



Charity number 1197599

Adult Protection Policy for Brereton Big Local CIO

- This charity believes that adults must be always protected from harm
- We believe every adult should be valued, safe and happy. We want to make sure that adults we have contact with know this; and that they are able to tell us if they are suffering from harm.
- We want adults who use or have contact with this charity to enjoy what we have to offer in safety.
- We want parents and carers who use or attend our charity to be supported to care for their adult in a way that promotes their adult's health and well-being and keeps them safe.
- We will achieve this by having an effective adult protection procedure and following National and local guidance; Working Together to Safeguard adults (under the Care Act 2014) and the Staffordshire and Stoke on Trent Safeguarding Adults and Children's Group. www.ssaspb.org.uk
- If we discover or suspect an adult is suffering harm, we will follow our procedures in order that they can be protected if necessary. We will, in an emergency, call 999.
- This adult Protection Policy and our adult Protection Procedure apply to all staff, volunteers and users of Brereton Big Local CIO and anyone carrying out work for us or using our premises.
- We will review our adult Protection Policy and procedures of the Brereton Big Local CIO, at least every 12 months to make sure they are still relevant and effective.

Adult Protection Procedure

The named person for adult Protection in this Big Local CIO Million is:

Karen Mann

They will be responsible for dealing with any concerns about the protection or welfare of adults in this group.

- All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to adults or vulnerable adults. Those staff and volunteers who are involved in regulated activity with adults, young people or vulnerable adults will be checked through the Disclosure and Barring Service (DBS).
- All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about an adult. This will include information on recognising where there are concerns about an adult, where to get advice and what to do if no one seems to have taken their concerns seriously. For advice on training please refer to www.staffscvys.org.uk; www.safenetwork.org.uk or www.staffsscb.org.uk/professionals
- We will endeavour to make Brereton Big Local CIO a safe and caring place for adults by having a code of conduct in place for staff and users. This will be given to all staff and users,
- and they will be expected to comply with it.
- Upon each registration, information will be given to parents, carers or users about the activities (supervised or not) of Big Local CIO Million, which will include information about the Adult's Protection Policy and procedure.
- Brereton Big Local CIO has a complaints procedure, and any complaints can be made following this procedure. (See complaints procedure).



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- The Brereton Big Local CIO will take appropriate action in relation to any findings of any investigation into allegations of abuse and complaints, consistent with its duties to protect the safety of Adults and uphold a fair process for staff and volunteers.
- Any staff/volunteers under investigation for alleged abuse of a member will be disciplined in accordance with staff/volunteer policy.

Minimising the Risk to Staff

All staff understand the Brereton Big Local CIO adult protection procedures and has appropriate training and guidance in the principles of safe caring. Thus ensuring:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a member. If staff are alone with a member, the door of the room should be kept open, and another member of staff should be informed.
- If a member makes inappropriate physical contact with a member of staff or volunteers or other members, this will be recorded fully in the incident book.
- Staff will never carry out a personal task for a member that they can do for themselves. Where this is essential, staff will help a member whilst being accompanied by a colleague. Unless a member has a particular need, staff should not accompany members into the toilet. Staff are aware of how this and other similar activities could be construed.
- Staff will be mindful of how and where they touch members, given their age and emotional understanding. Unnecessary and/or potentially inappropriate physical contact will be always avoided.

All allegations made by a member against a staff will be fully recorded including any action taken, in the Incident Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

Dealing with Allegations

The Brereton Big Local CIO is committed to ensuring that it meets its responsibilities in respect of member protection by treating any allegation seriously and sensitively. The Brereton Big Local CIO will not carry out any investigation itself into a suspected abuse incident. On discovering an allegation of abuse, the Adult Protection Officer will immediately refer the case to the local statutory adult's protection agencies. If we are concerned about an adult's welfare, confidentiality will be assured only when it is clear an adult is at **no risk** of harm to an adult.

Further to this, the following principals will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Safeguarding Officer at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include: full details of the alleged incident; details of all the parties involved; relevant dates, times and locations and any supporting information or evidence from members of staff. The Brereton Big Local CIO will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of adult abuse. (See Incident Report Form)



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In all instances we will record:

- The adult's full name and address
- The date and time of the record
- Factual details of the concern, for example bruising, what the adult said, who was present
- Details of any previous concerns
- Details of any explanations from the parents
- Any action taken such as speaking to parents.

The Safeguarding Officer will be responsible for ensuring that written records are dated, signed and kept confidentially.

If an allegation of abuse is made against the adult Protection Officer, then it falls upon Sue Merriman to assume responsibility for the situation.

Staff will ensure that all concerns and allegations are treated with sensitivity and confidentially and only shared with people who need to know information.

Any adult involved in alleged incidents will be comforted and reassured.

ADDITIONAL INFORMATION FOR VOLUNTEERS, CATERGORIES AND RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

It is important to provide definitions of abuse and staff/volunteers need to familiarise themselves with these definitions. Brereton Big Local CIO are commitment to ensuring that all workers have a basic awareness of the categories, signs and symptoms of adult abuse and know where to go for additional information:

www.staffscvys.org.uk

www.staffsscb.org.uk/professionals

Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Adults may show symptoms from one or all of the categories. This should not be used as a checklist. Workers and volunteers should be aware of anything unusual displayed by the adult.

PHYSICAL SIGNS OF ABUSE	<ul style="list-style-type: none"> • Bruise marks consistent with either straps or slaps • Undue fear of adults - Fear of going home to parents or carers • Aggression towards others • Unexplained injuries or burns – particularly if they are recurrent and especially in non-mobile babies • Any injuries not consistent with the explanation given for them • Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc • Reluctance to change for, or participate in games or swimming • Bruises, bites, burns, fractures etc which do not have an accidental/ satisfactory explanation • Cuts/scratches/substance abuse
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	<ul style="list-style-type: none"> ● Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning ● Fabricated illness –see SSCB website for the procedure inc signs and symptoms
<p>NEGLECT</p>	<ul style="list-style-type: none"> ● Exposure to danger/lack of supervision ● Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. ● Injuries that have not received medical attention ● Inadequate/inappropriate clothing ● Constant hunger ● Poor standards of hygiene ● Untreated illnesses ● Persistent lack of attention, warmth or praise
<p>EMOTIONAL SIGNS OF ABUSE</p>	<ul style="list-style-type: none"> ● Changes or regression in mood or behaviour, particularly where an adult withdraws or becomes clinging. Also, depression/aggression, and/or extreme anxiety ● Nervousness, frozen watchfulness ● Obsessions or phobias ● Sudden under-achievement or lack of concentration ● Inappropriate relationships with peers and/or adults ● Attention-seeking behaviour ● Persistent tiredness ● Running away/stealing/lying ● Humiliating, taunting or threatening an adult whether in front of others or alone. ● Persistent lack of attention, warmth or praise. ● Shouting/yelling at an adult/child ● Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.
<p>INDICATORS OF POSSIBLE SEXUAL ABUSE</p>	<ul style="list-style-type: none"> ● Language and drawing inappropriate for age. ● Regularly engages in age-inappropriate sexual play ● Wariness on being approached ● Soreness in the genital area or unexplained rashes or marks in the genital areas ● Pain on urination ● Difficulty in walking or sitting ● Stained or bloody underclothes ● Recurrent tummy pains or headaches ● Bruises on inner thigh or buttock. ● Any allegations made by an adult concerning sexual abuse ● Sexual activity through words, play or drawing ● Adult who is sexually provocative or seductive with adults ● Inappropriate bed-sharing arrangements at home



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| | <ul style="list-style-type: none">● Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations● Eating disorders - anorexia, bulimia● Unaccounted sources of money● Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse. |
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GUIDANCE FOR BIG LOCAL CIO MILLION ON SELECTING THE DESIGNATED ADULT PROTECTION PERSON

- This charity will have a dedicated person to take responsibility for adult protection matters. The Brereton Big Local CIO will select them.
- 2.They should ideally be someone with some knowledge or expertise in the field of adult protection and/or adult care etc. If the charity does not have a person who already has this knowledge s/he should be given specialist training as quickly as possible to undertake the role. For details of training available locally check:

www.staffscvys.org.uk

www.staffscb.org.uk/professionals/Inter-Agencytraining

Because of their key role in keeping adults safe, enhanced level DBS checks will be undertaken and 2 references taken up.

Their role is to;

- Ensure the Big Local CIO Million adult protection policy and procedures are followed.
- Ensure they know how to contact the First Response- Staffordshire or for Stoke – Advice and Referral Team and the police who are responsible for dealing with adult protection concerns both during and after office hours.
- Report any concerns to First Response - Staffordshire or for Stoke – Advice and Referral Team or the police. (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available.)
- Act as a source of advice on all adult protection matters and seek further advice and guidance from local statutory agencies as needed.
- Ensure that a record is kept of any concerns about an adult and of any conversation or referrals to statutory agencies.
- Maintain and regularly update their knowledge of adult protection and safeguarding adults through relevant training (see above).
- Conduct regular audit activity to ensure your charity is working in line with current practice.
- Should the designated lead person step down or is unavailable (long term) to fulfil this role, then the Charity will endeavour to fulfil the role following the induction process as soon as possible.

GUIDANCE FOR STAFF AND VOLUNTEERS

Brereton Big Local CIO believes that **EVERYONE** has a responsibility to safeguard adults from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard adults.

All staff and volunteers are expected to follow this guidance.

The adult Protection designated lead for Brereton Big Local CIO is **Karen Mann**. They can be contacted by telephone **07932 404464** and/or email karenbreretonbiglocal@gmail.com



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If you have any queries around the welfare of any adult, please contact them.

Please read: -

- This guidance
- The Code of Conduct for staff and volunteers
- Staff Disciplinary Procedures
- Employment Policy
- Staff Complaints Procedure
- Members Complaints Procedure
- 'What To Do If You're Worried an Adult Is Being Abused' (DfES) and the additional information on recognising an Adult in need and what to do next
- And any other policies and procedures that governs the Brereton Big Local CIO.

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to the adult Protection Designated Lead about this.

Please attend any training and activity planning meetings that you are invited to. All staff and volunteers must inform the adult Protection designated lead if they are:

Charged with a criminal offence involving an adult, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.

Investigated by any authority due to concerns that you may have had with involvement in causing harm to an adult.

Diagnosed with any medical condition that may affect your ability to carry out your role with adults safely, for example psychotic illness.

Make sure you know what to do if an adult tells you or you suspect that they are being harmed.

Key points

DO NOT

- Carry out your own investigation by talking to parents or carers etc.
- Put words in any adult's mouth by asking direct questions such as "Did your dad do it?"
- Feel that you must inform parents/carers if you think it may put the adult at risk of further harm or cause them to be silenced.
- Ignore your worry.

DO

- Ask open-ended questions to clarify your concern e.g. "What happened to your arm?"
- Listen to the adult / your gut feelings.
- Act.

Action to Take

- If an adult has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example Volunteer turns up with a black eye) dial 999 and request assistance from the ambulance service and/or police. If you know or suspect the adult has come to harm through the actions of another, make sure that the professional staff you hand the adult over to understand this and take their name and



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record it. It will generally be appropriate to inform the adult's parent or carers what has happened once the adult is safe with an appropriate professional.

- If it seems that an adult has been abused in any way including sexual abuse (but is not in immediate danger) report this immediately to the service for the area where they live. The numbers are;

Staffordshire's First Response
0800 1313 126

Mob: 07773 792016 M.A.S.H
8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday

OR

email: firstr@staffordshire.gov.uk
EDS (out of hours) Tel No. **0845 6042886**
07815 492613

OR email eds.team.manager@staffordshire.gov.uk

Police adult Protection Unit - 0300 123 44 55 or 101 for non-emergency calls

Stoke on Trent Advice and Referral Team (ART)
01782 235100

8.30am – 5.00pm Monday to Thursday
8.30am- 4.30pm Friday

or

Emergency Duty Team (out of hours)

Tel No. 01782 234234
Police adult Protection Unit - 0300 123 44 55
or 101 for non-emergency calls

If the concern is long term rather than immediate, for example an adult who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the adult protection designated lead who will decide whether to make a referral.

If you have had to make an emergency referral, tell the adult protection designated lead as soon as possible. They should follow up and take further advice if they think the action that First Response/Advice and Referral Team take leaves the adult in danger.

Code of Conduct for Workers/Volunteers

- Always remember that whilst you are caring for other people's adult you are in a position of trust and your responsibilities to them and the charity must be uppermost in your mind at all times.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not smoke around vulnerable adults.
- Do not be under the influence of illegal drugs or alcohol when working with vulnerable adults.
- Never behave in a way that frightens or demeans any person.
- Do not use any racist, sexist, discriminatory or offensive language.
- Do not give your personal contact details / personal website details to any persons you may be supporting.



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- Do not use internet or web-based communication channels to send personal messages to vulnerable adults.
- Do not use mobile telephones or any other devices to take images of vulnerable adults.
- You should always follow your charity's policy and procedures in relation to the taking or recording of images and informed written consent from the vulnerable adult should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit www.ceop.police.uk or Information Commissioners Office (ICO)
- You should not give presents or personal items to anyone you are supporting without consulting Brereton Big Local CIO. The exceptions to this would be a custom such as buying a small birthday token, a leaving present, or help to a family in need of such equipment to enable them to participate in an activity. Both types of gifts should come from the charity and be agreed with the named person who you are supporting. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity subgroup leader.
- You should not invite any person to your home or arrange to see them outside the set activity times, all home visits to a resident should be organised by Brereton Big Local CIO.
- You should not engage in any sexual activity (this would include using sexualised language) with a young/vulnerable person you meet through your duties, or start a personal relationship with them, this would be an abuse of trust.
- Exercise caution about being alone with a resident. In situations where this may be needed (for example where an adult wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly noting the conversation in the log, also by doing home visits with another volunteer.
- Physical contact is discouraged between staff and vulnerable adults.
- Do talk explicitly to vulnerable adults about their right to be kept safe from harm.
- Do listen to all people and take every opportunity to raise their self-esteem.
- Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from everyone and be consistent in enforcing it.
- If you have to speak to a vulnerable adult about their behaviour, remember you are challenging 'what they did' not 'who they are'.
- If an allegation that an adult may have abused another is reported, this needs to be referred to Social Services and the Police for a full investigation
- Do make sure you have read the adult Protection Policy and Procedures and that you feel confident that you know how to recognise when an adult may be suffering harm, how to handle any disclosure and how to report any concerns.
- Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for adult protection.
- Do seek opportunities for training such as that available through the Staffordshire or Stoke on Trent Safeguarding board

www.staffscvys.org.uk
www.staffsscb.org.uk



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For Volunteers

We want Brereton Big Local CIO to be a safe place for our volunteers. We have a child and adult protection policy and procedure. You can ask for a full copy of this. Below is a summary of the key points.

We aim to keep people we support and our volunteers safe by:

- Having a designated person for child protection who is Karen Mann (Please contact them if you have any concerns about a volunteer or a person you are supporting, or the behaviour of anyone using the project raises concerns.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a volunteer or person they are supporting
- Having a code of conduct for everyone using the project.
- Following National and Local Adult Protection Procedures and particularly do this by reporting any serious concerns to First Response or the Police as appropriate.

We would ask you to support us in keeping everyone safe by:

- Following the code of conduct and treating people with respect
- Always supervising vulnerable adults unless they are in an organised activity, in which case we would ask you to provide basic details about the vulnerable adult and make sure that we can contact you if there is an emergency.
- Talking to the designated person for adult protection if you have concerns about any persons using the charity or the behaviour of any person in the charity.
- Brereton Big Local CIO practices anti-discrimination and unacceptable behaviour by all will not be tolerated and will be challenged by a staff member or volunteer.

Full Name	Signed	DATE
CHAIRMAN		
VICE CHAIRMAN		
SECRETARY		
TREASURER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		
TRUSTEE MEMBER		



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To be reviewed and signed at the next AGM.

Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023