

Ryedale Special Families

Safeguarding Adults Policy

Ryedale Special Families (RSF) is a registered charity which supports families of children, young people and young adults with disabilities and special needs. The RSF base is located at 121 Town Street, Old Malton, Malton, North Yorkshire. The majority of work we do is conducted in the community and family homes.

Policy Statement on Safeguarding Vulnerable Adults

RSF recognises that all adults have a right to protection from abuse and takes seriously its responsibility to protect and safeguard the welfare of vulnerable adults.

We will:-

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide people with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse
- Maintain good links with statutory authorities.

The Policy

RSF recognises that vulnerable adults may become the victims of neglect, and physical, sexual and emotional abuse. Accordingly, RSF has adopted the policy contained in this document. The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. We recognise the need to build constructive links with the statutory and third sector agencies. These guidelines have been prepared in accordance with the NYCC Health & Adult Services. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with vulnerable adults. Every individual has a responsibility to inform the designated person or their deputy of concerns relating to safeguarding children. The designated person must decide if the concerns should be communicated to social services or the police.

Rights

- RSF recognises that all adults should be able to live free from fear and harm and have their rights and choices respected.
- Workers have the right to proper support in carrying out their work and young adults with due rights and respect

Roles and Responsibilities

Staff and volunteers in this organisation accept and recognise their responsibilities to develop awareness of the issues which cause vulnerable adults harm. It is the responsibility of all staff, volunteers and organisations to report safeguarding concerns to the relevant people.

Ryedale Special Families

Safeguarding Adults Policy

All staff and volunteers who have contact with vulnerable adults will be required to have an enhanced disclosure through the Disclosure & Barring Service. Disclosures will be updated every 3 years.

An adult at risk is a person aged 18 years or over;

- who has, or may have needs for care and support (whether or not the local authority is meeting any of these needs)
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

Examples of Abuse

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Neglect
- Discriminatory abuse
- Modern slavery
- Organisational abuse
- Self-neglect

Who might be causing the abuse?

Anybody may be an abuser. It may be somebody well known to the adult or it may be a stranger. It may be more than one person. It might be: A family member, a friend, a neighbour, a paid or voluntary carer, a nurse, social worker, a GP, a visitor to their home, or somebody who they don't know. If the vulnerable adult lives in a residential setting or visits a day centre, it may be another user of that service, a visitor or a carer.

What you should do if you suspect abuse

You must report concerns as soon as possible to the Chief Officer, phone number 01653 699000 who is nominated by RSF to act on their behalf in referring allegations of suspicions of neglect or abuse to the statutory authorities. In the absence of the Chief Officer, the matter should be brought to the attention of the team leaders, phone number 01653 699000.

To raise a safeguarding concern directly with Adult Social care;

Adult Social Care

01609 780780

This number will be answered at all times

Ryedale Special Families

Safeguarding Adults Policy

You can also email a safeguarding concern social.care@northyorks.gov.uk

When a crime needs to be reported or the assistance of the police sought

Police - in an emergency	999
Police – for non-emergencies	101

If the suspicions relate to the designated person, then the deputy or social services should be contacted.

Suspicions should not be discussed with anyone, other than those named above.

RSF hope that staff feel able to discuss concerns with the relevant RSF staff, however it is the right of any individual to make direct referrals to the safeguarding adults agencies. If you feel that the organisation has not responded appropriately to your concerns, it is open to you to contact the safeguarding adults agencies direct.

What To Do Once A Vulnerable Adult Has Talked To You About Abuse

- Assure them that you are taking the concerns seriously
- Do not be judgemental or jump to conclusions
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can. Use open-ended questions
- Do not start to investigate or ask detailed or probing questions
- Explain that you have a duty to tell your manager or designated officer
- Reassure the person that they will be involved in decisions about them

Make a note immediately of what the person has said, writing down exactly what was said, write down what you said in reply, when they said it and what was happening immediately beforehand. Record dates and times of the events and when the record was made. Keep all notes secure. It is of utmost importance that events are recorded accurately and honestly and that you ask the adult what they want to happen next. At all times act in the best interests of the adult concerned.

Report your discussion as soon as possible to the designated person.

All 'adult at risk' concerns will be recorded and stored securely in that person's individual records held in the RSF office.

Ryedale Special Families

Safeguarding Adults Policy

Allegations against staff or volunteers will be investigated in accordance with the Whistle blowing Policy. Details of any allegation which has not resulted in a referral will be kept securely in the individual's records held in the RSF office.

RSF are committed to upholding safeguarding principles throughout all of our work, including;

- Carefully following rigorous procedures for recruitment and selection of staff and volunteers
- Sharing information about 'adult at risk' safeguarding and good practice with service users, parents and volunteers
- Providing effective management for staff and volunteers through continuous supervision, support and training

Further details relating to safeguarding adults can be found in [Summary Guide; Safeguarding Adults](#)