



Shepshed Dolphin Swimming Group

Providing exercise, pool activity and fun for those with a disability or need

SAFEGUARDING - VULNERABLE ADULTS

SDSG provides services to a wide range of individuals and we recognize that some of our clients will be young people and vulnerable adults. In the context of this policy a young person is defined as anyone aged under 18 years. A person, being aged 18 years or over, may be considered to be vulnerable if that person:

- receives personal care, or nursing, or support to live independently in their own home, or a care home
- receives any health or social services
- has a substantial learning or physical disability
- has a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs, or
- a substantial reduction in physical or mental capacity due to advanced age or to illness.

All staff members and volunteers of SDSG group can play an important part in promoting the safety and protection of the young people and vulnerable adults with whom the organisation works. The aim of this policy is to ensure that any vulnerable adults and young people are protected and kept safe from harm while they are in receipt of services from the group. In addition to this policy, the group has a framework of policies which are designed to ensure the emotional and physical safety of service users, staff and volunteers which includes: -

- Recruitment of ex-offenders
- Equal opportunities and diversity
- Children and Young People

The following are guidelines on immediate action to be taken following a reporting of abuse by a young person or vulnerable adult.

- React calmly so not to frighten or deter them.
- Re-assure them that you are glad they have told you, and it is not their fault.
- Don't promise to keep it to yourself, at the earliest opportunity remind them of our confidentiality policy and explain what this means.
- Explain that you need to make sure that they will be safe and may have to pass on the information to somebody trusted to deal with it appropriately.
- Listen carefully to what they say and take them seriously.
- Allow them to tell you what happened in their own words.
- It is important to clarify what you have heard, and to establish the basic facts. However avoid leading questions and do not ask them specific questions about explicit details.
- If possible make brief notes during the initial disclosure, explaining to them why you are doing this. If not possible to do at the time, make notes as soon

as possible afterwards. All notes should be dated and signed by the staff member or volunteer taking them. The information recorded should include:

1. The nature of the suspicion or allegation.
2. A description of any visible injury.
3. Dates and times and any other factual information.
4. The distinction between fact, opinion or hearsay.

GOOD PRACTICE GUIDELINES FOR WORKING WITH MEMBERS.

- If it is necessary for a member of staff/volunteer to meet a service user outside of group activities, where possible, this meeting should take place in a public place.
- Visiting service users at their home is not encouraged, but it is recognised that in certain circumstances it may be unavoidable. In the event of a staff member/volunteer visiting a service user at home they must ensure that another member of staff knows where they are going and what time they are expected to be back.
- Service users should never be given access to the home address or telephone number of any volunteer or staff member of the group. Service users' contact details should never be disclosed to anyone outside of the group without their explicit consent.
- Member of staff and volunteer should not usually be alone with a service user. If a staff member or volunteer is meeting a service user outside of normal office hours they must ensure that another staff member will remain in the office until the meeting is finished.

The named person for the policy is the Coordinator.

Signed

Chair

Date