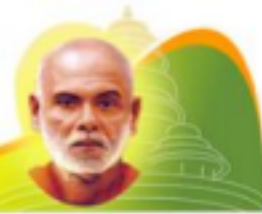


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Safeguarding Vulnerable adults Policy

Working Group

General Secretary – Chair

Treasurer- Treasurer

Education Committee Chairman –Deputy Chair

Education Centre Administrator-member

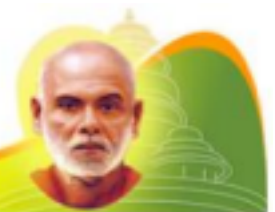
Building Committee Chairman- member

Implementation Plan

Action	Date to be completed by	Person/s to action
Draw up a draft policy and discuss	March 19 2018	Women's Forum Chairman
Meet with group to adjust policy	March 30 2018	All
Write up final policy and distribute to	April 7 th 2018	General Secretary
group		
Final Issued	April 20 th 2018	General Secretary
Annual Review.	March 16 th 2019	General Secretary
Annual Review	August 19 th 2022	General Secretary

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This document encompasses a Vulnerable adult Protection & Safeguarding Vulnerable adults Policy and a Code of

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1. Introduction:

SNGMUK is a charitable organisation to promote education and wellbeing of all ages in the community. As our services are aimed to cater for the aspirations and needs of the vulnerable adults, young and adults in our community we are committed to promoting services that emphasise the vulnerable adults's right to participation (freedom of expression and to play an active role), right to development (the right to education, freedom of thought and religion), right to protection: like the right to be safeguarded against abuse, neglect, exploitation,

2. Policy Statement:

We at Centre SNGMUK are committed to practice which protects vulnerable adults from harm. Staff and volunteers at Centre SNGMUK accept and recognise our collective responsibilities to develop and promote awareness of this issues which cause vulnerable adults harm.

Every vulnerable adult should enjoy the rights outlined below: -

This policy is based on the following key principles:

3. Key Principles:

- The welfare of the vulnerable adult is paramount
- Anyone under the age of 16 years should be considered as a vulnerable adult for the purposes of this document
- Every vulnerable adult has the right to be safe and happy.
- Every vulnerable adult has the right to be respected and valued.
- Every vulnerable adult has the right to have her/his language, cultural background acknowledged respected and reflected in the life of the organisation.
- Every vulnerable adult has the right to develop a greater understanding of themselves and others and their own and the wider community
- Every vulnerable adult has the right to develop the knowledge, skills and understanding necessary to participate in and contribute to a rich, complex and socially diverse society.
- Every vulnerable adult has the right to the highest possible expectation of their ability and potential in accordance with their particular needs
- Every vulnerable adult has the right to be involved as far as possible in decisions/discussions about their educational needs
- All vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately • ‘SNGMUK’ and its Networks will be provided with the appropriate documentation and support to ensure they are able to implement the Policy
- Adults working with vulnerable adults are also provided protection and are aware of the best practice so they can be protected from wrongful allegations
- All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for vulnerable adult protection.
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. •

We believe that promoting a participatory culture in partnership with vulnerable adults and their parents/carers/ staff/volunteers is essential for the protection of the vulnerable adult

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This declaration of Vulnerable adults's Rights should guide all our activities in reviewing and improving our existing equal opportunities policy and the ethos of our organisation. We shall ensure that every effort has been made for the vulnerable adult's welfare to be adequately safeguarded while in the accommodation.

4. Aim and policy guidelines

Definitions of abuse

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.

Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment and hate crime.

Institutional abuse - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level.

Multiple forms of abuse - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

Domestic abuse

Home Office Definition 2004

'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members, regardless of gender or sexuality.'

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Women's Aid Definition

'Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can also include forced marriage and so-called "honour crimes".'

Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently "violent". Most research suggests that domestic violence occurs in all sections of society irrespective of race, culture, nationality, religion, sexuality, disability, age, class or educational level.

Both definitions would therefore also include incidents where extended family members may condone or share in the pattern of abuse e.g. forced marriage, female genital mutilation and crimes rationalized as punishing women for bringing 'dishonour' to the family.

It is important to recognise that Vulnerable Adults may be the victims of Domestic Abuse themselves or be affected

by it occurring within their household. This is likely to have a serious effect on their physical and mental wellbeing.

Where Vulnerable Adults are victims of Domestic Abuse, they may need extra support to plan their future. The violence or threat of violence may continue after a victim has separated from the abuser. It is important to ensure that all the vulnerable people in this situation have appropriate support to enable them to maintain their personal safety.

A separate Domestic Abuse Protocol is in place between Police, Social Services and Health.

Incidents reported by the police through the domestic abuse protocols will be addressed under the adult protection processes if it is considered that a vulnerable adult may be at risk of abuse. (See your local authority's joint Police, Social Services and Health protocol for dealing with cases of domestic abuse where vulnerable adults are involved).

Possible signs of abuse

Physical abuse signs

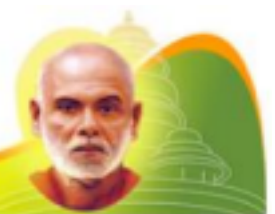
Note: Some ageing processes can cause changes which are hard to distinguish from some aspects of physical assault e.g. skin bruising can occur very easily due to blood vessels becoming fragile.

- A history of unexplained falls or minor injuries
- Bruising in well protected areas, or clustered from repeated striking
- Finger marks
- Burns of unusual location or type
- Injuries found at different states of healing
- Injury shape similar to an object
- Injuries to head/face/scalp
- History of GP or agency hopping, or reluctance to seek help
- Accounts which vary with time or are inconsistent with physical evidence
- Weight loss due to malnutrition, or rapid weight gain
- Ulcers, bed sores and being left in wet clothing
- Drowsiness due to too much medication, or lack of medication causing recurring
- crises/hospital admissions

Sexual abuse signs

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- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Medical problems, e.g. Genital infections, pregnancy, difficulty walking or sitting
- Disturbed behaviour e.g. depression, sudden withdrawal from activities,
- Loss of previous skills, sleeplessness or nightmares, self-injury,
- Showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour,
- Loss of appetite or difficulty in keeping food down.
- Behaviour of others towards the vulnerable adult
- Circumstances – e.g. two service users found in a toilet area, one in a distressed state

Psychological/emotional signs

- Isolation
- Unkempt, unwashed, smell
- Over meticulous
- Inappropriately dressed
- Withdrawn, agitated, anxious or not wanting to be touched
- Change in appetite
- Insomnia, or need for excessive sleep
- Tearfulness
- Unexplained paranoia, or excessive fears
- Low self esteem
- Confusion

Neglect signs

- Poor physical condition
- Clothing in poor condition
- Inadequate diet
- Untreated injuries or medical problems
- Failure to be given prescribed medication
- Poor personal hygiene

Financial or material signs

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Disparity between assets and satisfactory living conditions
- Extraordinary interest by family members and other people in the vulnerable person's assets

Discriminatory signs

- Lack of respect shown to an individual
- Signs of substandard service offered to an individual
- Exclusion from rights afforded to others, such as health, education, criminal justice

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Other signs of abuse

- Inappropriate use of restraints
- Sensory deprivation e.g. spectacles or hearing aid
- Denial of visitors or phone calls
- Failure to ensure privacy or personal dignity
- Lack of flexibility of choice e.g. bedtimes, choice of food
- Restricted access to toilet or bathing facilities
- Lack of personal clothing or possessions
- Controlling relationships between care staff and service users

5. Guidance on how to respond to a person disclosing abuse **DO**

- Make sure the individual is safe
 - Assess whether emergency services are required and if needed call them
 - Listen
 - Offer support and reassurance
 - Ascertain and establish the basic facts
 - Make careful notes and obtain agreement on them
 - Ensure notation of dates, time and persons present are correct and agreed
 - Take all necessary precautions to preserve forensic evidence
 - Follow correct procedure
 - Explain areas of confidentiality; immediately speak to your manager for support and guidance •
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

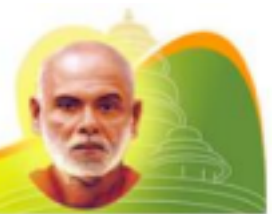
DON'T

- Confront the alleged abuser
 - Be judgmental or voice your own opinion
 - Be dismissive of the concern
 - Investigate or interview beyond that which is necessary to establish the basic facts •
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
 - Ask leading questions
 - Assume Information
 - Make promises
 - Ignore the allegation
 - Elaborate in your notes
 - Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the designated Vulnerable Adult Protection Officer.

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6. What To Do If You Suspect That Abuse May Have Occurred • You must report the concerns immediately to the designated person/s:

The Designated Vulnerable adult Protection Person for SNGMUK is the General Secretary, he can be contacted via email: secretary@sngm.org or by phone 20 8471 0720; in their absence Women's Forum Chairman appointed by SNGMUK Executive Committee to deal with vulnerable adult protection issues reported by SNGMUK staff, volunteers or young people participating in SNGMUK.

Obtain information from staff, volunteers, vulnerable adults or parents and carers who have vulnerable adult

protection concerns and to record this information.

- Assess the information quickly and carefully and ask for further information as appropriate. • Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover
- Know which outside vulnerable adult protection agency to contact in the event of a vulnerable adult protection concern coming to the notice of the SNGMUK
- They should also consult with a statutory vulnerable adult protection agency such as the local social services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory vulnerable adult protection agency or the police without delay.
- Keep relevant people within “SNGMUK” informed about any action taken and any further action required; for example, disciplinary action against a member of staff;
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- Provide information and advice on vulnerable adult protection within SNGMUK;
- Advise “SNGMUK” of vulnerable adult protection training needs;
- Advise on best practice and ensure that SNGMUK’s Vulnerable adult Protection Policy and procedures are followed.
- Ensure that SNGMUK’s policies and procedures are brought to the attention of to all SNGMUK staff and volunteers; and
- Liaise with the National Society for the Prevention of Cruelty to Vulnerable adults (NSPCC) to review the operation of the Vulnerable adult Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

All allegations or suspicions about a SNGMUK staff or a volunteer, no matter how insignificant, must be referred immediately and directly to: the General Secretary (GS) (secretary@sngm.org) if GS is not available brought to the attention of the Women’s Forum Chairman.

- Suspicions will not be discussed with anyone other than those nominated above.
- It is the right of any individual to make direct referrals to the vulnerable adult protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, and then it is up to you to contact the vulnerable adult protection agencies directly.

7. Procedures for Reporting Concerns

Any member of staff, who has a reasonable belief that there is serious malpractice relating to any of the protected matters specified above, may raise a concern. The most likely of which are:

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1. The conduct of a member of SNGMUK staff and volunteer;
2. A vulnerable adult “disclosing” abuse;
3. Bruising or evidence of physical hurt; which may or may not be accompanied by;
4. Unusual behaviour by a vulnerable adult.

If a member of staff has such concerns they should be reported to GS or Women’s Forum Chairman using the form

as set out as a part of the process flowchart.

Concerns about a specific vulnerable adult should be reported immediately by telephone to the DCPD or Deputy DCPD and confirmed in writing within 24 hours using the form available from the DCPD. Delay could prejudice the welfare of a vulnerable adult. If the concerns relate to the conduct of a member of staff these should be reported by phone to the DCPD at the earliest opportunity.

The DCPD will consider the report and either refers this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.

8. Responding to Complaints and Alleged or Suspected Incidents

Abuse may become apparent in a number of ways:

- through observation
- a vulnerable adult may tell you
- a third party may have reported an incident, or may have a strong suspicion
- you may have a suspicion

If an allegation is brought to your attention:

STEP 1 - LISTEN & REASSURE

DO

- Stay calm - do not rush into inappropriate action.
- Reassure the vulnerable adult - that they are not to blame and confirm that you know how difficult it must be to confide.

Reassure the vulnerable adult that they have done the right thing in telling you

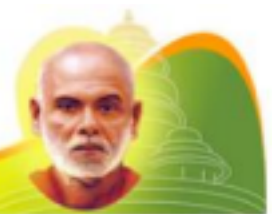
Allow the vulnerable adult to continue at his/her own pace Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets

- Listen – carefully to what the vulnerable adult says and Keep questions to a minimum - use open ended questions i.e. those where more than a yes/no response is required. Ask questions for clarification only, avoid asking questions that suggest a particular answer
- Ensure that you clearly understand what the vulnerable adult has said so that you can pass it on to the appropriate agencies.

Tell them what you will do next and with whom the information will be shared

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- Consult with the identified vulnerable adult protection person - ensuring that you communicate all the information accurately.

- Maintain confidentiality – complete vulnerable adult protection incident form record and sign and

date. **Do not**

Panic.

Make promises you can't keep by explaining that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.

Make the vulnerable adult repeat the story unnecessarily.

Do not delay

Avoid asking questions that suggest a particular answer

Don not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

STEP 2 - RECORD

If the allegation is **ABUSE**, the following process should be followed:

- Make a full report of any allegations or suspicions on paper.
- Record in writing what was said using the vulnerable adult's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Give the report to the CPC unless they are involved in the complaint who will then involve the Local Authority Social Work Department or Police immediately if necessary and make a record of this.
- Confidentiality must be maintained

If the allegation relates to **POOR PRACTICE**, the following process should be followed:

Make a record of the allegations

The GS should be informed so that a Disciplinary Panel can be appointed and an investigation can be carried out as necessary.

Misconduct/Allegation Reports

Record what the vulnerable adult has said, and/or your concerns, legibly and accurately. Details should include:

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- the vulnerable adult's name, address and date of birth
- date and time of the incident(s) and/or nature of allegations
- your observations e.g. describe the behaviour and emotional state of the vulnerable adult and/or bruising or other injuries the vulnerable adult's account, if it can be given, of what has happened
- any action that you have taken as a result of your concerns, eg comments made to the vulnerable adult; whether or not the parents/carers have been contacted

- record whether the person writing the report is expressing their own concerns, or passing on those of someone else
- sign and date the report
- keep a copy of the report

STEP 3 - What to do after a vulnerable adult has talked to you about abuse

The procedure

1. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the vulnerable adult has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.

You should use the form “Reporting allegations or suspicions of abuse” This form is attached at the back of this policy (Appendix 1)

2. You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to (second designated person) If both are implicated report to Social Services

3 You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.

4. After a vulnerable adult has disclosed abuse the designated persons should carefully consider whether or not it is safe for a vulnerable adult to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

Allegations of physical injury or neglect

If a vulnerable adult has a symptom of physical injury or neglect the designated person will: 1. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the vulnerable adult. The parents should not be informed by the organization in these circumstances.

2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.

3. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the vulnerable adult. The doctor will then initiate further action if necessary.

4. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.

5. Where the designated person is unsure whether to refer a case to Social Services then advice from the Area Vulnerable adult Protection Committee will be sought.

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Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the designated person will:

1. Contact the Social Service duty social worker for vulnerable adults and families directly. The designated person will

not speak to the parent (or anyone else)

2. If the designated person is unsure whether or not to follow the above guidance then advice from the Area Vulnerable adult protection Committee will be sought.

3. Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Vulnerable adults Act.

4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

9. Recruitment and appointment of staff and volunteers

In recruiting and appointing workers we at Centre SNGMUK will be responsible for the following:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job. • Drawing up the Selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will always send a copy of our vulnerable adult protection policy with the application pack. • We will make sure that we measure the application against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with vulnerable adults. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to vulnerable adults under the age of 18 must declare all previous convictions which are then subject to police checks.

They can then only be offered a job subject to a successful police check. This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.

- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport • We will request to see documentation of any qualifications detailed by the applicant. • We will always interview our candidates; ask for two references and a CRB check.
- We will have at least two people from our organisation on the interview panel.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with vulnerable adults. We will ask the referee to also comment on their suitability for working with vulnerable adults. We will also try and follow up written references with a telephone call.
- The same principles apply to young people who have been involved with the organisation and have become volunteers.

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- We will ensure that our successful applicant obtains an Enhanced Criminal Record Certificate (ECRC) from the Criminal Records Bureau. They will need to show the ECRC before we will confirm them in post.

The applicant will also need to get a co-signature from a registered body.

10. Allegations against a member of staff

We will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a vulnerable adult. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A vulnerable adult protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and vulnerable adult protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns: Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.

If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

Concerns about suspected abuse

- Any suspicion that a vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the vulnerable adult in question and any other vulnerable adult who may be at risk.
- The Designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the vulnerable adult will be contacted as soon as possible following advice from the social services department.
- If the Designated Person is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or Chair who will refer the allegation to Social Services.

Internal Enquiries and Suspension

- The Designated Person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. • Irrespective of the findings of the social services or police inquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true.

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- The welfare of the vulnerable adult should remain of paramount importance throughout **1. Supervisory arrangements for the management of Centre SNGMUK activities and services.**

We at Centre SNGMUK will aim to protect vulnerable adults from abuse and our team members from false allegations by adopting the following guidelines:

- We will keep a register of all vulnerable adults attending our activities.
- We will keep a register of all team members (both paid staff members and volunteers) • Registers will include arrival and departure times and the names of others in the building at the time.
- We will keep a record of all sessions including monitoring and evaluation records.
- Our team members will record any unusual events on the accident/incident form.
- Written consent from a parent or guardian will be obtained for every vulnerable adult attending our activities.
- Where possible our team members should not be alone with a vulnerable adult, although we recognize that there may be times when this may be necessary or helpful
- Team members should escort vulnerable adults of the same sex to the toilet but are not expected to be involved with toileting, unless the vulnerable adult has a special need that has been brought to our attention by the parent/guardian.

2. Centre SNGMUK Role

For effective implementation of this policy all Staff, volunteer members and Service users must work in partnership, each with a role to ensure the protection of the vulnerable adults in their care.

The role of the 'SNGMUK' will be as follows:

- to accept that all Office and Committee members have a responsibility in this area and • be prepared to respond to any indication of abuse
- to be ready to alter bad practice, and
- to maintain confidentiality of the vulnerable adult and the person against whom the allegation has been made.

The role of the Project Co-ordinator/ Committee member in charge of the project within the 'SNGMUK' will be as follows:

- to ensure all officials/volunteers/other personals involved with 'SNGMUK' shall complete, an application, a self
- declaration and a volunteer reference form
- to send forms to 'SNGMUK' if required for a disciplinary
- to receive advice on reports from other 'SNGMUK' members
- to initiate action, ensuring all appropriate persons have been contacted

The role of the Executive Committee will be as follows:

- to appoint a Disciplinary Panel when necessary
- to provide support and guidance to the Designated vulnerable adult Protection Person/s/project leaders • to make decisions on misconduct
- to inform all appropriate individuals and bodies of their decision
- to facilitate training for Designated Vulnerable adult Protection Person/s and project leaders



- to keep a list of all disqualified persons

- to monitor the policy

Everyone has a responsibility to maintain awareness and openness with regard to vulnerable adult protection and safeguarding issues.

11. Good Practice Procedures

By promoting good practice throughout the 'SNGMUK' and in the wider context of community, it is possible to reduce situations for the abuse of vulnerable adults. The 'SNGMUK' should have a policy that ensures vulnerable adults are protected and kept safe from harm. Everyone should know what to do if there are concerns about abuse and where the procedures are kept.

The appointment of a Designated Vulnerable adult Protection Person (DCPP) is the key in this process and he/she will be encouraged to promote good practice throughout the 'SNGMUK' by ensuring everyone is aware of their responsibilities. This role may include leading by example, organising simple training briefings and using leaflets/posters and notices throughout the areas used by the 'SNGMUK'.

Use of photography and video recorders

To reduce the risk of abuse to vulnerable adults SNGMUK as a voluntary organisation require any person wishing to use cameras and video recorders to declare their interest by filling in a simple form which asks

- Their name
- Address
- Who they are, and
- the reason for the use of the camera/recorder.

This is not intended to prevent bona fide use of these equipment for family or coaching purposes but may deter the inappropriate use of such material. 'SNGMUK' projects activities and special event promoters are encouraged to adopt this practice.

Use of Digital Images and the Internet

With the growth of the Internet and digital images, parents need to be aware of fact that there are certain web sites that appeal to vulnerable adults can be targeted by undesirable adults in order to gain information on vulnerable adults.

Parents are advised to monitor their vulnerable adults whilst they are on the net.

Bullying - there is a possibility that bullying may occur between vulnerable adults or by adults to vulnerable adults, all involved in with 'SNGMUK' activities and courses are encouraged to be aware of this possibility.

'SNGMUK' is encouraged to adopt an anti-bullying policy and ensure that everyone understands bullying will not be tolerated in any form. 'SNGMUK' shall be prepared to take the problem seriously, investigate any incident and decide on appropriate action, whilst ensuring that vulnerable adults are able to report the instance of bullying (either to themselves, appropriate staff involved with their activities or 'SNGMUK' team members) to someone in authority, preferably the Vulnerable adult Protection Personnel/project leader.

Code of Practice for staff and volunteers



Adherence to good training practices, aligned with open communication with parents and vulnerable adults, should

ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the vulnerable adult to the point of return to the parent/guardian and the duty of care is non transferable.

Recommended Good Practice

- Always be publicly open when working with vulnerable adults to avoid situations where a staff/trainer/volunteer personnel and an individual vulnerable adult or vulnerable adult cannot be observed. • Where possible parents should be responsible for young vulnerable adults in the changing rooms or toilets. If a group of vulnerable adults must be supervised in the changing rooms try to ensure that adults work in pairs to supervise the vulnerable adults.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.
- Behave in an exemplary manner and be a role model for excellent behaviour.
- Keep up to date with your qualifications, knowledge and technical skills (where appropriate). • Only work within the level of your competence and qualifications.
- Treat all young people equally, with respect and dignity and put their welfare first, before winning. • Recognise the stage of psychological and physical development of the individual and avoid excessive training or competition.
- Motivate the participants through positive and constructive feedback.
- Create a safe and enjoyable situation.
- Obtain written consent from parents to act as a reasonable parent if the need arises for the administration of emergency first aid.
- Request written consent from parents when young vulnerable adults are required to be transported by coaches or officials.
- If vulnerable adults have to be transported then a male and female member of staff should accompany them.
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form.

Practice to be avoided

- Spending excessive amounts of time alone with vulnerable adults away from others taking vulnerable adults to your home
- where they will be alone with you sharing a room with a vulnerable adult
- The above should be avoided except in emergencies. If cases arise where these situations are unavoidable they should occur with the full knowledge and consent of someone in charge in the organisation and/or the vulnerable adult's parents, eg. a vulnerable adult sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a vulnerable adult at the end of a session.

Practice, which should never be condoned:

You should never -

- Engage in rough, physical or sexually provocative games
- Share a room with a vulnerable adult



- Allow or engage in any form of inappropriate touching

- Make sexually suggestive remarks to a vulnerable adult or vulnerable adult – even in fun •
 - Allow vulnerable adults to use inappropriate language unchallenged
 - Allow allegations made by a vulnerable adult to go unchallenged, unrecorded or not acted upon • Do things of a personal nature for a vulnerable adult or vulnerable adult if they can do it for themselves, unless you
 - have been requested to do so by the parents (do so with the utmost discretion)
 - Never depart from the premises until you have supervised the safe dispersal of the vulnerable adults (for outside
 - sessions a parent/guardians signature must obtained)
 - Abuse your privileged position of power or trust with vulnerable adults or adults
 - Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual •
- Have favourites

Safe Practice in Unforeseen Circumstances:

- If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident: • If you accidentally hurt a vulnerable adult
- If a vulnerable adult misinterprets something you have done
- If you have to restrain a vulnerable adult (please note: minimum force must only be used)

It is impossible to establish guidelines for every situation, which may become evident in the some of the activities of “SNGMUK’ like sports and form of martial arts, common sense should be used at all times.

Team Leader/Team Travel - implicit within this Policy is the Duty of Care that a Team Leader and/or ‘SNGMUK’ has to its arts, cultural and festival touring programmes when travelling to events. It is recommended that ‘SNGMUK’ group travel with a full address list and contact telephone numbers for all the vulnerable adults within their team, and signed consent form for each vulnerable adult. (The inclusion of medical information and special instructions, i.e. dietary requirements and any allergies is also extremely useful.) This will allow Team Leader/s to take the necessary action in the event of an emergency.

For those events that require an overnight stay in lodgings/hotels it is essential that Team Leader/s take the necessary action to prevent the misuse of alcohol (from hotel mini - bars etc.) and access to adult video/film channels. ‘SNGMUK’ requires those who are to accompany vulnerable adults on such trips and are to be left alone with the vulnerable adults must complete a Criminal Records check.

Procedures for the ‘SNGMUK’ Disciplinary Panel

- Contained within the ‘SNGMUK’ constitution and other policies and procedures guidelines.

Notification

- Contained within the ‘SNGMUK’ constitution and other policies and procedures guidelines

Re-instatement and Allegations of Previous Abuse



The period of suspension or exclusion will normally last five years. After this time a person may apply to be reinstated. The panel shall give consideration to a request for reinstatement, but only if in their view there are good

grounds for doing so. No individual will automatically be reinstated.

SNGMUK' constitution outlines and grievance procedures.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with vulnerable adults.

All volunteers must complete a Volunteer Application Form (Appendix 2) in which there is a self-declaration of previous convictions and any failure to disclose information on this form will also lead to suspension and subsequent inquiry.

SNGMUK Responsibilities

The 'SNGMUK' will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

12. Monitoring of the Policy

It will be the responsibility of 'SNGMUK' Management committee to monitor the policy as recommended SNGMUK Designated Vulnerable adult Protection Person and on consultation:

Keeping records of cases brought and their outcomes

Accepting comments from staff/volunteers/service users on the ease of implementation and effect of the policy

This policy was adopted on 7th April 2018. The last annual review held on 19th August 2022 This policy will be reviewed and updated by 20th April 2023.



Appendix 1 REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE If you have any concerns about a vulnerable adult being abused you should inform the designated person detailed below.

Organisation

Name

Job/Role

Address

Tel no

Important contacts outside the organisation

Area Vulnerable adult Protection Committee

Social services office

Address

Tel no

Emergency no

Police station

Address

Tel no

NSPCC Vulnerable adult Protection Helpline 0808 800 5000

Other numbers



Appendix 2 RECORDING SUSPECTED ABUSE

CONFIDENTIAL RECORDING SHEET

Organisation

Name of person reporting

Name of vulnerable adult

Age and date of birth

Ethnicity

Religion

First language

Disability

Parent's/Carer's name (s)

Home address/Tel no

Are you reporting your concerns or reporting someone else's. Please give details.

Brief description of what has prompted the concerns: include date, time, specific

incidents Any physical signs? Behavioural signs? Indirect signs?



Have you spoken to the vulnerable adult? If so, what was said?

Have you spoken to the parent(s)? if so, what was said?

Has anybody been alleged to be the abuser? If so, please give details?

Have you consulted anybody else? Please give details

Person reported to and date of reporting

Signature of person reporting

Today's date

Action taken

Notes

Remember to maintain confidentiality on a need to know bases – only if it will protect the vulnerable adult. Do not discuss this incident

with anyone other than those who need to know.



Appendix 3 INCIDENT REPORT FORM

Remember to maintain confidentiality on a need to know bases – only if it will protect the vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

A Your Name

B Your Position/Job Title

C Vulnerable adult's Name

D Vulnerable adult's Address

E Parents/Carers Names & Address

F Vulnerable adult's Date of Birth (if known)

G Date & Time of Alleged incident

H Your Observations

Record exactly what the vulnerable adult said in their own words and any questions you asked if the situation needed clarified:

I (Remember, do not lead the vulnerable adult – record actual details. Continue on separate sheet if necessary)

J *Action Taken

K External agencies contacted (date& time)

1 Police: Yes/ No (delete as applicable) If YES – which

Name & Contact Number

Details of Advice Received:

2 Social Work: Yes/ No If YES –which

Name & Contact Number



Appendix 4 JOB APPLICATION FORM

JOB /ROLE:

Surname:

First Name: Title: Mr, Mrs, Miss, Ms, Dr, Other

Date of Birth / / Place & Country of Birth:

UK National Insurance Number:

Do you have valid CRB Certificate? Yes No If YES, please attach the certificate with this

application. Present Address:

Post code:

Home Contact Number: Mobile Number:

Email ID:

Previous Address (if moved within the last three years):

Post code

Current Occupation: Employer's Name:

Role or Job title Address:

Number of years: Start Date:

Previous Jobs (if less than three years -please use additional sheets if needed):

Employer's Name Address:

Number of years Start Date: Finish Date:

Relevant Experience for the applied job:

Qualifications:

Interests:

Reason for Applying:

Name and addresses of two people who know you well (and are not related to you) who have first-hand experience of you working with vulnerable adults and who can be contacted for a reference, or who have provided you with a reference

Testimonial:

Reference 1 Reference 2

Contact No: Contact No: E Mail ID: Email ID:

Name: Name:

Position: Position:

Organisation: Organisation: Address: Address:



With you approval we shall also contact your current employer (where appropriate) for a reference.

J I agree to abide by any Code of Ethics and Conduct which SNGMUK, the organisation, has in force.

Signed: Date:

PRINT NAME:

SNGMUK USE ONLY:

Job Title Date of employment started: Finish date:

Your contact

secretary@sngm.org



Appendix 5 SELF-DECLARATION FORM

PRIVATE AND CONFIDENTIAL

Self-Declaration form (to be completion by all applicants) SNGMUK is committed to the welfare and protection of vulnerable adults and has duty to ensure the suitability of any individual who works with vulnerable adults. To fulfil this duty we would ask that you complete the following information having read the accompanying notes. Note: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Amendments) Order 1986 you should declare all convictions including 'spent convictions. (* Delete as appropriate/applicable) Do you have spent or unspent convictions? Yes/No *

Are you a person known to any Social Work B Department/social Services Department as being Yes/No *

An actual or potential risk to vulnerable adults?

Have you had a disciplinary sanction (from sports or other organisations governing body) relating to inappropriate behaviour with vulnerable adults/vulnerable adult abuse? Yes/No *

If the answer is YES to any of the above, please complete and return Appendix 6 (sections 1& 2), in a D sealed envelope, marked Private and Confidential to General Secretary at SNGMUK, Barking Road, East Ham, London E6 3BP.

If the replies are NO, please sign the declaration, and returned direct or hand in to the Vulnerable adult Protection Coordinator (General Secretary) of SNGMUK

I hereby declare and represent that save as disclosed below I have not at any time either in the United Kingdom or abroad been found guilty or been convicted by a court of any offence concerning vulnerable adults under the age of sixteen years (eighteen years in the rest of United Kingdom) nor, bound over, placed on probation, given a deferred

sentence, or discharged either conditionally or absolutely in relation to such offences. I also declare that I am not to my knowledge, not have been, subject of an investigation in relation to such offences* IMPORTANT I hereby consent to any reference being taken up by SNGMUK, the organisation, for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority. I also understand that failure to disclose in full matters as required in this declaration will result in immediate suspension for my work with vulnerable adults in the SNGMUK and the likelihood of termination of my services.

PRINT FULL NAME SIGNED

Date..... **PRIVATE AND CONFIDENTIAL**

Note: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Amendment)

Order 1986 you should declare all convictions including 'spent' convictions.

Please supply details of any criminal convictions including cautions, deferred sentences, and absolute discharges, bound over, probation orders and investigations: Please give details regarding convictions under the headings in Section 1. If you have other information you wish to disclose please details it in Section 2 (other information).

SECTION 1

CONVICTIONS

A When did the offence take place?



B What were you charged with?

C What sentence did you receive?

D What were your circumstances at the time?

(Family, financial etc)

E What have you learned from the experience?

F What is your present situation and your future expectations?

SECTION 2

OTHER INFORMATION

Declaration (I certify that all information in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to suspension of my work with vulnerable adults in the organisation, Centre SNGMUK, and the likelihood of termination of my service/s)

Signature: Date:.....

PRINT NAME:

.....

Note: The information given in this form will be treated in the strictest confidence. Please seal this form and sent it

to marked Private and Confidential.

You may be interviewed to clarify information given.



Appendix 7 STAFF/ VOLUNTEER REFERRAL FORM

..... has expressed an interest in becoming a (Enter Name of Applicant)

.....and has given your name as a referee.

(Enter Job Title)

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential, and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

A How long have you known this person?

B In what capacity?

C What attributes does this person have that would make them a suitable volunteer? D

How would you describe their personality?

E Please rate this person on the following (please tick one)

Attributes Poor Average Good V/Good Excellent Responsibility

Dealing with Vulnerable adults

Maturity

Patience

Self-motivation

Can Motivate Others

Commitment

Energy

Reliability

Trustworthiness

F This post involves substantial access to vulnerable adults. As an organisation committed to the welfare and protection of vulnerable adults, we are anxious to know if you have had any reason to be concerned about this applicant being in contact with vulnerable adults or young people.

Yes No (Please tick one box); if you have answered YES; we will contact you in confidence;

Please give us your name and telephone contact number.

NAME: CONTACT NUMBER:

CHECKLIST

1 National Insurance Number:



2 Passport: 3 Visa Status:

4 Copies filed for reference:

5 Reference Documented:

COMMENTS:



Appendix 8 PROCESS, REPORTING, GOOD PRACTICE

<https://www.adass.org.uk/adassmedia/stories/publications/guidance/safeguarding.pdf>

USEFUL CONTACTS

Quality & Workforce Development Team

NAME POSITION TELEPHONE

Moira Storrar Quality & Workforce Development Officer 020 337 38664

Rukshana Ahmed Quality & Workforce Development Assistant 020 337 36575

Safeguarding Adults Governance Team

NAME POSITION TELEPHONE

020 337 37164 020 337 33620
Senior Advisor Safeguarding Adults
(Job share)
Karen Bohan Mandy Oliver

Tony Pape Senior Safeguarding Adults Governance Officer 020 337 30513

London Borough of Newham (Adult Social Care)

Quality & Workforce Development Team

Newham Dockside

1000 Dockside Road

Royal Docks

E16 2QU

020 337 36575

adults.servicestraining@newham.gov.uk