



Gateway Wheelers

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Vulnerable Adult Protection Policy and Procedures

Purpose:

A Vulnerable adult can be defined as a person (over 18 years) who is, or may be, in need of community care services or support due to a mental illness/disorder or a physical disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (definition adapted from the Law Commission Report 1995). The welfare of vulnerable adults is a key concern of Gateway Wheelers, and we aim to provide an environment within which Vulnerable adults are safe and secure.

Service Definitions:

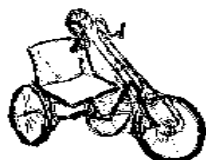
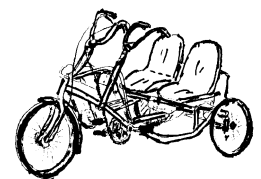
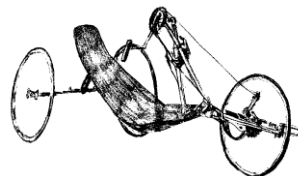
'Abuse' can include:

- Physical – hitting, smacking, nipping, force feeding, biting
- Psychological – verbal abuse, threats to harm, humiliation, intimidation
- Sexual – rape, sexual harassment, not consenting to sexual activities
- Financial or material – theft, fraud, exploitation, possessions or benefits
- Neglect – lack of physical, social and health care
- Discriminatory – swearing and name calling which involve racist remarks or about a person's disability, age or gender

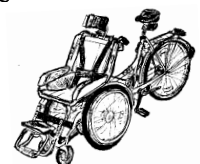
Procedures:

This policy operates alongside the following:

- Gateway Wheelers has adopted County Durham and Darlington 'No Secrets' Adult Protection procedures. Staff and volunteers who suspect that a vulnerable adult has suffered, or is suffering harm, will refer to and follow these procedures.
- Gateway Wheelers operates a Safe Recruitment policy to ensure, as far as possible, that staff and volunteers are suitable people to work with vulnerable adults.
- Gateway Wheelers follows Monitoring and Recording procedures which ensure that all information recorded is brief, factual and without interpretation, opinion or recommendation.



Registered Charity Number: 1084149
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Training:

All staff and volunteers receive basic training with regular review in adult protection awareness, so that they are better able to recognise signs of abuse, and are clear about action they must take.

Role of Secretary and Designated Person:

Whilst all staff and volunteers must work co-operatively, a co-ordinating responsibility rests with the secretary, or in his/her absence a designated person.

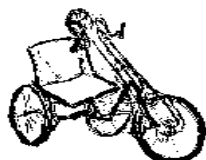
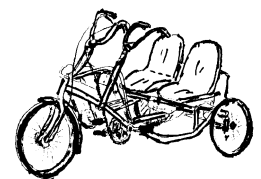
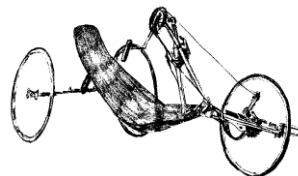
The duties of the Secretary and Designated Person are:

1. To ensure that all staff and volunteers are aware of the requirement to report any suspicion of child abuse to the secretary or designated person.
2. To report all cases of suspected abuse towards a vulnerable adult to Social Care and Health or the Police.

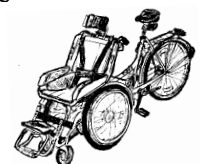
The name and contact details of the Secretary (Brian Milner) and the Designated Person (David Milburn) are Bullion Hall, Bullion Lane, Chester-Le-Street, DH2 2ES.

Responding to Disclosure – Advice for Staff/Volunteers:

1. When a vulnerable adult discloses abuse to any member of staff, the member of staff must inform the vulnerable adult that it may be necessary to share the information with someone else in order that further harm is prevented.
2. Keeping this confidential when a member of staff has been informed of an alleged abusive situation is not an option.
3. You can only promise to act in what you know to be in the best interests of the vulnerable adult, and that you will keep them informed of what is happening.
4. Listen carefully to what the vulnerable adult is saying.
5. Take seriously that the vulnerable adult is saying.
6. Do not ask detailed questions or press the vulnerable adult for more information as this will prejudice any investigation.



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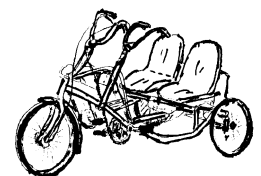
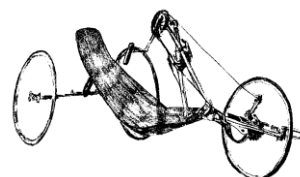


7. Do not make judgements or say anything about the alleged abuser.
8. Write down carefully what the vulnerable adult states as soon as possible including date, time, location and sign your record.
9. Any information shared with the Gateway Wheelers is confidential and will not be discussed with anyone not directly involved in the investigation.
10. Keep the vulnerable adult informed of any actions you are preparing to take.
11. Make sure the vulnerable adult is safe and supported whilst under your supervision.
12. Inform the Secretary or Designated Person of the disclosure at the earliest opportunity. They will make a referral to either Social Care and Health or the Police.
13. In the event of both the secretary and designated person being unavailable, staff must report the disclosure to Social Care and Health, or the Police.

This policy was first adopted on: 4 July 2003

This policy was reviewed and amended June 2007

This policy is to be updated on : June 2008



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