



## Hart Voluntary Action Limited Safeguarding Adults at Risk Policy

### 1 Introduction

1.1 Hart Voluntary Action Limited (HVA) considers the safety and welfare of adults at risk to be of the utmost importance. It is the duty of all staff and volunteers to protect each and every adult at risk from abuse and to be alert to the possibility of abuse.

1.2 This Policy has been adopted by the Trustee Board of HVA and is based on and should be read in conjunction with guidance issued by the Hampshire Safeguarding Adults Board<sup>1</sup>.

1.3 The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect.

### 2 Definitions

2.1 An adult at risk is someone aged 18 or over who may be at risk because of mental, physical or learning disability, age or illness; and/or, someone who cannot always take care of himself or herself, or protect himself or herself against harm or exploitation.

2.2 Whether or not an adult is at risk will depend upon the circumstances and/or the environment surrounding the case; each case must therefore be judged on its own merits.

### 3 Action to be taken

3.1 It is the responsibility of all staff and volunteers to report any suspected abuse - **don't simply assume that someone else is doing something about it.**

3.2 The procedures that any member of staff or volunteer who sees something happen or is told by someone that something has happened/is happening to them which could be abuse or simply suspects that someone is being abused must undertake can be found in Appendix 3 of this Policy – Procedures for Reporting Safeguarding Concerns

### 4 Confidentiality

7.1 Our vulnerable adults have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

### 5. Reporting

5.1 Any member of staff or a volunteer who receives a disclosure has a responsibility to the vulnerable adult to raise the matter in the first instance with the Chief Executive, who is the Designated Safeguarding Officer, or with the deputy designated safeguarding lead, who will oversee the reporting to Hampshire Children's Services. The Chief Executive must also be informed, through the member of staff's line manager, of all disclosures and action taken.

5.2 The procedures for reporting any suspected abuse can be found in Appendix 2 of this policy Action to be Taken

5.3 If somebody believes that a vulnerable adult may be suffering, or may be at risk of suffering significant harm then he/she should always, refer his or her concerns to the Chief Executive

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<sup>1</sup> Hampshire 4LSAB Multi-Agency Safeguarding Adults Policy and Guidance June 2020

## **6 Concerns about Colleagues**

6.1 Staff or volunteers who have concerns that a colleague's behaviour may be putting a vulnerable adult at risk must pass these concerns on to their manager immediately. Where the concern is about the manager, the Chief Executive is to be contacted directly. All concerns raised about a member of staff or volunteer are to be investigated immediately and appropriate records written and kept.

6.2 If deemed necessary and appropriate, any vulnerable adult protection safeguarding concerns about staff, however minor, are to be recorded and placed on individual personnel files, with a copy provided to the member of staff concerned.

## **7 Abuse by Staff**

7.1 Staff suspected of abuse will be dealt with through Hart Voluntary Action's Disciplinary Procedures and if found at fault may face dismissal.

7.2 Where a criminal offence has been committed the police will always be informed.

## **8 Safe Recruitment Procedures**

8.1 Hart Voluntary Action's Recruitment Policy stipulates that all staff or volunteers will have to complete an application form, detailing past work history and references. Individuals are then interviewed and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

8.2 Personal and previous employment references **will** be taken up.

8.3 All staff and volunteers working directly with vulnerable adults are required to have an enhanced check through the Disclosure Service – the Government's Disclosure Barring Service (DBS) before commencement of work or placement.

## **Appendices**

Appendix 1 - Recognition and Identification of Abuse

Appendix 2 - Action to be taken

Appendix 3 - Procedure for Reporting

Appendix 4 - Safeguarding Procedure for Counselling Services

Appendix 5 – Guidance on Reporting to Trustees