



## Safeguarding Vulnerable Adults Policy

**Reviewed: 11 November 2024**

**Next review date: 11 November 2025**

**Signed:** 

**Position: Administrator**

**Date: 11 November 2024**



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## Urgent Situations Requiring Immediate Action:

1. **Serious Criminal Act:** If you suspect a serious criminal act has occurred, dial 999 and inform them if it may involve adult abuse.
2. **Medical Emergency:** If an individual is injured, seek immediate medical attention. Inform medical staff that this may involve adult abuse.
3. **Internal Reporting:** Discuss all situations involving abuse or alleged abuse with the Designated Adult Safeguarding Lead (DSL) for initial response coordination.

## Designated Safeguarding Leads (DSL):

- **Saul Mark Sommer, Director**
  - Tel: 0191 477 1431 ext 7
  - Tel (out of hours): 07952305373
  - Email: saul@regalrespite.co.uk
- **Alex Shepherd, Director**
  - Tel: 07906 344777
  - Email: alex@regalrespite.co.uk

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### 1. Policy Statement

This policy ensures Royal Respite has the appropriate systems, resources, and procedures to protect vulnerable adults. It should be read alongside the Health & Safety Policy, Staff & Volunteer Code of Conduct, Data Protection Policy, and Complaints Policy.

#### **Purpose of Royal Respite:**

Royal Respite alleviates stress, promotes stability, and fosters emotional well-being for families and individuals facing challenges. Through our respite services, events, and health-promotion activities, we are positioned to identify and respond to any safeguarding concerns involving vulnerable adults.

#### **Commitment to Safeguarding:**

The welfare and safety of vulnerable adults are Royal Respite's top priorities. Staff and volunteers are equipped with the knowledge and resources to uphold this commitment.

### 2. Scope

This policy applies to all board members, staff, volunteers, and service users involved with Royal Respite.

#### **Definition of a Vulnerable Adult:**

A vulnerable adult is anyone at risk of abuse and unable to protect themselves from harm or exploitation due to care or support needs.

### 3. What is Adult Safeguarding and Why Does it Matter?

Safeguarding means ensuring an adult's right to safety, free from abuse and neglect. It involves preventing and stopping abuse while prioritising the adult's well-being, wishes, and independence. It's vital to consider the complex personal relationships and unique needs of each adult.

### 4. Objectives of Adult Safeguarding at Royal Respite

Royal Respite is committed to:

- Preventing abuse and neglect.
- Addressing and rectifying causes of abuse or neglect.





- Creating a safe, welcoming environment.
- Fostering approaches that improve life quality for adults.
- Empowering vulnerable adults in decision-making.
- Ensuring all statutory requirements are met.

## 5. Definition of Abuse

Abuse may take many forms, including:

- **Physical Abuse:** Physical harm or inappropriate use of medication/restraints.
- **Domestic Violence:** Includes psychological, physical, sexual, financial, or emotional abuse.
- **Sexual Abuse:** Unwanted sexual contact, harassment, or exposure to inappropriate material.
- **Emotional Abuse:** Intimidation, threats, bullying (including cyberbullying), and social isolation.
- **Neglect:** Failure to meet basic physical, medical, or emotional needs.
- **Financial Abuse:** Exploitation of an adult's finances, such as fraud or theft.
- **Discriminatory Abuse:** Harassment based on race, gender, disability, or other characteristics.
- **Modern Slavery:** Encompasses human trafficking and forced labour.
- **Organisational Abuse:** Poor care practices in an institution or home setting.
- **Self-Neglect:** Ignoring personal health, hygiene, or safety needs.

Repeated incidents or patterns of abuse may indicate more serious issues, such as organisational abuse.

## 6. Signs of Abuse

Be aware of signs like unexplained injuries, sudden health deterioration, mood changes, reluctance to be with certain individuals, unexplained financial issues, or signs of bullying.

For more information on the different signs of abuse:

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/>

## 7. Action Steps if You Suspect Abuse

- **Listen and Act:** Speak to the individual, but inform them that you must report your concerns.
- **Report Promptly:** Contact the DSL immediately.
- **Follow Referral Procedures:** With the individual's consent or if there's an overriding risk, report concerns to the Community Health and Social Care Direct team.
- **Best Interest Decisions:** If the adult lacks capacity, decisions will be made in their best interest.





## 8. Safeguarding Principles

Royal Respite's safeguarding approach follows the principles outlined in the **Care and Support Statutory Guidance**:

1. **Empowerment**: Support autonomy and informed consent.
2. **Prevention**: Act to prevent harm.
3. **Proportionality**: Tailor responses to the level of risk.
4. **Protection**: Support those in greatest need.
5. **Partnership**: Engage the community in safeguarding efforts.
6. **Accountability**: Ensure transparent, accountable safeguarding practices.

## 9. Reporting Procedures

### How to record:

Any awareness of abuse should be reported immediately to our DSL.

### Who to record to:

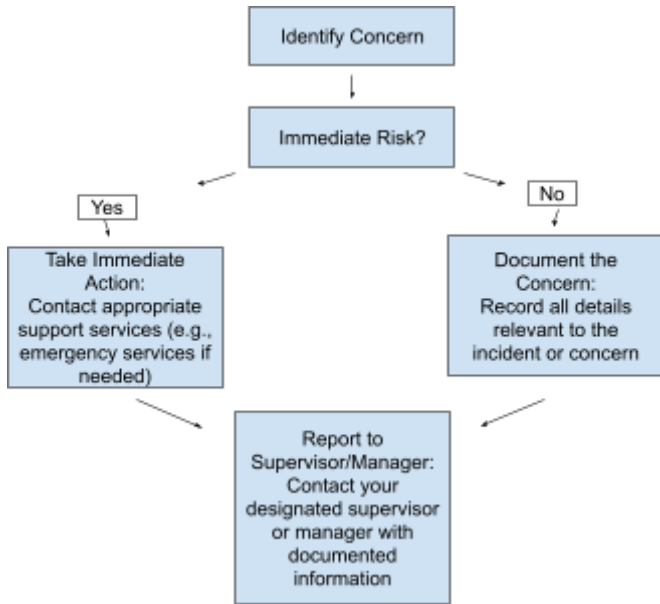
Our DSL - Saul Mark Sommer or Alex Shepherd. All contact details can be found at the start of the policy.

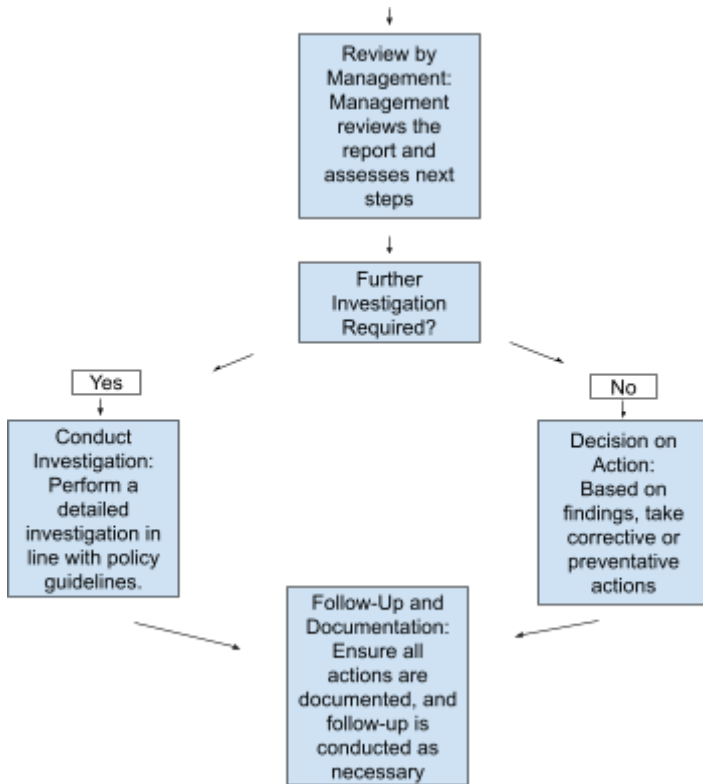
### What action will follow:

A decision will then be made regarding appropriate action, with consideration for the adult's wishes.



**Reporting Procedures Flowchart:**





## 10. Record Keeping

Maintain a written, signed, and dated record of all concerns, actions, and outcomes. Store these records securely and confidentially.

## 11. Safe Recruitment and Selection

Royal Respite's recruitment practices ensure that:

- Applicants undergo background checks, including DBS where applicable.
- Two references are provided and verified.
- Barred individuals are not permitted to work with vulnerable adults.

## 12. Staff Training and Conduct

Staff and volunteers receive training on safeguarding policy and procedures, alongside regular supervision. A Code of Conduct for trustees, staff, and volunteers emphasises a commitment to safeguarding.



### 13. Data Protection Compliance

Royal Respite adheres to the **GDPR** and **Data Protection Act 2018** by ensuring:

- Secure storage of personal data.
- Data is retained only as long as necessary.
- Rights of data access and erasure are respected where legally feasible.

### 14. Awareness and Continuous Improvement

All staff, volunteers, and service users are encouraged to stay alert to safeguarding concerns and report them immediately. Regular reviews and training updates ensure Royal Respite's safeguarding policy remains effective.

For any safeguarding concerns in Gateshead, please contact:

- **Gateshead Adult Social Care Direct (24/7):** 0191 433 7033
- **Gateshead Safeguarding Adults Duty Worker (9:00 am - 4:30 pm, weekdays):** 0191 433 2222
- **Non-emergency Police:** 101

This policy aligns with relevant legislation, including:

- The Care Act 2014
- Mental Capacity Act 2005
- Domestic Abuse Act 2021
- Data Protection Act 2018 and GDPR

