

Link Leisure seeks to promote the welfare, safety and protection of vulnerable adults at all times. Link Leisure will provide an environment that ensures individuals are safe from potential abuse, and will respond to any suspicion of potential abuse in a way which respects the individual's dignity. Link Leisure is also required to follow Surrey County Council's Safeguarding Adults procedures and guidance.

In order to promote the welfare and safety of individuals Link Leisure needs to ensure that staff and volunteers are aware of the following:

A vulnerable adult is a person aged 18+ 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 her self, or unable to protect him or her self against significant harm or exploitation. (Surrey Safeguarding Adult Board 2007)

- **Awareness of abuse**
- **Statement of principles**
- **Reporting and recording concerns**
- **Recruitment and selection of staff**
- **Supporting and supervising individuals**
- **Supervision of staff**

Awareness of Abuse – Definitions of Abuse

All staff are required to note the following definitions and pass on any concerns to the designated Safeguarding Adults staff member.

Abuse takes many forms.

Physical Abuse

Physical abuse is the non-accidental infliction of physical force that results in bodily injury, pain or impairment.

Physical abuse involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a vulnerable adult.

Neglect/Acts of Omission

Neglect is the persistent failure to meet a vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. It may involve a parent or carer failing to provide adequate food and clothing, shelter, heating or failing to protect an individual from physical or emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, an individual's basic emotional needs.

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Our purpose

To support children and adults with a wide range of learning disabilities to build an enhanced quality of life through sport and social activities in the community

Our vision

To empower our members to make choices and develop independence. We enable social integration and alleviate social isolation

Registered Charity
No.1119596

Registered in England
and Wales as
Link Leisure Ltd.
No. 06056940

Registered office
as above

Sexual Abuse

Sexual abuse involves forcing or enticing a vulnerable adult to take part in sexual activities, including prostitution, without consent. The activities may involve physical contact, including penetrative (e.g. rape, buggery, oral sex) or non-penetrative acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting.

This may include non-contact activities, such as involving the individual in the looking at, or in the production of, pornographic materials, or watching sexual activities, or encouraging individuals to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the emotional maltreatment of a vulnerable adult such as to cause severe and persistent adverse effects on the individual. It may involve conveying to the individual that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. This type of abuse can take the form of threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment and verbal abuse. It can also be seen as deprivation of contact, isolation or withdrawal from services or supportive networks.

Some level of emotional abuse is involved in all types of maltreatment of a vulnerable adult, though it may occur alone.

Financial/Material Abuse

Financial or Material Abuse is the unauthorised fraudulent obtaining and improper use of funds, property or any other resources of a vulnerable adult. This includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse of or misappropriation of property, possessions or benefits.

Discriminatory Abuse

Discriminatory includes racist and sexist abuse. It can also be based on a person's disability and other forms of harassment, slurs or similar treatment.

Professional Abuse

Professional abuse is the misuse of therapeutic power and the abuse of trust by professionals. It can also be the failure of professionals to act on suspected abuse or crime. It can also come about by poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure as a result of poor management systems and structures.

Statement of Principles

Principles of good practice ensure that all vulnerable adults are protected from harm. Such principles will help to ensure the promotion of the individual's health and welfare, including their physical, emotional, social and financial situation.

These principles include:

- Treating vulnerable adults as individuals entitled to dignity and respect
- Promoting effective partnerships amongst all those involved including parents/carers, to improve the individual's welfare
- Promoting the safety of vulnerable adults in all aspects of the organisation
- Raising awareness of best practice in how to protect the individual from harm of all kinds
- Running the organisation to minimise risks that may cause harm
- Making safety the responsibility of all members of the organisation
- Establishing effective and opening procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly
- Adopting and applying safe recruitment practices for all staff
- Co-ordinating safeguarding adult policies with Surrey Safeguarding Adults Board.
- The prime concern for Link Leisure must be the interests and safety of vulnerable adults. Where there is a conflict of interest between an adult and a parent/carer, the welfare of the vulnerable adult must be paramount.

Reporting and Recording Concerns

Each project or group operating with Link Leisure which is attended by vulnerable adults is required to nominate a member of staff who is responsible for the protection of vulnerable adults. In most circumstances, this will be the group leader.

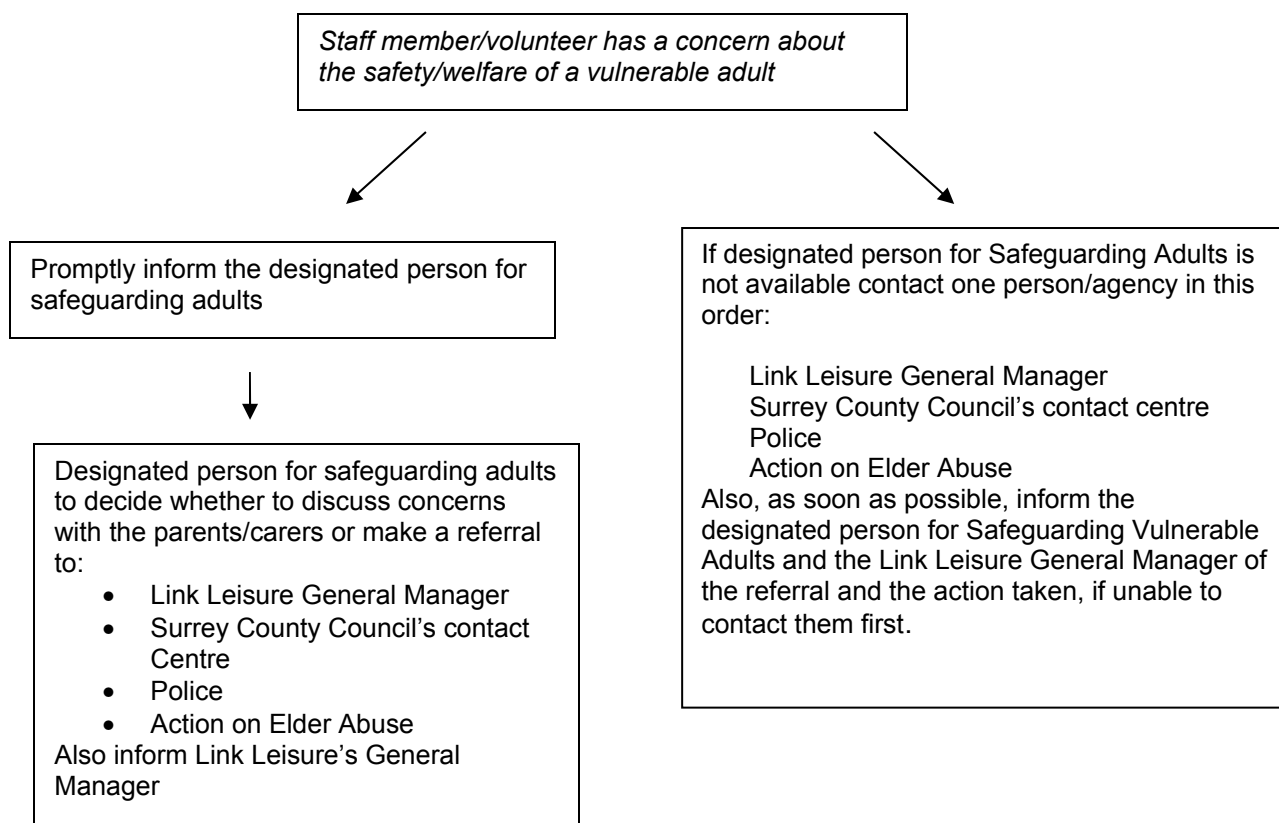
Staff members and volunteers involved with Link Leisure, projects or groups are required to promptly pass on any concerns about possible abuse of a vulnerable adult or concerns about the welfare and safety of an adult to the designated staff member. If this designated person is not available the staff member/volunteer is required to contact at least one of the following: The Link Leisure General Manager, Surrey County Council Safeguarding Adults Call Centre, Emergency Duty Team or Surrey Police or Action on Elder Abuse.

If a vulnerable adult discloses abuse whilst the activity/group is still underway provision needs to be made for the designated staff member to be able to talk to the individual and pass the information on, etc. At the same time the other vulnerable adults in the group need to receive a suitable level of supervision.

The designated staff member for Safeguarding Adults needs to make a judgement as to whether the allegations or concerns need to be passed on to the Link Leisure General Manager etc, or be discussed with the parents/carers first. (It is important that NO assumptions are made that parents/cares could not abuse their child because they appear pleasant).

If the designated person for Safeguarding Vulnerable Adults decides to pass on the concern they should contact the Link Leisure General Manger, Surrey County Council's Contact Centre, Emergency Duty Team or Police.

If a staff member or volunteer receives the allegation of abuse against another member of staff/volunteer they should promptly inform the designated person for protecting vulnerable adults.



For contact numbers please see below.

N.B. It is essential that the staff member or volunteer records what they have seen or heard that had led them to believe that a vulnerable adult's welfare or safety is at risk. The designated person for safeguarding adults also needs to keep clear and concise records. There also needs to be a record of the action taken and why.

Staff/volunteers should not interview or investigate an allegation

Records should include the following details:

- Name of the vulnerable adult
- Parent's/carer's details
- The vulnerable adult's address
- Relevant telephone numbers
- What is said to have happened or what was seen
- When the allegation occurred/concern was raised
- Who else was there
- What was said by those involved
- Whether there is any actual evidence, e.g. bruises, bleeding, change in behaviour
- Whom has been told about the allegation/concern
- Who reported the allegation/raised the concern
- Was the vulnerable adult able to say what happened
- Whether the parents/carers have been advised

The record must be signed and dated, legible and written in black ink. It must be stored in a locked filing cabinet. It is imperative that this information is recorded immediately and that the exact wordings are noted.

All information about concerns regarding the welfare of a vulnerable adult needs to be kept confidential and should only be passed on to other staff members/volunteers if it is essential for them to know.

Recruitment and Selection of Staff

The following measures need to be taken to reduce the risk of abuse by staff members and volunteers

Group Leaders need to:

- Ensure that all those working (voluntary or paid) in the group are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974 and will therefore be subject to a Criminal Records Bureau check prior to starting work.

- Ensure all potential workers fill out an Application Form and return this, as soon as possible, to the Volunteer Co-ordinator, who will check references and arrange for an Enhanced CRB disclosure. Original birth certificates or passports will be used to verify date of birth in order to cut down this major risk of evasion from detection.
- Arrange for the potential worker (voluntary or paid) to work for a set probationary period – usually three months.
- Liaise with the Volunteer Co-ordinator to arrange on-going training to all those involved with the care of vulnerable adults which will help them recognise and respond to suspected abuse of children whether physical, emotional, sexual or as a result of neglect.
- Never allow a non-CRB checked person to be alone with a vulnerable adult e.g. going to the toilet or supervising individuals in a separate room.

Supervision of Vulnerable Adults and Supervision of Staff

Supervision of Vulnerable Adults

Link Leisure activities should be run with an appropriate level of supervision and support at all times.

Vulnerable Adults who attend Link Leisure activities will be kept safe. This will be achieved by ensuring:

- Those in charge are fully competent to do so
- That individuals are supervised at all times
- Workers know where individuals are at all times, indoors or out
- There is sufficient staff
- Staff are not left to work alone
- Activities are planned and appropriate
- Workers responsibilities are clearly defined
- Workers have completed an Enhanced CRB Disclosure

Supervision of Staff

Because Link Leisure works with vulnerable adults, staff will have a lot of close physical and social contact with them. However, it is important that staff do not engage in behaviour that could be misinterpreted. Link Leisure needs to ensure staff members are aware of boundaries that are open in the way they deal with vulnerable adults and are in an environment where any concerns are passed on. Staff should try to ensure they are not alone with vulnerable adults and that other staff members are present.

Many of the vulnerable adults who attend Link Leisure have a reduced understanding of appropriate behaviour. Staff should remember that they are in charge of all situations, which includes conversation, physical contact, rough and tumble play and challenging behaviour. Whilst ensuring the individuals feel comfortable and at ease, staff should try to keep these activities appropriate. If

they are unsure how to deal with a situation, staff members should ask for help from other workers/team leader. Conversely, all workers should be looking out to help their colleagues if necessary. The rule of thumb when working with vulnerable who might act inappropriately should be: "If you feel uncomfortable, then something is wrong. Do something about it or ask for help."

Important Contact Numbers

Link Leisure	01483 770037
Surrey County Council's Contact Centre	0300 200 1005
Police (Surrey Police Switchboard)	0845 125 22 22
Action on Elder Abuse	080 880 08 8141

IN AN EMERGENCY CALL 999

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