



Sunshine Children's Centre Charity

Watford & Surrounding Areas

Charity registration number - 1126230

www.sunshinecharity.com

Vulnerable Adults Policy

September 2008

Sunshine Children's Centre Charity is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimize the risk of such abuse. This policy should be used in conjunction with the [Equal Opportunities Policy](#).

1. Definition

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers, staff and Trustees have a duty to identify abuse and report it.

2. Support to volunteers and staff

The volunteers and staff reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned i.e. are upset or angry. The Acting

Chief Executive will support you. Other support may take the form of support provided by work colleagues or support or counseling provided by an outside body if required.

Volunteers and staff themselves may also be the subject of an allegation of abuse. While support will be offered, Sunshine Children's Centre Charity will ensure that Children, Schools & Families are given all assistance pursuing any investigation. Suspension and/or discipline may be implemented.

3. Suspect of abuse by a member of Sunshine Children's Centre Charity volunteers and staff

Where a member of volunteers and staff is suspected of abuse the following action should be taken:

- The Chief Executive should interview the member of staff or volunteers with a witness present.
- The Chief Executive should make arrangements for interviewing the suspected victim. This should be done with Sunshine Children's Centre Charity volunteers or staff member and a support for the victim present.
- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation
- The appropriate procedures should then be followed.

4. Confidentiality

Confidentiality is crucial to all our work and relationships and the Sunshine Children's Centre Charity confidentiality agreement should be adhered to except that the welfare of vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

5. Contact information

Allegation of the alleged abuse which occurred when the person is over 18 years old falls under the Protection of Vulnerable Adults and needs to be reported to the local Adult Care Services (ACS), Duty Officer, PO Box 153, Kings Court, Stevenage, Herts SG1 2GH, telephone. 01923 471400 or ACS 01438 737400 Fax: 01438 737402.

Children, Schools & Families (CSF) are available on 01438 737500.

This policy is due for review in November 2009

Cause for Concern

Monitoring Form - Staff

Personal Details

Name
Contact Address

Telephone:

email:

Ethnicity

Gender: Male / Female

Are you disabled, under the definition of the DDA? Yes / No

Type of incident/s:

Suspicious Behaviour	Verbal/suggestive	Visual appearance
e-mail/website porn	Physical abuse	Mental abuse
Sexual Behaviour	Withdrawn	Other (describe)

Describe the incident, including date, time and location:

Did the incident involve:

- A member of staff
- Child
- Service user
- Service provider
- Visitor

Did you witness an incident? Yes / No
Do you have cause for concern? Yes / No
Do you want help or advice? Yes / No

Signed

Date