

# Safeguarding Policy and Procedures

**Name of organisation: Slough Senior Citizens Group**

## **1. Introduction**

Slough Senior Citizens Group makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

**Slough Senior Citizens Group comes into contact with vulnerable adults through the following activities:** Keep Fit Classes, yoga, day trips, outings, events.

The types of contact with elderly people and vulnerable adults will be regulated intensive contact during weekly fitness and yoga classes.

This policy seeks to ensure that Slough Senior Citizens Group undertakes its responsibilities with regard to protection of elderly people and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the group's expectations.

## **2. Definitions**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of elderly and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

### **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 from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

### **3. Responsibilities**

All seasonal workers and volunteers (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all seasonal workers and volunteers (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.

### **4. Communications training and support for staff**

Slough Senior Citizens Group commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

#### **Induction will include**

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles in the Group
- Initial training on safeguarding including safe working practices, safe recruitment, understanding vulnerable adults protection and the alert guide for adult safeguarding

### **5. Training**

All staff who, through their role, are in contact with elderly people and vulnerable adults will have access to safeguarding training at an appropriate level.

### **6. Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: the Group meetings and one to one discussions.

### **7. Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.

Seeking further support as appropriate e.g. access to counselling.

Staff who have initiated protection concerns will be contacted by management team within 1 week.

### **8. Reporting**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Slough Senior Citizens Group.

Communicate your concerns with the Group management

Seek medical attention for the vulnerable person if needed

Discuss with vulnerable person.

Obtain permission to make referral if safe and appropriate

Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact

Ensure that feedback from the Local Authority is received and their response recorded

If the Group management is not available, contact local authority Safeguarding service.

### **9. Allegations Management**

Slough Senior Citizens Group recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

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

**First step:** Any member of staff (paid or unpaid) from Slough Senior Citizens Group is required to report any concerns in the first instance to the Group management.

**Second step: contact local authority for advice.** Adult Social Care- 01753 475111, Emergency Duty Team (out of hours)- 01344 786543, Thames Valley Police- 0845 8505 505 for non emergencies, Care Quality Commission- 03000 616161 (regulate National Health Services, domiciliary care agencies, residential and nursing homes).

**Third step – follow the advice provided.**

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