



NoOffence!

Vulnerable Adults Policy

1. Definitions

1.1. **Vulnerable Adults** is expressed in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 as “a person aged 18 or over who has a condition of the following type:

- 1.1.1. A substantial learning or physical disability
- 1.1.2. A physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs
- 1.1.3. A significant reduction in physical or mental capacity

1.2. **Abuse** is the violation of an individual’s human rights. It can be single or repeated acts. Abuse can include; physical, financial / material, sexual, psychological, discriminatory and emotional abuse and neglect or an omission to act. It may be something that is done to the person or something not done when it should have been. It does not necessarily have to be intentional; if the vulnerable person experiences it as abusive it is considered abuse.

2. What to do

2.1. The following procedure refers to abuse or suspicion of abuse of a vulnerable adult that staff and volunteers become aware of during their work at NoOffence! CIC:

- 2.1.1. Any member of staff or volunteer who becomes aware that a vulnerable adult is, or is at risk of, being abused should raise the matter immediately with the Chief Executive. You should decide whether you feel the person is a vulnerable adult and whether they are at risk of abuse / experiencing abuse. If you feel it is a case of abuse towards a vulnerable adult, you should decide whether you feel it is appropriate to inform an outside agency.
- 2.1.2. If appropriate, explain what you have to do and whom you have to tell to the person involved or the person informing of the abuse. Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- 2.1.3. If a disclosure is to be made, you will need to decide if it is to be made by you or your Chief Executive.



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- 2.1.4. Ensure that the person subject to alleged abuse is safe and supported before proceeding with any other action. In most situations there will not be an immediate threat and the decision about protecting the vulnerable person will be taken in consultation with Social Services. In certain circumstances it will be necessary to take immediate action to protect the vulnerable adult by calling the Police. This is more probable in a home visit situation.
- 2.1.5. Direct calls to the Police should be reserved for incidents of assault and violence where an element of urgency applies. If you require immediate response and assistance from the Police, that is if you cannot stop the incident that is currently happening, or you think that it will re-occur shortly, you should make an emergency 999 call.
- 2.1.6. A direct call to the Police via the local station on the non-urgent number is appropriate if the vulnerable adult wishes to talk to the Police at that time, and/or there is evidence to preserve and/or the alleged perpetrator of the offence may come back before you can act to protect the vulnerable adult.
- 2.1.7. Abuse can be reported by contacting NoOffence! CIC, the Police or the relevant Social Services department.
- 2.1.8. Record the discussion accurately, as soon as possible after the event on the case file.

3. Support to Staff and Volunteers

- 3.1. The Chief Executive should make himself or herself available to the member of staff or volunteer reporting the incident to talk it through, and offer additional support. If Social Services or the Police need further information or involvement, you will need to decide with your Chief Executive whether you will talk with them or whether you would prefer your Chief Executive to talk to them and how this will happen.
- 3.2. Staff may also be subject to allegations of abusing vulnerable people. While support will be offered, NoOffence! CIC will ensure that Social Services or the Police are given all assistance in pursuing any investigation. Suspension and/or the disciplinary procedure may be implemented.



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4. Confidentiality

4.1. NoOffence! CIC respects everyone's right to confidentiality, however we believe that the welfare of vulnerable people has to take priority and we have a duty to disclose abuse to the appropriate agency if deemed necessary. NoOffence! CIC's Confidentiality Policy may be overridden in these circumstances and reference should be made to the policy.

5. Recruitment of Staff and Volunteers/Appointment of Trustees, etc.

5.1. As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, NoOffence! CIC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

5.2. We make every subject of a DGS check aware of the existence of the DBS Code of Practice and make a copy available on request. The code of Practice can be downloaded from:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

5.3. Due to the nature of the position and the client group that staff may be working with (vulnerable adults) NoOffence! CIC is required by the Rehabilitation of Offenders Act 1974, to ask questions about criminal records, including those which are spent. DBS checks will be requested for those positions where this is deemed necessary. Applicants called for interview will be requested to provide details of their criminal record at an early stage in the application process. A Criminal Record Declaration Form will be sent out with the job application form.

5.4. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

5.5. For further information please see the Policy Statement on the Recruitment of Ex-Offenders.



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5.6. In accordance with the DBS Code of Practice, Disclosure documents and associated paperwork will be stored securely for a maximum period of 6 months and then shredded.

6. Review

6.1. The policy will be reviewed in January 2016 by the Chief Executive. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Cross Ref: Policy Statement on the Recruitment of People with Convictions

Approved by: Chief Executive, 5th January 2015

Review date: January 2016