



SAFEGUARDING POLICY AND PROCEDURES CONCERNING HOMELESS ADULTS AT RISK

FAITH IN PEOPLE CHARITY

Registered Charity No. 1176000

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Kennington Park Road
London SE11 5TX

1. Introduction

Every adult at risk deserves to be safe and secure in their activities. Their relatives or carers (if they have them) need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the adult at risk safe from harm (including abuse, injury and neglect). Unfortunately, sometimes people who work or volunteer may pose a risk adults at risk and may wish to harm them. Also accidents can happen unless steps are taken to minimize them. Therefore safeguarding adults at risk is everybody's business.

The Faith in People Charity (FIPC) has put in place safeguards to protect adults at risk. FAITH IN PEOPLE CHARITY has also put in place safeguards to avoid putting their workers, volunteers and trustees in positions where harm might be alleged, and to ensure that all workers, volunteers and trustees know exactly what to do should harm be suspected. FAITH IN PEOPLE CHARITY believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of adults at risk - not just to protect, but to safeguard. Therefore we also have a responsibility to take action if we know, or suspect, that adult at risk is at risk of harm.

2. Definitions

- **An adult at risk** is defined in the 'No Secrets' government report as a person over 18 "who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation."

3. FAITH IN PEOPLE CHARITY Values for Safeguarding Adults at Risk

- FAITH IN PEOPLE CHARITY is committed to improvement to all levels for all people including vulnerable adults. Their spiritual, social, emotional and moral development is important to them and to FAITH IN PEOPLE CHARITY.
- All adults at risk have the right to a friendly, secure, caring and safe environment whilst with FAITH IN PEOPLE CHARITY or anyone acting on the behalf of FAITH IN PEOPLE CHARITY.
- The needs of the adult at risk are paramount and should underpin all safeguarding work.
- The primary duty of staff, volunteers and trustees, whatever their nominated role, and organisations contracted by FAITH IN PEOPLE CHARITY is to protect adults at risk from significant harm.
- Responsibility for safeguarding adults at risk must be shared as they can only be protected effectively when all personnel accept responsibility and co-operate with one another.
- FAITH IN PEOPLE CHARITY has a responsibility to promote non-abusive relationships and create anti-abusive environments.
- FAITH IN PEOPLE CHARITY has a responsibility to inform organisations we work with and adults at risk, carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

4. FAITH IN PEOPLE CHARITY contact with Adults at Risk.

FAITH IN PEOPLE CHARITY staff (if any), volunteers and trustees may come into direct contact with adults at risk through educational & spiritual programmes, seminars, conferences and meetings. In these circumstances it is unlikely that such contact is unsupervised as carers and other staff (either FAITH IN PEOPLE CHARITY or other organisations) will also

be present. Therefore although the risk of FAITH IN PEOPLE CHARITY staff and volunteers being a danger to adults at risk is very low, FAITH IN PEOPLE CHARITY will take all actions to minimise that risk further, but also to take its responsibilities of reporting suspicions of harm which it may become aware of. However we may become aware, or have suspicions, about harm adults at risk through contact with the person concerned, or information from a third party. Again we have a responsibility to respond to these accordingly.

5. Preventing Opportunities for Harm

FAITH IN PEOPLE CHARITY will:

- a. Ensure we practice safe recruitment in checking the suitability of appropriate volunteers to work with adults at risk
- b. Maintain personal and sensitive information according to our own Confidentiality Policy, the Data Protection Act, and the General Data Protection Regulation (GDPR)
- c. Ensure that any organisation that we contract or partner with to deliver services to adults at risk has appropriate safeguarding policies and procedures
- d. Develop and then implement procedures for identifying and reporting cases, or suspected cases, of harm
- e. Make our Safeguarding Policy available.
- f. Designate an appropriately trained and informed individual to be the person with whom safeguarding concerns are discussed initially, the Nominated Officer
- g. The chairperson of FAITH IN PEOPLE CHARITY is the Nominated Officer for FAITH IN PEOPLE CHARITY.

5.1. Safer Recruitment and Supervision of staff/volunteers/trustees

FAITH IN PEOPLE CHARITY staff/volunteers, will be required to have clearance from the Disclosure and Barring Service (DBS)

If FAITH IN PEOPLE CHARITY is delivering a service to adults at risk through another organisation or in partnership then it will ask for proof that the organisation has an appropriate policy and procedures in place.

5.2. Safer Practice in Direct Work

- a. No FAITH IN PEOPLE CHARITY member of staff (if any) or volunteer or trustee will be alone with adult at risk without alerting others to the reason, in the first instance the chairperson of FAITH IN PEOPLE CHARITY.
- b. Members of staff, volunteers and trustees must not use inappropriate language or behaviour.
- c. All allegations of abuse against a worker/volunteer/trustee, however minor, are reported to the Nominated Officer
- d. If any allegation is made against a member of FAITH IN PEOPLE CHARITY staff/volunteer/trustee concerning alleged harm of an adult at risk the procedure to be followed will be in line with the relevant local Safeguarding Adults Board.
- e. Safeguarding also means reducing the risk of injury. Therefore FAITH IN PEOPLE CHARITY will carry out appropriate risk assessments before undertaking events/activities that will be attended by adults at risk. This will include balancing the risk of injury against the benefits for participants.
- f. When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. firefighting.

6. How to Report Suspected Harm

The first priority for all those working for FAITH IN PEOPLE CHARITY (trustees, staff, volunteers, contractors, etc.) should be to ensure the safety and protection of any adult at risk using FAITH IN PEOPLE CHARITY's services. Therefore if there is any concern, it is the individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a worker, volunteer or trustee suspects an adult at risk has or is being harmed they will follow the process below:

- a. Person has concerns about an adult at risk's welfare. If the adult at risk disclosed information you should:
- b. Stay calm, treat them seriously, offer them support and listen to them but not press for more details,
- c. Explain that you cannot guarantee confidentiality and that you have a duty to report to a manager
- d. Write down what they tell you using their own words as soon as possible
- e. Keep any evidence safe
- f. Do not attempt to discuss this with the person alleged to have caused the harm
- g. If the person believes the adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to "h" below.
- h. Person discusses with the Nominated Officer or FAITH IN PEOPLE CHARITY Secretary, or FAITH IN PEOPLE CHARITY Treasurer (e.g. if they are unavailable or the allegation concerns the Nominated Officer) as soon as possible within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with any of the above they should decide whether to take further action because there is a risk of immediate, significant harm). If yes then go to "i" below.
- i. Person records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns. Such records must be kept secure, having regard to data protection regulations.
- j. Nominated Officer makes appropriate referral to the police or local authority within 24 hours of disclosure or concern raised.
- k. Followed up in writing within 48 hours with copy kept securely by the Nominated Officer.

7 .Contacts

FAITH IN PEOPLE CHARITY Nominated Officer: Angela dos Santos

For concerns about an immediate risk or harm to an adult at risk ring the Police on 999.

Date: April 2018

Signed: Angela Santos

FAITH IN PEOPLE CHARITY Chairperson

Date of annual review.

April 2018