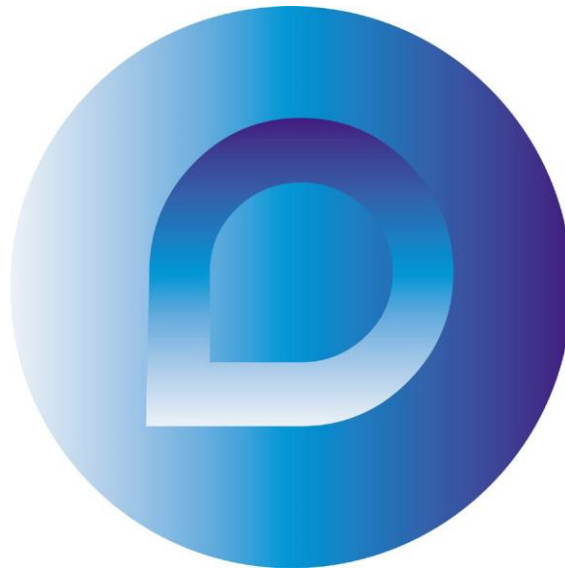


Vulnerable Adults Protection Policy



Reviewed: July 2022

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Safeguarding Vulnerable Adults Policy & Procedures

1. Introduction

It is widely accepted that it is the responsibility of every adult to protect vulnerable persons from abuse as it would be with children. The following document sets out how By Design Group and associated companies will look to protect vulnerable adults with whom the company comes into contact with and builds upon the Child Protection Policy and Procedures document with many areas, procedures, and much policy cross cutting for both potentially at-risk groups.

When establishing guidelines concerning the protection of vulnerable adults, it is important to recognise that the By Design Group and all associated companies have both a moral and a legal obligation to ensure that when it is given responsibility for a vulnerable adult, it provides them with the highest possible standard of care.

The company recognise that they have a responsibility:

- To safeguard and promote the interests and well-being of vulnerable adults with whom they are working.
- To take all reasonable practical steps to protect vulnerable adults from harm, discrimination, or degrading treatment.
- To respect their rights, wishes and feelings.

Our vulnerable adult protection policy will:

- Offer safeguards to the vulnerable adults with whom we work and to our communicators and coaches.
- Help to ensure good practice in dealing with vulnerable adults' protection issues.

It is recognised that any procedure is only as effective as the ability and skill of those who operate it. As a company we are committed therefore to sound recruitment, provision of support, and appropriate training for all of our communicators and coaches. This will enable them to work together with schools, teachers, and other organisations to ensure that the needs and the welfare of vulnerable adults remain paramount.

This document is designed to provide a manual for communicators and coaches and to inform them of the process and procedures necessary to ensure the welfare and protection of vulnerable adults. As aforementioned this policy is written in conjunction with the company Child Protection Policy and Procedure document and only points of note which refer directly to vulnerable adults are included herein. All points, policies and procedures identified in the Child Protection Policy and Procedures document are relevant to vulnerable adults and as such apply to both documents.

2. Policy Statement

It is the policy and intention of the By Design Group Limited (and all associated companies) that all of its operations are conducted and managed in a way that will endeavour to ensure the highest standards of safeguarding vulnerable adults.

This statement recognises the company's responsibility towards vulnerable adults both in their care and under their supervision, and to comply with, as a minimum requirement, all Statutory Regulations.

The Directors of the By Design Group are charged with fully complying with the principles of the company and are responsible for implementing this Safeguarding Vulnerable Adults Policy.

Each employee will be given such information, instruction and training as necessary, (by the relevant company), to enable them to carry out their work, in a safe manner, and comply with this Company Policy and the Statutory requirements.

The successful implementation of this policy requires a commitment from everyone, and all employees are actively encouraged to become involved in the development of the safeguarding vulnerable adult's culture.

This Safeguarding Vulnerable Adults policy will, in addition to an annual review, be updated and revised to meet changes in legislation or particular methods of work as required. A log of these reviews and any other amendments are kept on file by the company.

The following policy and procedures have been adopted by the By Design Group for three main reasons:

- To ensure the safeguarding of vulnerable adults and good practice of all By Design Group operations.
- To protect the interests of all staff.
- To comply with and adhere to best practise from the: Safeguarding of Vulnerable Adult Guidance 2006 & Safeguarding of Vulnerable Adult Schemes

By Design Group Ltd recognise a vulnerable adult as defined in Section 115(4) of the Police Act 1997 which states that a person can be considered to be vulnerable if they are *"substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered"*.

3. Principles

- The welfare of vulnerable adults is of primary concern.
- All vulnerable adults, whatever their age, gender, disability, language, culture, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to safeguarding from abuse.
- It is all employee's responsibility to report concerns about abuse to the company Directors, and the responsibility of the Social Services Department and Police to conduct, where appropriate a joint investigation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded

to swiftly and appropriately.

- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

4. Designated Person

The Designated Person is the member of the By Design Group Ltd management team who has specific responsibilities for ensuring effective safeguarding and protection procedures. **Please contact the Executive Chairman, Geoff Parsons, for all initial enquiries with regard to designated person.**

The role of the Designated Person is to:

- Receive and record information from staff, volunteers, children, or parents/carers who have protection concerns.
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially (or via a delegated project manager or member of staff) with the statutory child protection agency without delay.

5. Code of Conduct

All By Design Group and associated company staff must:

- Treat all children and vulnerable adults with respect.
- Provide an example of good conduct for others to follow.
- Ensure that whenever possible, when they are with children or vulnerable adults, that there is always more than one adult present – or that they are within sight or hearing of others.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Be aware that physical contact with a child may be misinterpreted.
- Operate within specific programme or project procedures.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Wear event passes with their names visible at all times.

Staff must not:

- Have inappropriate physical or verbal contact with children or vulnerable adults.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive or derogatory remarks or gestures in front of children.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues
- Rely on their good name or that of the organisation to protect them.
- Take a chance when common sense, policy or practice suggest another, more prudent approach.

6. **Abuse** – Please see By Design Group Ltd’s Child Protection Policy and Procedures for definitions of abuse.

7. **Safeguarding Vulnerable Adults**

- Within the school environment, where the majority of By Design Group work takes place, there are not the same statutory provisions which can be easily adopted with regard to vulnerable adults as there are for working with children. However, the same principles as are stated within the By Design Group Ltd Child Protection Policy and Procedures document can be applied.
- In addition to those principles set out within the Child Protection Policy and Procedures Document where possible By Design Group will also identify vulnerable adults and ensure that there are appropriate support measures in place. This is most likely to be when a person has mental health difficulties or a disability that puts them into the legal definition of ‘vulnerable’ and needs support or assistance from a By Design Group Ltd employee.
- Any employee of the By Design Group Ltd with concerns regarding an adult whom they come into contact with through a work context and whom they believe or know to be vulnerable must contact one of the Directors responsible for the Safeguarding of Vulnerable Adults.

8. **Reporting and Monitoring Procedures**

As part of this Safeguarding of Vulnerable Adults Policy it is stated that, “It is all employees responsibility to report concerns about abuse to the company Directors, and the responsibility of the Social Services Department and Police to conduct, where appropriate a joint investigation”. As such the following procedures apply to the reporting and monitoring of any incidents:

- All employees of By Design Group Ltd working closely with vulnerable adults must be alert to the possibilities of abuse and any concerns about the behaviour of any adult with respect to a vulnerable adult should be reported to the Directors who will decide what further action to take.
- It is the duty of By Design Group Ltd employees to **inform only** and not to investigate further themselves. This will be carried out by the appropriate organisations.
- If an employee of By Design Group Ltd, in the course of their work for the company, has a vulnerable adult safeguarding issue brought to their attention, this must be treated as a priority over all other work.
- Guidance with regard to a specific incident may be obtained from the Directors of By Design Group Ltd who are responsible for the Safeguarding of Vulnerable Adults Policy and its compliance to the guidance and procedures set out their in.
- An oral, and then written report should be provided to the Directors who will keep a confidential record of any such incidents.

9. **Allegations of Abuse or Inappropriate Behaviour Involving Company Employees**

- Allegations involving a By Design Group Ltd employee and a vulnerable adult should be reported to

Geoff Parsons.

- Consideration will be given as to whether the situation falls within the definition of abuse as stated in the Child Protection Policy and Procedures document and appropriate action taken where needed.

All other procedures and policies identified in the Child Protection Policy and Procedures Document that have not been specifically identified or addressed in this Safeguarding of Vulnerable Adults Policy but are directly related and appropriate are valid for both sets of Policy and Procedures.

10. Review

This policy and associated procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of vulnerable adults
- Following any issues or concerns raised about the safeguarding of vulnerable adults within the course of By Design Group Ltd work and activities.
- In all other circumstances, at least annually.