SAFEGUARDING/VULNERABLE ADULTS POLICY

Key Definition: "A person who is 18 years of age or over, and 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/herself, or unable to protect him/herself against significant harm or serious exploitation"
This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.
All vulnerable adults have a right to protection from harm.

Name of Organisation: THE NW ACADEMY

Lead Person for Safeguarding: FRANCESCA GIACOMINI
francesca.giacomini@northwestacademy.net

Safeguarding is the responsibility of all. Any concerns about our organisation should be shared with the Lead person for safeguarding. She is responsible for:

- Monitoring and recording concerns
- Using Points of Referral where necessary
- Ensuring all staff have up-to-date training

Aim of Policy

The aim of this policy is to ensure the safety of vulnerable adults by outlining clear procedures and ensuring that all staff members are clear about their responsibilities.

Responsibilities

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

Reviewed: 13/02/26

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a number of forms:

- Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment
- Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism
- Emotional/psychological abuse e.g. intimidation or humiliation
- Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.
- Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will
- Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions
- Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

Rights of Vulnerable Adults

Vulnerable adults have the right to:

- be made aware of this policy
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout
- to be involved in any process as appropriate
- to receive information about the outcome

Reporting Procedures

All those making a complaint, allegation, or expression of concern, whether staff, or members of the public should be reassured that they:

- will be taken seriously
- their comments will usually be treated confidentially but their concerns may be shared if they or others are at significant risk
- if service users, they will be given immediate protection from the risk of reprisals or intimidation
- if staff, they will be given support and afforded protection

If an allegation is made to a member of staff or there is a suspicion of abuse, then the member of staff should inform their line manager as soon as possible.

The line manager should make a written record of the allegation or suspicion of abuse (see appendix 1) and contact local Social Services.

If a staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the person to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

- The scale of the abuse
- The risk of harm to others
- The capacity of the victim to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services, then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence or severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Recruitment and Training

The organisation will ensure that all staff whose roles include working with vulnerable adults are carefully selected, screened, trained and supervised.

Disclosure Checks

As part of the recruitment procedure, all newly appointed staff that have contact with vulnerable adults will be disclosure checked at a level appropriate to their role.

(All policies are reviewed on an annual basis to ensure that they are in line with current legislation)

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to

Francesca Giacomini-Operations and Marketing Director
francesca.giacomini@northwestacademy.netT: + 44 28 7137 0773

Appendix 1

Incident Report Form

Name:……..

Role:……..

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Action taken:

Reviewed: 13/02/26