

# Trent Valley Gliding Club (TVGC) Vulnerable Adults Policy and Procedure

This Policy was approved by Trent Valley Gliding Club Committee on 25th May 2016.

This Policy will be reviewed annually.

It was last reviewed in May 2018

# TVGC Safeguarding Vulnerable Adults Policy

## 1 Statement

- 1.1 TVGC considers it the duty of members to protect vulnerable adults with whom they come into contact from abuse.

## 2 Introduction

- 2.1 TVGC provides affordable flying which is available to all members of our community. Some of these people may be 'vulnerable adults.'
- 2.2 This policy is based on "No Secrets", the national guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health, 2000)
- 2.3 TVGC is obliged to try to protect vulnerable adults who it may believe to be abused or at risk of abuse or neglect.
- 2.4 The policy and procedures have been developed to assist members and users in acting on reported or suspected abuse.
- 2.5 Depending upon the nature of particular services or the requirements of particular funders or partner agencies, the policy and procedures may be supplemented by local procedures

## 3 Definitions

- 3.1 "No Secrets" defines a vulnerable adult as:

***'A person (over 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 herself, or unable to protect him or herself against significant harm or exploitation.'***

\* Disability includes sensory impairment, physical impairment, learning difficulties etc.

- 3.2 "No Secrets" defines abuse as:

***'Abuse is a violation of an individual's human and civil rights by any other person or persons.'***

## **4 Categories of Abuse**

- 4.1 “No Secrets” recognises six categories of abuse:
- 4.1.1 Physical Abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
  - 4.1.2 Sexual Abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;
  - 4.1.3 Psychological Abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
  - 4.1.4 Financial or Material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
  - 4.1.5 Neglect and Acts of Omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and
  - 4.1.6 Discriminatory Abuse, including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment.

## **5 Responsibilities of TVGC Members**

- 5.1 TVGC Members have a responsibility to be aware and alert to signs that all is not well with a vulnerable person. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known about the vulnerable person and his or her circumstances. No action should be taken without discussion with a member of the TVGC Committee.

## **6 Disclosure of Abuse**

- 6.1 If a vulnerable person discloses that they are being abused or any club user discloses that they are involved in abuse of a vulnerable person, action should continue as in Section 8. All action must proceed urgently and without delay.

## **7 Suspicion of Abuse**

- 7.1 There may be circumstances when a TVGC member suspects that a vulnerable adult is being abused or neglected.
- 7.2 It is vital that any anyone who suspects a vulnerable adult is being neglected or abused discusses the situation immediately with a member of the TVGC Committee. Action should then continue as in Section 9.

## **8 Action on Disclosure of Abuse**

- 8.1 There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, instructors and committee members but:
- never delay emergency action to protect a vulnerable adult;
  - always record in writing concerns about a vulnerable adult's welfare, whether or not further action is taken;
  - always record in writing discussions about a vulnerable adult's welfare;
  - at the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
- 8.2 At all times action must proceed urgently.
- 8.3 A TVGC member informed of abuse should remind the person that the club cannot guarantee confidentiality where a vulnerable person is at risk of abuse or further abuse.
- 8.4 Users should consult with the club chairman before taking any action.
- 8.5 Additionally, all action taken following a disclosure of abuse should be discussed in advance with the club chairman.
- 8.6 In circumstances where a person declines to disclose, despite some work having been done towards disclosing, it may be necessary to report the alleged abuse without that person's agreement. In these circumstances, that person must be notified in advance of the decision to report to Social Services.

- 8.7 Any TVGC member may report a disclosure of abuse to Social Services irrespective of the opinion of other members.
- 8.8 It is important for TVGC members to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the vulnerable person using the same language the vulnerable person used especially names used for body parts or sexual acts.
- 8.9 Full written records must be maintained of all disclosures and actions following disclosure.

## **9 Action on Suspicion of Abuse**

- 9.1 There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, instructors or the club chairman but:
- never delay emergency action to protect a vulnerable adult;
  - always record in writing concerns about a vulnerable adult's welfare, whether or not further action is taken;
  - always record in writing discussions about a vulnerable adult's welfare;
  - at the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
- 9.2 At all times action must proceed urgently.
- 9.3 TVGC Members should consult with the club chairman before taking any action.
- 9.4 Additionally, all action taken following suspicion of abuse should be discussed in advance with the club chairman
- 9.5 In all cases of suspected abuse the TVGC member should discuss whether issues relevant to different cultures and lifestyles have any bearing on the matter.
- 9.6 TVGC welcomes the fact that people and lifestyles are diverse and does not make judgements about the acceptability or otherwise of lifestyles. However, it is important that this philosophy does not stand in the way of the organisation's responsibility to protect vulnerable people from harm.

- 9.7 Any TVGC member may report a suspicion of abuse to Social Services irrespective of the opinion of other members.
- 9.8 It is important for TVGC members to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the vulnerable person using the same language the vulnerable person used especially names used for body parts or sexual acts.
- 9.9 Full written records must be maintained of all disclosures and actions following disclosure.

## **10 Making a Referral**

- 10.1 Social Services Departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.
- 10.2 Each TVGC member has the responsibility of informing the relevant Social Services Department of concerns over the abuse or neglect of vulnerable adults.
- 10.3 TVGC members should work within the following timescales for reporting allegations or suspicions of abuse:
- Immediate, if the vulnerable person is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe;
  - Within 24 Hours, if it relates to a specific incident which is, or may be still going on, or may happen again;
  - Within 7 Days if it is a more general concern, which does not indicate immediate harm.

## **11 Support to Users**

- 11.1 The TVGC Chairman will support club members in these circumstances. If the Social Services Department need further involvement from TVGC members following a report of abuse, the TVGC chairman will discuss with the Social Services Department the nature of their needs and how they might be met.

## **12 Allegation of Abuse Made Against an instructor or other club member**

- 12.1 The TVGC Chairman and Committee will offer support to those who have had allegations made against them but the Social Services Department will be assisted in their investigation and the affected member may be advised to stay away from the club until the matter is resolved.

## **13 Confidentiality**

- 13.1 Where appropriate confidentiality should be maintained, however should serious abuse be suspected confidentiality may be breached providing those affected are informed.

## **14 Preventing Abuse by Instructors and members**

- 14.1 TVGC welcomes vulnerable people to the club and will assist them to participate fully in the sport. Members are aware that everybody who uses club facilities must be treated with respect and friendship. Instructors who fly with people who may be vulnerable are reminded of their duty of care and all flying is supervised by a senior instructor. All flights are logged.
- 14.2 Since August 2017 all TVGC instructors are required to hold a current DBS certificate.
- 14.3 It should be noted that having a criminal record does not prevent someone from being a full and active member of TVGC
- 14.4 It may be very hard for a member to report a concern about a colleague to another member, but, as with all the other difficulties people will come across, the safety and protection of a vulnerable person must be the priority in any decision that is made.

Where urgent contact with North Lincolnshire Council is necessary please call on 01724 298293.