

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Safeguarding Adults Policy

Policy Statement

Hinckley Homeless Group is committed to the principle that all vulnerable adults have the right to live their lives free from abuse of any description, and as such, is committed to safeguarding the welfare of all vulnerable adults within Lawrence House and to protect them where necessary.

In order to ensure “safe and appropriate activities” Hinckley Homeless Group has the safety of vulnerable adults at the heart of all its policies and practices. Throughout all its activities, wherever they take place, Hinckley Homeless Group aims to maintain the safety and promote the welfare of vulnerable adults.

It is aimed to achieve this in the three following procedural areas:

- Awareness and Training.
- Recruitment procedures for staff and volunteers.
- Action to be taken if a safeguarding adult issue arises or is suspected.

All staff and volunteers working with the group will undergo checks by the Disclosure and Barring Service (DBS). HHG will not employ, or use as volunteers, any individuals with inappropriate criminal records in relation to vulnerable adults.

This policy believes in the following principles:

- The welfare of vulnerable adults is paramount.
- All vulnerable adults and young people, without exception, have the right to protection from abuse.
- Appropriate protection takes place alongside the need to ensure that individuals have self-determination and autonomy of choice.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and all Hinckley Homeless Group staff and volunteers have a responsibility to report concerns.

Definition of vulnerable adult:

A vulnerable adult is defined in ‘No Secrets’ (DoH 2000) as any person aged 18 or over who is or may be in need of community care services* by reason of mental health or other disability, age or illness; and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

* No Secrets defines community care services as ‘all care services provided in any setting or context’.

A vulnerable adult may be a person who:

- Is homeless
- Has learning disabilities
- Suffers from a mental illness
- Has a physical disability
- Is a substance misuser
- Is in an abusive relationship

(it should be noted that disability or age alone does not signify that an adult is vulnerable).

The Leicestershire Safer Communities Strategy Board agreed the definition of a vulnerable person in July 2010 as:

“A person is vulnerable / at risk if as a result of their situation or circumstances they are unable to protect themselves from harm.”

Arrangements for delivering the Safeguarding Adults Policy

Safeguarding Adults responsibility.

The responsibility for the development, review, monitoring and approval of the Safeguarding Adults Policy rests with the Management Committee.

Specifically, the Management Committee is responsible for:

- Ensuring that the Safeguarding Adults Policy is implemented and complied with at any facility under the charge of Hinckley Homeless Group.
- Ensuring that safeguarding adult issues are resolved as appropriate.
- Ensuring that any learning from any issues is incorporated in the Safeguarding Adults Policy and associated procedures.
- Ensuring that all complaints concerning safeguarding adults against the service are investigated and dealt with appropriately and within time scales specified in the Complaints Procedure.
- Ensuring that the Safeguarding Adults Policy is subject to full review on a regular basis, not to exceed a period of 3 years.

- Approving any amendments to the Safeguarding Adults Policy.
- Checking that the Project Manager is implementing the Safeguarding Adults Policy.
- Advising the Project Manager in relation to safeguarding adults issues brought to their attention.
- The MC will consider a formal report annually, within the first quarter (April to June), covering the operation of this Policy in the previous 12 months.
- Ensuring that procedures and practise meet both current, and changes to, legislation.

The responsibility for implementation of the Safeguarding Adults Policy devolves to the Project Manager.

Specifically, the Project Manager is responsible for:

- Ensuring that all employees are trained, understand and appraised in respect of their responsibilities for the Safeguarding Adults Policy.
- Ensuring that safeguarding adults training needs are regularly reviewed, identified and implemented.
- Identifying and correcting any bad practice or situations that may occur concerning safeguarding adults.
- Ensuring that adequate information is available in the office areas regarding abuse of vulnerable adults.
- Seeking expert advice on safeguarding adults issues wherever necessary.
- Implementing DBS checks on all staff and volunteers.

The employees and volunteers are responsible for complying with the Safeguarding Adults Policy, specifically to:

- Complying with all premises rules, procedures, guidelines and reasonable instructions relating to safeguarding adults.
- Complying with statutory obligations and with the requirements of all relevant codes of practice.

- All staff have a duty to ensure that vulnerable adults receive the protection of the law.
- All staff have a duty of care and must take professional / personal responsibility for responding to any concerns about possible abuse.

Project Workers have the following safeguarding adults responsibilities:

- In the absence of the Project Manager, the Project Worker shall take responsibility for the day to day safeguarding adults responsibilities of the Project Manager and record and report any issues at the earliest practical opportunity.
- Maintain accurate and appropriate records and logs.
- As far as possible, all action taken must be with the knowledge and consent of the individual concerned.

Safeguarding Adults Policy related documents

Residents

Licence Agreement

Resident's Handbook including –

- Confidentiality Policy
- Residents' Rights & Complaints Procedure
- Harassment & Bullying Guidance
- Harassment & Bullying Procedure
- Payment of Rent
- Lawrence House Rules

Staff

Safeguarding Children Policy
Safeguarding Children Procedures and Guidance

Move On Planning Policy
Guidance for delivering the Personal Development Plan

Guidance for Issuing Warnings & Evictions
Procedure for Issuing Warnings & Evictions

Harassment & Bullying Policy
Harassment & Bullying Procedure & Guidance

Staff Complaint / Grievance Procedure
Disciplinary Procedure

Lone Working Policy
Lone Worker Guidance Notes

Procedure for use of CCTV

Confidentiality Policy
Confidentiality Guidance

Equality & Diversity Policy

Petty Cash Procedure

Contract of Employment