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# SAFEGUARDING VULNERABLE GROUPS (BARRED LISTS)

## Introduction

The Disclosure and Barring scheme is designed to give greater protection to vulnerable groups. As a care provider, we are obliged to check that potential new staff, and volunteers are not on the Barred List before allowing them to work for us. We are unable to employ anyone in a care capacity who is on this list.

We also have a duty to refer any worker to the Disclosure and Barring Service where we suspect any case of abuse. The Barred Lists are now managed by the Disclosure and Barring Service.

## Safeguarding and Vulnerable Adults

The purpose of this policy is to outline the duty and responsibility of staff and volunteers, that includes Trustees, working on behalf of the organisation in relation to Safeguarding Vulnerable Adults.

1. All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.
2. Abuse of a vulnerable adult may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.
3. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual. Concerns about abuse may be raised and reported to the regulatory body as a result of a single incident or repeated incidents of abuse.
4. Anyone who has concerns about poor care standards and neglect in a care setting may raise these within the service, with the regulatory body and/or with the social services agency.

## **The Role of Staff and Volunteers**

1. All staff and volunteers working on behalf of the organisation have a duty to promote the welfare and safety of vulnerable adults. Staff and volunteers may receive disclosures of abuse and observe vulnerable adults who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific adult protection issues.
2. It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously. This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.
3. Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.
4. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.
5. Any suspicion, allegation or incident of abuse must be reported to the Designated Adult Protection Lead or Senior Manager on that working day where possible.
6. The nominated member of staff shall telephone and report the matter to the appropriate body/agency including the local authority safeguarding team. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

## **The Role of the Designated Vulnerable Adult Protection Officer**

1. The role of the designated officer is to deal with all instances involving adult protection that arise within the organisation. They will respond to all vulnerable adult protection concerns and enquiries.
2. The designated Vulnerable Adult Protection Lead for the organisation is Ursula Boardman, Training and Development Manager. Should you have any suspicions or concerns relating to Adult Protection, contact Ursula.

3. Training will be provided, as appropriate, to ensure that staff are aware of these procedures. Specialist training will be provided for the member of staff with vulnerable adult protection responsibilities.