

Client Safeguarding Policy : Growing Together Devon

Vulnerable Older Person Protection Policy

Named contact for client protection issues: Pete Scott

Policy - Updated Jan 2016

Statement

Growing Together believe that a key responsibility of the organisation is to protect vulnerable adults (referred to here as 'clients'). We recognise that all members of staff, voluntary workers and members of the management committee carry a responsibility towards Older People and their families. We will endeavour to keep clients safe from abuse and suspicion of abuse will be promptly and appropriately responded to. We will act in the best interest of the client at all times. To achieve this we will:

- Ensure that all adults working with clients, whether paid or voluntary, possess a recent standard or enhanced DBS certificate, depending on the level of contact with clients. Disclosure certificates should not be more than 2 years old.
 - Unchecked volunteers will be appropriately supervised at all times and will not be left alone with children.
 - We will prevent abuse by good practice.
 - Should a member of staff or volunteer have concerns regarding possible child abuse, they should inform Pete or Tracey Scott.
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Growing Together will endeavour to:-

- Supply appropriate training for members of staff and volunteers so that signs of physical, emotional , financial and sexual abuse are recognised.
 - Respond appropriately to suspicions of abuse.
 - Report changes in client's behaviour, physical condition or appearance.
 - Keep private records of any concerns, including names of those involved,
 - time, date, address, and age of child and if possible the exact words spoken
 - by the client, or the relevant adult if it is reported concern.
 - Keep all records and concerns of abuse confidential and locked away and
 - shared only with the named contact as above, and relevant professional agencies.
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When a client tells a member of staff or volunteer about something that has happened, that person has a duty to:-

- Allow the client to do the talking and allow them to finish.
- Listen to the client without asking leading questions.
- Record the conversation as soon as possible afterwards.
- Refer to the Activity manager or the Manager or their deputy.
- Share their concerns. Growing Together does not expect them to handle such situations alone.
- Tell the client what they are going to do.

Reporting

- Where appropriate, concerns will be referred to one of the following agencies following discussions with the person running the activity or care-home or, if appropriate, an outside agency. <http://elderabuse.org.uk> offer advice and guidance on reporting concerns to the appropriate local bodies.

Links / further advise;

<http://elderabuse.org.uk>

080 8808 8141

This policy was reviewed / approved by the company Directors.

Signed

Position.....

Date

This policy will be reviewed on an annual basis