



## **DIVERSITY ACTION NETWORK (DAN)**

### **SAFEGUARDING VULNERABLE ADULTS POLICY**

# 1. Introduction

DAN's Safeguarding policy intends to make a positive contribution to a strong and safe community and recognizes the right of every individual to stay safe.

DAN works directly with adults on a range of its projects and programmes and has a responsibility to promote the wellbeing and safety of all people it comes into contact with. DAN is committed to practice that protects vulnerable adults from harm and recognizes its duty to ensure that appropriate action is taken where a vulnerable adult is experiencing harm or is at risk of harm.

## 1.1. Purpose.

To safeguard and promote the wellbeing of the vulnerable adults with whom DAN works

- To ensure that all employees and others covered by this policy understand the context within which checking with the Disclosure and Barring Service takes place
- To provide all employees with guidance on how they should behave if they suspect that a vulnerable adult may be experiencing, or be at risk from abuse or harm.
- To guide employees on how to respond to -and report - any concerns

DAN comes into contact with vulnerable adults through the following activities:

- The delivery of physical rehabilitation services including physiotherapy, orthopedic appliances provision, parents/carers of persons with disabilities through counselling and psychosocial support.
- Training and public awareness raising on various issues including disability rights workshops, child rights workshops, child nutrition activities such as stimulative therapy and psychosocial support of children and their care givers.

This policy seeks to ensure that DAN undertakes its responsibilities with regard to protection of vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff, Board members and visitors in their practices and clarifies the organization's expectations.

## 1.1. Definitions

Safeguarding is about embedding practices throughout the organization to ensure the protection of vulnerable adults wherever possible and responding to circumstances that arise.

Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse can take a number of forms, including the following:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organizational abuse

- Neglect and acts of omission

### **Definition of Vulnerable Adults:**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or abuse.

## **2. Responsibilities**

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to report any concerns using the procedures in place. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Designated Senior Manager's responsibilities are:

- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Promoting the welfare of vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Develop and maintain effective links with relevant agencies
- Take forward concerns about responses
- All staff and core workers for DAN will be briefed on this policy and must agree to apply it in practice by signing it.
- All interviewees will be asked about previous work with vulnerable adults
- This policy is deemed to be incorporated in the contract of employment.
- Make a full report of any allegations or suspicions to the Director immediately and make a record of it. However, if it deemed necessary proceed to inform the police;
- To act responsibly, appropriately and professionally at all times when charged with the care of vulnerable adults
- All concerns will be treated confidentially
- All concerns will be investigated thoroughly and may lead to disciplinary action in accordance with DAN's disciplinary policy;

**DAN Staff are prohibited from:**

- Use of abusive language
- Inappropriate behavior/ language
- Use of punishment
- Passing on service users' personal contact details
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users

- Accepting gifts/ rewards from service users.
- Personal contact with clients

### **3. Allegations Management**

DAN recognizes its duty to report concerns or allegations against its staff (paid or unpaid) within the organization or by a professional from another organization.

All staff must be aware that they cannot promise service users or their families/carers that they will keep secrets.

The process for raising and dealing with allegations is as follows:

1) Any member of staff (paid or unpaid) from DAN is required to report any concerns in the first instance to their line manager. A written record of the concern must be completed by the individual /line manager/ safeguarding focal point and reported to the DAN Managing Director or the Chair if the Managing Director is the subject of the concern.

2) Contact police for advice or intervention if required and the matter is very serious.

### **4. Monitoring**

The organization will monitor the following Safeguarding aspects:

- Safe recruitment practices
- References applied for new staff
- Records made and kept of supervision sessions
- Training -record of staff training on vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Designated Safeguarding focal point responsible for Safeguarding is in post

### **5. Conflict resolution and complaints**

Conflicts in respect of safety of vulnerable adults will be taken forward to the Safeguarding focal Point.

### **6. Communicating and reviewing the policy**

DAN will make clients aware of the Safeguarding Policy through the following means: displayed on notice boards at DAN offices and service sites.

This policy will be reviewed when there are changes in Somaliland legislation or need arises.

## CODE OF CONDUCT.

To ensure that all forms of abuse against vulnerable adults are prevented, the following Code of Conduct should be followed:

I, [\_\_\_\_\_], engaged by [DAN], agree that while working for DAN, I will:

- Always respect the vulnerable adult and all his or her abilities
- Always be publicly open when working with vulnerable adults. Avoid situations where you and an individual are completely unobserved.
- Not hit or otherwise physically assault or physically abuse a vulnerable adult;
- Not develop physical and/or sexual relations with a vulnerable adult or their family members.
- If physical contact is necessary (i.e. during the treatment sessions, or taking part in group activities etc.), it should be done publicly.
- Respect the rights and dignity of all and treat everyone equally.
- Place the well-being and safety of the vulnerable adult first.
- Always promote the positive aspects of the service provision and never use abusive language and/or behavior towards an adult;
- Consistently display high standards of personal behavior;
- Never overtly criticize vulnerable adults or use sarcasm where it may cause the person to lose self-esteem or confidence;
- Do not permit or engage in any form of inappropriate touching
- Do not make sexually suggestive comments to a vulnerable adult, even for fun;
- Do not allow allegations made by a vulnerable adult to go unchallenged, unrecorded or not acted upon;
- Do not do things of a personal nature that a vulnerable adult can do for themselves.
- Give vulnerable adults the highest level of privacy and confidentiality possible in their circumstances;
- Always carry a mobile phone on a home visit, and ensure that someone knows where you are and when you are expected to return;
- Always knock on the door before entering a room or home; respect the person's home and possessions;
- Don't take drinks or other food items from people you are visiting for assistance.
- Never offer 'over the counter' medicines to the people you visit or administer prescribed medicines even if asked to do so;
- Do not give those you visit your personal phone number or address. Instead, where possible leave information about a central contact point (i.e. the receptionist).
- When referring someone on to another agency, talk this through with the vulnerable adult. Ask his or her permission;
- Avoid handling money for vulnerable adults.

I, the undersigned, hereby declare that I have read and understand this Code of Conduct. I commit myself to exercise my duties as an employee of DAN in accordance with this

Code of Conduct. I understand that if I do not conform to the Code of Conduct I may face disciplinary sanctions which may result in the termination of my engagement with DAN.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Function: \_\_\_\_\_ Snr Manager's title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_