

Crowle Peatland Railway

Vulnerable Adults Policy and Procedure

1 Statement

- 1.1 Crowle Peatland Railway, hereafter known as "CPR" considers it the duty of The Committee, its members, and volunteers to protect vulnerable adults with whom they come into contact from abuse.

2 Introduction

- 2.1 CPR is involved in providing services for a wide range of people. Some of these people are likely to be 'vulnerable adults.'
- 2.2 This policy is based on No Secrets, the national guidance on developing policies and procedures to protect vulnerable adults.
- 2.3 The Committee has obligations to strive to protect vulnerable adults who it may believe to be abused or at risk of abuse or neglect.

3 Definitions

- 3.1 No Secrets defines a vulnerable adult as:
'A person (over 18) who is or may need community care services because 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 regarding 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 CPR Committee members, members and Volunteers

- 5.1 The CPR will appoint a committee member to act as the designated person to liaise on matters of protection. The society will also appoint a deputy for this role.

We all have a responsibility to be aware and alert to signs that all is not well with a vulnerable person. However, we 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.

It is important for CPR, members and volunteers to **make written records of any incidents or concerns that they have as soon as possible using the same language the vulnerable person used and keep records.**

Any committee member may report a disclosure of abuse to social services irrespective of the opinion of other members.

In all circumstances there should be the opportunity to discuss with the appointed protection committee member or deputy, but this should not cause an unnecessary delay and should proceed as a matter of urgency.

6 Disclosure of Abuse

- 6.1 If a vulnerable person discloses that they are being abused or any member discloses that they are involved in abuse of a vulnerable person, action should continue as in Section 8.

7 Suspicion of Abuse

- 7.1 There may be circumstances when a volunteer or member might suspect 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 the appointed protection committee member or deputy. Action should continue as in Section 9.

8 Action on Disclosure of Abuse

- 8.1 Always record in writing concerns about a vulnerable adult's welfare, if further action is taken. Always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
- 8.2 A member or volunteer informed of abuse should advise the person that the PCC cannot guarantee confidentiality where a vulnerable person is at risk of abuse or further abuse.
- 8.3 Where a member or volunteer user declines to disclose, it may be necessary to report the alleged abuse without their agreement. CPR must give notice to the vulnerable person in advance of the decision to report to social services.

9 Action on Suspicion of Abuse

- 9.1 Consult with the appointed committee member or deputy before acting on the reporting of a suspicion and as a Society we welcome the fact that people and lifestyles are diverse and do not make judgements about the acceptability or otherwise of lifestyles. However, this philosophy does not stand in the way of protecting vulnerable people from harm.

10 Making a Referral

- 10.1 Local Authority Safeguarding Board departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse and should be contacted:

Immediately 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 Allegation of Abuse Made Against a Staff Member or Volunteer

- 11.1 Members and volunteers may be subject to abuse allegations. CPR will offer support in these circumstances.

12 Confidentiality

- 12.1 Confidentiality is part of our responsibility as a CPR to all parties concerned and members are reminded to respect this.

13 Preventing Abuse by Staff and Volunteers

- 13.1 It is important that any members or volunteers who are likely to be working **alone with vulnerable adults** are appropriately checked and there may be a requirement for a Criminal Records Bureau check undertaken if the Society **regularly works alone** with vulnerable people

13.2 It may be difficult for a member to report a concern about another member or member of the public known to them and the safety and protection of a vulnerable person must be the priority

14. Whistle blowing

14.1 If any member suspects that another member is abusing a vulnerable person then they must immediately report this to The Appointed Protection Committee member or deputy. The member reporting the suspicion will be afforded confidentiality and may make an anonymous report in writing, via phone or email.

LOCAL SAFEGUARDING BOARD **01724 297240**

LADO, INDEPENDENT REVIEWING SERVICE **01724 298293**

NORTH LINCOLNSHIRE COUNCIL **01724 297000**

NORTH LINCOLNSHIRE COUNCIL OUT OF HOURS SERVICE **01724 296555**

POLICE NON-URGENT **101** POLICE URGENT **999**

If you don't want to contact yourself, you can also report your concerns to a social worker, nurse, your GP or any other professional and ask them to make a referral for you. They will listen to you and act swiftly to make sure your enquiry is dealt with in the correct way.

Appointed Person Name	Phone No	Phone No	Email
MELVYN BAILEY	01724 710504		melvyn436@ btinternet.com
Deputy Appointed Person Name	Phone No	Phone No	Email
ANGUS TOWNLEY	01724 711191		angus@townley.com

This policy was adopted at a meeting of Crowle Peatland Railway on the date below and will be reviewed annually

Date 23 ~~SEPT~~ AUGUST 2018

Chair Signature M. J. Bailey

Name of Chair M. J. BAILEY