**RoadPeace**

**Safeguarding Vulnerable Adults Policy**

This policy will enable RoadPeace to demonstrate its commitment to keeping safe the service users with whom it works alongside. RoadPeace acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and Trustees can work to prevent abuse and know what to do in the event of abuse.

Abuse and neglect are forms of maltreatment to a child, young person, or adult at risk.

Somebody may abuse or neglect a child, young person, or adult at risk by inflicting harm or by failing to prevent harm or exploiting them.

The key principles which govern the policies and procedures are set out in the 2013

Statement of Government Policy on Adult Safeguarding.

The process of safeguarding adults should ensure the user’s outcome is identified and reviewed, that all risks are assessed and managed, that mental capacity has been taken into account and so have the associated protections under the Mental Capacity Act 2005 and that Protection Planning takes place.

**What is abuse?**

*Physical Abuse*

This may consist of hitting, slapping, punching, kicking, hair-pulling, biting, pushing, rough handling, physical punishments, involuntary isolation or confinement, or unauthorised restraint.

*Verbal Abuse*

This consists of swearing, shouting, demeaning, frightening, or controlling someone.

*Neglect or acts of omission*

To ignore medical, emotional, or physical care needs or failure to provide access to appropriate health, care and support or educational services. For parents, this may also include failure to provide adequate food, clothing, and shelter, protecting a young child from abuse or harm, or ensuring adequate supervision.

*Sexual Abuse*

Sexual abuse involves a child, young person or adult at risk being forced or coerced into participating in or watching sexual activity. It is not necessary for the child, young person, or adult at risk to be aware that the activity is sexual and the apparent consent of the child, young person or adult is irrelevant.

*Psychological/Emotional abuse*

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It

causes a severe and adverse effect on the child, young person, or adult at risk’s behaviour

and emotional development. This can result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. Types of psychological/emotional abuse may include making an adult or child feel they are worthless or unloved; imposing inappropriate expectations; overprotection and limitation of exploration and learning or prevention from participating in normal social interaction. It may also include bullying, causing an adult or child to feel consistently frightened or in danger.

*Financial or Material Abuse*

This may include theft, fraud, exploitation, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits. Some of the recognised signs of financial or material abuse are

* Loss of jewellery and personal property
* Lack of money to purchase basic items
* A bill not being paid when money is entrusted to a third party
* Inadequate clothing
* Unexplained withdrawal of cash
* Loss of money from a wallet or purse

*Discriminatory Abuse*

This may include abuse, bullying and harassment based on the individual’s age, sex,

disability, religion, race or ethnicity or sexual orientation.

The Policy Statement and Procedures have been drawn up to enable RoadPeace to:

* promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
* to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
* and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of road crash victims defined as:

* People aged 18 and over
* Those who are bereaved, injured or witnesses to a road crash
* Who are receiving or may need emotional/practical support following a road crash

The policy applies to all staff, including senior managers, members, Trustees, volunteers, sessional workers, agency staff, students and anyone working on behalf of RoadPeace.

To implement the policy RoadPeace will work:

* to promote the freedom and dignity of the service user
* to promote the rights of all people to live free from abuse and coercion
* to ensure the safety and well-being of all service users
* to manage services in a way which promotes safety and prevents abuse
* recruit staff and volunteers safely, ensuring all necessary checks are made
* provide effective management for staff and volunteers through supervision, support, and training

**Selection of staff and volunteers**

We will follow carefully agreed procedures for the appointment of any staff or volunteers who will have regular contact with adults at risk.

* Each person who will be in contact with a vulnerable adult will be expected to complete an application form.
* RoadPeace will meet and interview each potential staff member or volunteer to assess the suitability for the role.
* RoadPeace will request references from two people in position of responsibility who have known the candidate for at least 2 years.
* RoadPeace will request DBS checks for every staff member.

**Support and training**

* RoadPeace will train and closely supervise the staff member or volunteer in contact with vulnerable adults and review after an agreed trial period.
* All staff members and volunteers that are in contact with vulnerable adults will also receive professional external clinical supervision every 4 – 6 weeks.
* RoadPeace will ensure all staff member and volunteers are trained regarding safeguarding for vulnerable adults and children.
* RoadPeace will develop appropriate disciplinary and grievance procedures to deal with complaint incidents involving staff and/or volunteers in connection with the treatment of adults at risk.
* RoadPeace will give guidance on how to deal with allegations and suspicions of abuse.

**Involving service users**

* RoadPeace will ensure our service users are informed of our safeguarding policy and procedures.
* RoadPeace will ensure that, when abuse is suspected, suitable support, guidance, and proper follow up is available including a Designated Safeguarding Lead and Deputy to deal with Safeguarding issues.
* RoadPeace will develop mechanisms to support a feedback system to enable us to monitor and review our policy against practice.

**Health and safety**

* RoadPeace will put in place new, or revised, policies and guidelines to reduce the risk of adults at risk being placed in positions of harm.
* RoadPeace will ensure that our policies cover the needs of our adults at risk, their support workers and any volunteers working with them.
* RoadPeace will undertake risk assessments for all activities involving adults at risk.
* RoadPeace will make sure that all our activities are adequately staffed, supervised, and insured.

**Raising concerns**

RoadPeace will deal with concerns/allegations of abuse sensitively and quickly. Where appropriate we will share information about concerns with the relevant agencies and involve service users. Where possible, confidentiality will be maintained.

* RoadPeace will provide staff and volunteers with clear guidelines on dealing with disclosure or discovery of abuse.
* RoadPeace will appoint a Designated Safeguarding Lead to deal with notifying the relevant agency of allegations or suspicions of abuse.
* The Designated Safeguarding Lead will be responsible for maintaining incident records and keeping them in a secure place in accordance with Data Protection Regulations.

**Responsibilities**

RoadPeace:

* will ensure that all Trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
* will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
* will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user’s consent
* will endeavor to keep up to date with national developments relating to preventing abuse and welfare of children and adults
* will ensure that the Designated Safeguarding Lead understands his/her responsibility to refer incidents of abuse to the relevant statutory agencies. They will work with all staff to act as a source of support, advice, and expertise within RoadPeace when deciding whether to make a referral by liaising with relevant agencies.

**RoadPeace Safeguarding Procedure**

* **Raising an alert**
  + When signs or symptoms are identified the staff member / volunteer must alert the Designated Safeguarding Lead immediately.
* **Assessment** 
  + On the day of the alert it must be decided as to whether the Safeguarding process will begin. For example, is the referral appropriate. Should a safeguarding enquiry proceed? If not, what other routes of referral or action would be appropriate and who would initiate these? All this must be decided within 5 days of the alert being raised.
* **Strategy discussion** 
  + This involves formulating a multi-agency plan for assessing the risk, addressing any immediate protection needs and agreeing a plan for any further investigation or assessment.
* **Investigation**
  + There will then be a formal investigation that should take place within 28 days.
  + This will involve collecting information about abuse or neglect that has occurred or might occur. This may include a criminal or disciplinary investigation.
  + This process will involve:
    - Establishing matters of fact
    - Proving a professional analysis of risk
    - Proving rationale and inform decisions about any follow up action
    - Production of a report
* **Case conference**
  + This will involve co-ordinating a multi-agency response to the risk of abuse that has been identified. All information gathered during the investigation will be presented at a Multi-agency safeguarding planning meeting where, if appropriate, a safeguarding plan will be agreed.
* **Review**
  + The purpose of the review is to check if the agreed actions in the safeguarding plan have taken place and whether any further action is needed.
  + At the conclusion of an investigation a decision should be made of whether the safeguarding plan should be reviewed within the safeguarding process. This should be the case whenever there is ongoing risk of harm from abuse.

RoadPeace has a safeguarding lead who is the person responsible for reporting safeguarding and child protection concerns to the relevant authority. In their absence the CEO will take this action.

*Safeguarding Lead: Belina Rauli, Director of Support Services*

[*Belina.rauli@roadpeace.org*](mailto:Belina.rauli@roadpeace.org)

*If Belina Rauli is not available, please contact Robyn Bone, Support Services Coordinator*

[*Robyn.Bone@roadpeace.org*](mailto:Robyn.Bone@roadpeace.org)

This policy has been written in line with legislation and guidance from the following sources:

* The Equality Act 2010
* The Mental Capacity Act 2005
* Safeguarding Vulnerable Groups Act 2006
* Mental Health Act 1983, as amended, including MHA 2007
* The Care Act 2015

Last reviewed: August 2024

Next review date: August 2025