

## Vulnerable Adult & Child Safeguarding Policy

### Definitions – for this document

#### An adult at risk:

Is a person who is or may be in need of community care services by reason of mental or other 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.

Vulnerable Adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; be able to choose how they lead their lives; the protection of the law; have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

#### Child:

Describes a child aged 0-17 years old.

## POLICY STATEMENT

SGC Holdings Ltd ta SGC Security Services wants to restore dignity and revive hope to people from all walks of life. We are concerned with individuals and their circumstances and actively encourage an inclusive environment.

We seek to ensure that all our team members are aware of what is required from them under the vulnerable adult and child protection policy and make sure that it is practised at all times.

It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigation into physical, emotional or sexual abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join, as part of their induction programme. Any amendments will be brought to the attention of all team leaders to be cascaded throughout the staff and volunteer teams.

### Implementation

SGC Holdings Ltd ta SGC Security Services shall:

Plan its work so as to minimise situations where the abuse of vulnerable adults and children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is very small, SGC Holdings Ltd ta SGC Security Services can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all vulnerable adults and children.
- Ensure that any vulnerable adult or child working with SGC Holdings Ltd ta SGC Security Services is aware of who they can talk to if they have concerns.

- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies and that phones are clearly labelled with directions for how to make external calls.
- Arrange that an adult is not left alone with a child except in an emergency where there is little, or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.
- Make sure the designated person and deputy has corrected and up to date training.
- Ensure staff and volunteers supervising vulnerable adults or children are suitably trained.

### **Designated person and their role**

SGC Holdings Ltd ta SGC Security Services has a designated person who is responsible for dealing with any concerns about the protection of vulnerable adults or children. There is also a deputy in the absence of the designated person.

The designated person for SGC Holdings Ltd ta SGC Security Services is Anthony Barnes; the deputy is Peter Horner

The designated person will be available for vulnerable adults and children to speak with should they feel the need to talk with someone about an incident which has happened whilst working for or receiving assistance from SGC Holdings Ltd ta SGC Security Services, particularly if they feel they have been physically, sexually or emotionally abused or neglected by an adult or another young person.

### **RECORDING**

The designated person will make notes and keep confidential records of any disclosure or concerns they or another staff/team member has and seek advice from the Social Services Department or the Police. See 'incident reporting form' at page 7; blank copies are held in the office.

Staff and volunteers must ensure that their recording of facts, incidents, assessments, referrals, case discussions are all sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. Any supporting evidence should be preserved and clearly labelled. These records must be stored in an individual file and stored securely in a manner that safeguards the individual's right to privacy and security. These records are available to individuals on request (not third-party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

### **WHISTLE-BLOWING**

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is or who the victim is. SGC Holdings Ltd ta SGC Security Services will respect and not penalise those who stand up for anyone who is suspected of being abused.

Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff who report abuse are protected by the Public Interest Disclosure Act 1998.

### **REMEMBER**

It is important that everyone in SGC Holdings Ltd ta SGC Security Services is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone.

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## Additional points

### Displaying Information

The name of the designated person shall be displayed at every Unit 2 Cherry Tree Farm, Blackmore End Road, Sible Hedingham CO9 3LZ.

All workers in SGC Holdings Ltd ta SGC Security Services should be informed of the name of the designated person and how they might be contacted.

### Applying agreed procedures for protecting vulnerable adults and children to all workers

These procedures are set in place to protect vulnerable adults and children should apply to all those in contact with them. This is not the same as treating each person who relates to vulnerable adults and children as being under suspicion, but a matter of taking sensible measures to protect vulnerable adults and children, which are then observed by everyone. This will involve thought and planning within each group to minimise the risk.

If any member of staff or supervising volunteer has concerns, please raise them with the designated person. If it is brought to the attention of the designated person and not adequately dealt with the next step is to talk to Social Services/the Police as a private citizen to discuss your concerns.

See appropriate flowcharts at pages 5 and 6.

### Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential but may not always be secret.

Personal and delicate information about staff and volunteers will be:

- Confidential to SGC Holdings Ltd ta SGC Security Services and can be shared with staff and volunteers on a 'need to know basis' *and*
- Can be shared with another agency when:
  - Permission is given by the person about whom the information is held.
  - There is an overriding justification to share information without the person's consent.
  - The law requires it.

### Give staff and volunteers clear roles

Volunteer Handbook - Abuse of vulnerable adults and children is most easily concealed where there is confusion among adults about roles and responsibilities. Included therefore in all job and role descriptions, both for employees and volunteers, will be a statement laying down the behaviour and values expected from all who work as part of this team.

Over and above the written word, expected behaviour towards vulnerable adults and children when working with SGC Holdings Ltd ta SGC Security Services will be explained to new workers as part of their induction.

## **Supervision as a means of protection**

Regular staff meetings will be held where team leads meet together to raise issues about their area of work and discuss them. When receiving feedback about the work, particular attention should be paid to any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these are signs of abuse.

Within SGC Holdings Ltd to SGC Security Services our main area of concern about protecting people lies with the welfare of any vulnerable adult supported volunteers. Where possible, team leads should take opportunities to observe those vulnerable adults and children for whom they are responsible.

In all recruitment decisions concerning volunteers:

- a) A detailed application form should be completed
- b) 2 references should be taken about the suitability of the applicant for the post being considered
- c) An informal interview will provide an extended conversation to allow an opportunity to explore in more detail the applicant's experience and motivation for volunteering.

## **Criminal convictions & DBS Checks**

All staff and volunteers must complete a volunteer application form before commencing work at SGC Holdings Ltd to SGC Security Services. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) must be provided so an adequate risk assessment can be undertaken. Dependant on the role and duties of that role, a DBS check may be required which SGC Holdings Ltd to SGC Security Services would administer. SGC Holdings Ltd to SGC Security Services' reserves the right to dismiss a member of staff / volunteer and/or ban them from the property should they feel it is necessary.)

## **Training**

Training in the prevention of abuse and the action to take if abuse occurs should be included as part of the Training and Induction Programme for all staff and volunteers.

All workers will be informed of this policy and procedures at induction and with any updates required by law.


## **General**

All workers driving any vehicle which transports vulnerable adults and/or children must hold a valid driver's licence for the type/class of vehicle they are driving.

All vehicles used in the transportation of vulnerable adults and/or children must have a valid road fund licence, be appropriately insured, have a valid MOT certificate and comply with all appropriate legislation and regulations. Seat sharing is not permitted, and seat belts must be worn.

## Policy Review

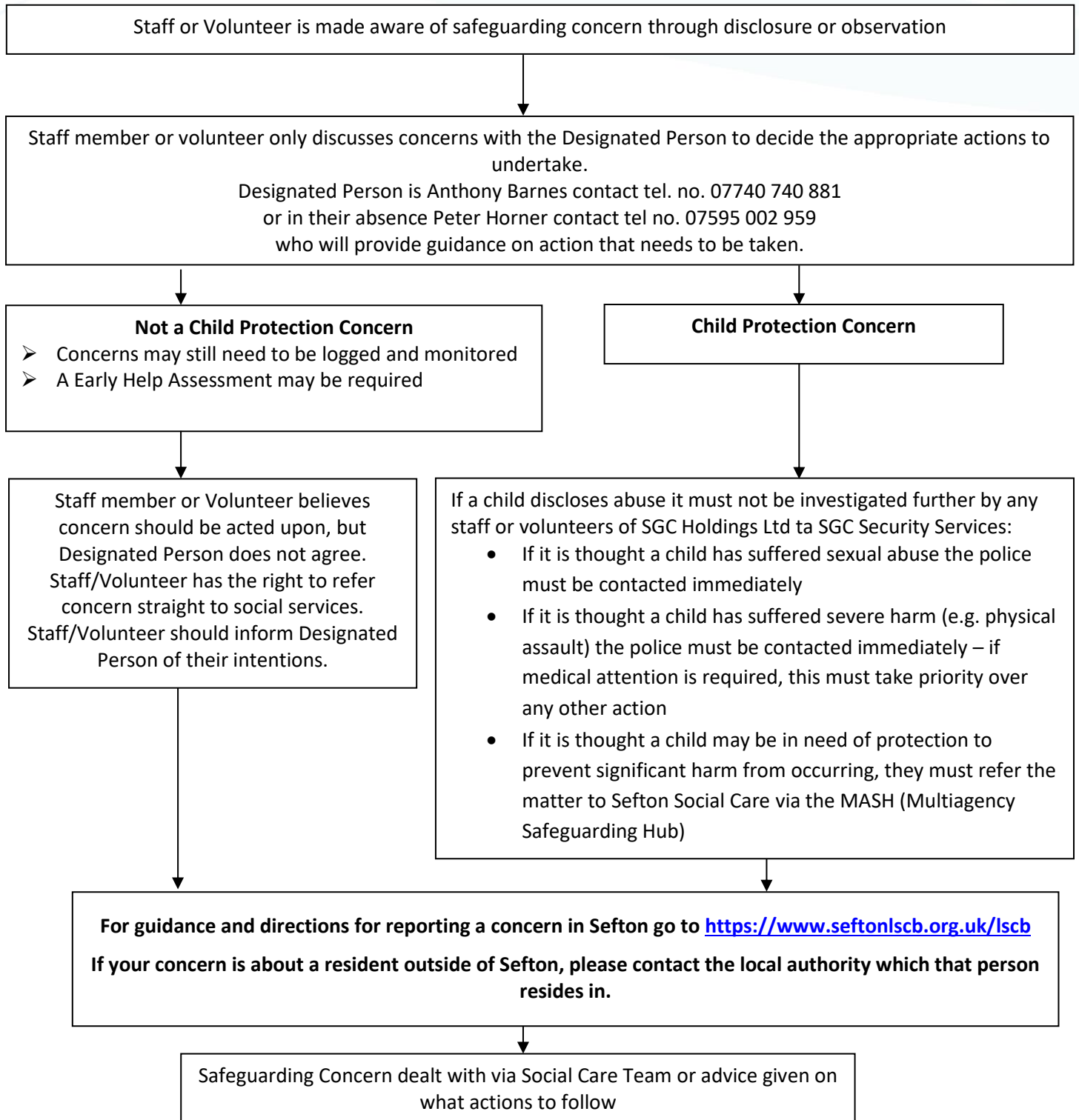
This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

Name	Paul Macarthur	Position	Managing Director
Signature		Date	1 <sup>st</sup> January 2021





# Safeguarding Children's Flow Chart



If Social Care assesses that concerns meet their referral threshold criteria and an assessment / intervention is coordinated, Social Care may not always be able to share all information regarding individual cases referred to them due to data protection and sensitive information. However, it is good practice to follow up that support is being appropriately provided and to continue to advocate for support if there are continuing concerns.

If Social Care does not see the case as appropriately meeting their threshold for referral it may be that there is a multi agency response required to support the child/family via an Early Help Assessment arrangement which the organisation may have continued involvement within.

## Safeguarding Adults At Risk Flow Chart

Staff or Volunteer is made aware of safeguarding concern

Staff member or volunteer accurately records events giving rise to concern on the recording form held by the Designated Person(s).

Designated Person is Anthony Barnes contact tel. no. 07740 740 881  
or in their absence Peter Horner contact tel no. 07595 002 959

who will provide guidance on action that needs to be taken.

All records should be forwarded to the designated person so they can be held securely centrally.

Staff member or Volunteer believes concern should be acted upon, but Designated Person does not agree.

Staff/Volunteer has the right to refer concern straight to social services.  
Staff/Volunteer should inform Designated person of their intentions.

If an adult discloses abuse it must not be investigated further by any staff or volunteers of SGC Holdings Ltd to SGC Security Services If it is thought an adult has suffered sexual abuse the police must be contacted immediately

- If it is thought an adult has suffered severe harm (e.g. physical assault) the police must be contacted immediately – if medical attention is required, this must take priority over any other action
- If it is thought an adult may be in need of protection to prevent significant harm from occurring, they must refer the matter to Sefton Plus on 0845 140 0845 or 0151 920 8234 (if out of hours).

**For guidance and directions for reporting a concern in Sefton go to <https://www.sefton.gov.uk/social-care/care-and-support-for-adults.aspx>**

If your concern is about a resident outside of Sefton, please contact the local authority which that person resides in.

Safeguarding Concern dealt with via Sefton Adults Framework for Action.

Investigations are carried out by nominated officers within individual Social Care Teams.



# Safeguarding Incident Reporting Form

Please complete this form as fully as possible and hand it to your designated lead officer who will be able to support you in following the policy and procedures. The designated lead officer is also responsible for confidentially storing and monitoring this information in line with data protection guidelines.

Name of Adult \_\_\_\_\_ Gender \_\_\_\_\_

Age and date of birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

Religion \_\_\_\_\_ First language \_\_\_\_\_

Any Disabilities \_\_\_\_\_ Any special factors \_\_\_\_\_

Have you spoken to the carer(s) If so, what was said?  
\_\_\_\_\_  
\_\_\_\_\_

Has anybody been alleged to be the abuser? If so, give details.  
\_\_\_\_\_  
\_\_\_\_\_

Have you consulted anybody else? Give details.  
\_\_\_\_\_  
\_\_\_\_\_

Your name and position.  
\_\_\_\_\_  
\_\_\_\_\_

In what capacity have you had any contact with the adult?  
\_\_\_\_\_  
\_\_\_\_\_

To whom reported and date of reporting.  
\_\_\_\_\_  
\_\_\_\_\_

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Staff / Volunteer Signature

Today's date

Adults Signature  
(Where appropriate)

Date

Action taken by the Designated Person

Designated Persons Signature

Date

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