Enhanced DBS check carried out prior to commencing their role, however they will not be working directly with clients.

All new staff, including temporary staff, sessional workers and volunteers, are provided with induction training, which outlines the legality and importance of the protection of adults at risk of harm before embarking on their role.

All new staff, including temporary staff, sessional workers and volunteers will attend RoSA's training course for the protection of adults at risk of harm on induction.

RoSA's training for the protection of adults at risk of harm is reviewed and updated every six months. All staff, including temporary staff, sessional workers and volunteers receive regular updates to procedure changes and are required to attend training once a year.

### **Suspicion**

Workers must take the issue to a line manager or the Safeguarding Officers. If the discussion is with the line manager then the Safeguarding Officers must also be informed. All cases will be reviewed in consultation with the Safeguarding Lead. In considering any action the best interests of the Adult will always be considered. Allegations, made by anyone, will be acknowledged, acted upon and resolved.

### **Confidentiality**

- Absolute confidentiality cannot be guaranteed; please see RoSA's confidentiality agreement.
- Clients can be reassured that no information can be disclosed without their consent, **unless related to a significant risk to their life, the lives of others or the welfare of a child.**
- If confidentiality cannot be maintained, the information will only be shared with relevant people. The adult at risk of harm will be informed and supported appropriately.



Should staff or volunteers feel they need someone to talk to during the process, this can be discussed with Safeguarding Officers.

### **Referral/Reporting Procedure**

All cases of abuse or suspected abuse must be referred on as follows:

1. Take the matter to a line manager and inform the Safeguarding Officers. Where it will be decided as to whether the matter will be followed up.
2. Fill out an Adult at Risk Recording Sheet: To include dates, times and the nature of the concern being raised. If a disclosure is made, it is important to record the exact wording used.
3. The Safeguarding Officers will contact the relevant agency, who will assume a lead role in investigating the adult protection issue.

Action must still be taken if the adult at risk withdraws the allegation, or if the person disclosing is not the “victim” of the alleged abuse where there is a significant risk to their life, the lives of others or the welfare of a child.

### **Allegations Made Against Staff / Volunteers**

If an allegation of abuse is made against a member of staff or a volunteer:

- Follow the disclosure/suspicion and referral procedures.
- The member of staff/volunteer must be suspended from duties pending investigation. This is not an assumption of guilt, but serves to allow the appropriate investigation to take place and protects the member of staff / volunteer from further allegations.
- Consideration may be given to enabling the member of staff/volunteer to complete duties that do not involve contact with vulnerable adults, subject to individual circumstance.
- If the complaint is against a Safeguarding Officer or the CEO, the matter must be passed to the Chair Person of RoSA’s Board of Trustees for appropriate action.

### **Record Keeping**

- Record accurately, and as soon as possible, all detail of disclosure / suspicion and any subsequent action taken and discussions held.
- **Do not** paraphrase, interpret or assume.
- Store records securely with RoSA’s Safeguarding Officers.

### **Support for you**

- Should you feel at any time during the process that you need someone to talk to, please discuss this with the RoSA’s Safeguarding Officer or speak up champions



## **Referral for new or immediate concerns in Warwickshire**

Contact Social Care and Support on: **01926 412080**. Warwickshire social care and support teams can offer advice and support and, where necessary, arrange appropriate services.

**Where there is an immediate concern about the safety of an adult at risk of harm, the police should be contacted by dialling 999**

Warwickshire **Blue Sky Centre** ([blueskycentre.org.uk](http://blueskycentre.org.uk)) offer support 24/7, 365 days a year. Information and guidance if someone discloses that they have been raped or sexually assaulted, regardless of when it happened.

Blue Sky Centre on: **0800 970 0370** (All calls are confidential)



## **RoSA's Vulnerable Adult Protection Recording Sheet**

This form should be filled in if someone discloses an adult at risk of harm protection issue to you, or if you are concerned about possible vulnerable adult protection issues. The information you are asked to record is in line with RoSA's Adults at Risk of Harm Policy and Procedures. The record should be clear and factual as it may be used for any subsequent investigation or as evidence in court. You should not ask leading or probing questions and should record any disclosure in the words used by the person making the disclosure.

Name of vulnerable adult:

Address:

Date of Birth:

Name of parent/carer:

Phone Number:

Your Name:

Your Position:

Nature/reason for RoSA providing a service:

Are you recording:

- A disclosure made directly to you by the vulnerable adult?
- A disclosure passed on by someone else?
- Your suspicions or concerns?

Date of disclosure:

Time of disclosure:

Date of incident:

Time of incident:

What was said or done during the disclosure to have raised concerns?

Are there any physical or behavioural signs that raise concerns?

Have you spoken to the parent/carer or consulted anybody else?    Yes / No  
If yes please give details:

Name of the person you have reported it to within RoSA:

Date of report:

Signature of person reporting:

Date: