Safeguarding Children and Adults at Risk Policy

Document Control

Responsible Person	Operations Director			
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Equalities Impact Assessment	Yes	✓	No	
Added to Company Website	Yes	✓	No	
Associated Documents Considered	Yes	✓	No	

1. Scope of the Policy

1.1. Waverley Housing aims to provide the highest possible standard of service and in this context the Company is committed to ensuring that it takes into account the specific needs of different groups of its residents when considering the range and quality of service it provides.

1.2. Waverley Housing is committed to supporting and working in partnership with Scottish Borders Council and other partner agencies to ensure the safeguarding of children and adults at risk accessing and using the services Waverley provides. For the purposes of this Policy a child is a person under the age of 16 whilst an adult at risk is a person aged over 16 and who may be vulnerable and already in receipt of or need community care services by reason of mental or other disabilities, age or illness.

1.3. This Policy applies to all staff, Board Members and volunteers or anyone working on behalf of Waverley Housing. It should be noted that our staff do not provide personal care or support services to tenants or members of their households.

2. Objectives of Policy

2.1. To set out arrangements for safeguarding children and adults at risk who receive services from the Company and to establish the responsibilities of staff and volunteers in relation to children and adults at risk.

2.2. To provide staff and volunteers with the principles that guide our approach to safeguarding and child protection.

2.3. Waverley Housing believes that children and adults at risk have rights as individuals and should be treated with dignity and respect. We have a responsibility to promote the welfare of children and adults at risk and to keep them safe. We are committed to operate in a way that protects them.

3. Implementation of Policy

3.1. Abuse can be defined as any behaviour towards a person that deliberately or unknowingly causes them harm, endangers their life or violates their rights.

3.2. Abuse may be:

a) Physical - hitting, slapping, pushing, misuse of medication, inappropriate use of restraint.

b) Sexual - including any sex acts to which the person at risk has not consented or is not able to consent to.

c) Psychological - threats of harm or abandonment, isolation or withdrawal from support networks.

d) Financial or material – fraud, exploitation, coercion into lending money, misuse or misappropriation of property.

e) Neglect – ignoring medical or physical care needs, access to social care or education, withholding the necessities of life, medication, nutrition and heating.

f) Institutional Abuse - mistreatment of people brought about by poor or inadequate care or support or poor practice that can affect individuals. It occurs when the individuals wishes and needs are sacrificed for the smooth running of the service.

3.3. There can be various signs of abuse including the following:

a) Unexplained injuries to the person

b) Changes in behaviour e.g. becoming withdrawn/aggressive

c) Self-harming

d) Cannot account for missing monies

e) Reluctance to be left alone with a known individual

f) Failure to seek medical treatment when required

g) Deterioration in condition of property

3.4. If a member of staff has any concerns or worries about any child or young person then they should contact the Children and Families Duty Team 01896 662787, or if out of office hours, telephone the Emergency Duty Social Work Team Tel. 01896 75211, and also inform Waverley Housing, Head of Housing. The information you will need to relay is:

- your name
- address where you have concerns
- tenants/child's name (if known)
- details of incident or concern

3.5. If a member of staff has any concerns or worries about any vulnerable adult, then they should

- Phone 0300 100 1800. who will take details and pass these on to the relevant social work team as a matter of priority
- Out of office hours, call 01896 752111
- if you suspect someone is in immediate danger, be it a child or vulnerable adult call the Police on 999 without delay

3.6. Details of the reported incident shall be logged on the Safeguarding incident reporting spreadsheet which is updated by the Head of Housing.

4. Conditions

4.1. In the course of undertaking their jobs Company staff can have frequent contacts with households both in terms of visits to their homes but also in supporting households who are dealing with matters such as domestic abuse, harassment, etc. As a result, it is imperative that our staff have an awareness of our Safeguarding Policy and how it operates in practice.

5. Responsibilities

5.1. All Company staff and volunteers are responsible for understanding, reporting and sharing information with regard to the safeguarding of children and adults at risk. Relevant staff will receive appropriate training on safeguarding principles and responsibilities. Refresher

training will also be provided to relevant staff. New staff will receive guidance on this Policy as part of their induction training.

5.2. Our staff and volunteers will respect confidentiality in relation to any cases dealt with in terms of this Policy. Any information given in confidence will not be shared unless justified by the assessed risk to the child or adult at risk or required by law. Confidentiality will be discussed with the individual concerned where there are safeguarding concerns and an explanation given that information may need to be shared with other people for the situation to be resolved.

6. Reporting and Monitoring

6.1 To conduct regular reviews of our Safeguarding Policy and actions undertaken within the terms of the Policy.

To ensure that staff and volunteers are aware of the Safeguarding Policy.

To ensure that staff are appropriately trained on this Policy, including induction training for new staff or volunteers.

To ensure that staff understand their roles and responsibilities within the terms of the Policy and know how to deal with any cases of suspected or actual abuse.

To ensure that staff know when to alert the Police if they think a crime has been committed.

To use Scottish Borders Multi Agency Risk Assessment procedures when required.

To Disclosure Check any member of staff or volunteer providing care or personal support to children or adults at risk.

To monitor the number of safeguarding cases referred to the Police or Local Authority.

7. Equal Opportunities

7.1. Waverley Housing shall apply this policy in accordance with its Equal Opportunities & Diversity Policy. This means that in the application of this policy, we will not discriminate on the grounds of a person's race, religion or belief, gender re-assignment, marriage or civil partnership, pregnancy and maternity, sex, sexual orientation, age or disability.

7.2. Copies of this policy are available on request free of charge from Waverley Housing's office at 51 North Bridge Street, Hawick, TD9 9PX. Copies of this policy will also be made available within a reasonable time, upon request, in a language other than English, or in a format to suit visually impaired persons. The policy is also available on our website www.waverley-housing.co.uk.