

## **Scotswood Natural Community Garden Adults at Risk Policy (formerly vulnerable adults)**

Date approved: 23<sup>rd</sup> June 2015  
Approved by: Board of Trustees  
Next Review Date: Octo 2019

**The Adults at Risk officer for Scotswood Natural Community Garden is Sean Clay (Garden Officer)**

**The Adults at Risk manager is Karen Dobson (CEO)**

**The Adults at Risk lead trustee is Rob Higgins.**

SNCG is committed to protecting and respecting vulnerable adults that use or work at the garden.

ALL SNCG staff should complete 'Basic Adults at Risk' training, available through Newcastle Safeguarding Adult Board, this should be renewed every 3 years.

Staff working directly with adults at risk (see appendix 1 for a definition of adults at risk) must be aware of the different types of abuse of adults at risk (as detailed in appendix 2 of this policy).

If they suspect abuse of any adults at risk they work with they must notify the adults at risk officer immediately. In the absence of the adults at risk officer or if concerns relate to the adults at risk officer, they should be reported directly to the adults at risk manager or in the absence of the manager the lead trustee.

**AN INTERNAL INCIDENT REPORT FORM MUST BE COMPLETED** (see appendix 4 also saved in the policy folder).

The adults at risk officer or manager will then notify by telephone the relevant local authority team (usually Adult Services) and complete the, 'Safeguarding Adults Initial Enquiry Form,' for Adult Services details of which are in appendix 3 of this policy document.

Adults have the right to privacy and confidentiality throughout the safeguarding adults process, except where there is a requirement to override this e.g. where it is needed to share the person's information to safeguard others who may be at risk or if the adult is considered to be in significant or immediate danger. The need for an adult to be identified should be considered at each stage to ensure it is not shared unless it is absolutely necessary to do so.

- This phone call will be documented and dated on the relevant form.

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- All incidents giving rise to concern must be documented and dated on the relevant form.
- Examples of these forms are to be found at the back of this policy document Appendix 4
- If an individual is considered to be at immediate risk of harm, e.g. from an assault contact the police

### **In an emergency contact 999.**

To minimize the risk of harm or distress to adults at risk, SNCG requires a DBS check and 2 references for staff and volunteers who will come into contact with adults at risk. We have a code of acceptable behaviour for staff (in staff handbook) and for volunteers (in volunteer policy).

Incident reports to be stored electronically in the confidential adults at risk folder.

**This Adults at Risk Policy was adopted by the Board of Trustees of Scotswood Natural Community Garden at their meeting on 6<sup>th</sup> May 2014.**

**Signed by**

**Tony Milan**

**Chair of Trustees**

**Date reviewed**

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Appendices & Sample Forms

**Appendix 1; Adults at Risk Policy**

**Who is an adult at risk?**

An adult at risk is someone who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- Cannot always protect themselves from harm

These adults may previously have been defined as a “vulnerable adult”

This definition includes those at greater risk to a range of abuses because of physical, mental, sensory, learning or cognitive disabilities or illnesses, substance misuse or brain injury.

It includes those adults who purchase their own care through personal budgets, those who fund their own care; and those whose care is funded by local authorities and/or health services.

Being disabled or ill does not necessarily mean that a person is unable to take care of themselves or protect themselves from abuse or exploitation. However, research tells us that generally the more dependent a person is on the help of others with the tasks of day to day living (e.g. personal and health care, eating and drinking, mobility, finances) the more vulnerable he or she is likely to be. This is especially so where there is also a degree of mental incapacity or mental disorder that affects the person’s ability to make informed decisions and exercise choice.

**Appendix 2; Adults at Risk Policy**

**What is abuse?**

Abuse and neglect can take many forms. Staff should not be constrained in their view of what constitutes abuse or neglect, and the circumstances of an individual case should always be considered.

Abuse is when someone does or says something that upsets or frightens a person. There are different ways people can abuse:

- **Physical abuse** - hurting someone. Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

- **Sexual abuse** - Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting. It also includes sexual exploitation which is exploitative situations, contexts and relationships where the person receives “something” (e.g. food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.
- **Psychological abuse** - saying things to upset a person. Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber-bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
- **Financial abuse** - Including theft, fraud, internet scamming, exploitation, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** - Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.
- **Institutional abuse** - a service not putting a person first. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. This could be a day centre, a hospital or a home. For example a person might not be treated with dignity and respect.
- **Domestic abuse or violence** -Including an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so called ‘honour’ based violence, forced marriage or Female Genital Mutilation (FGM).
- **Modern slavery** -Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Self-neglect** -Includes a person neglecting to care for their personal hygiene, health or surroundings; or an inability to provide essential food, clothing, shelter or medical care necessary to maintain their

physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

### Where can abuse happen?

Abuse can happen anywhere at any time. It could be:

- At home
- At a day centre, residential home or places of work or education
- At the homes of family or friend's
- In a hospital
- Somewhere a person spends their free time
- In the street or public place

### Who could abuse?

Anyone can abuse. It could be:

- Someone in the family
- Neighbours and local residents
- Friends and acquaintances
- Paid staff or professionals
- Another vulnerable adult
- A stranger
- Volunteers
- It could be more than one person

Abuse often occurs where the person who is abusing is in a more powerful position than the person who is being abused. In some instances, the abuser themselves may be at risk of, or vulnerable to, abuse.

### Appendix 3; Adults at Risk Policy

All instances of abuse should be reported to the relevant LEA team -usually Adult Services- by phone and using the 'Safeguarding Adults Initial Inquiry Form' (see attached copy, also saved with the Adults at Risk Policy)

For Newcastle residents:

#### Phone:

**Community Health and Social Care Direct Team: 0191 278 8377**  
**(Mon-Fri, 8am-5pm)**

**This is the first point of contact for reporting abuse of vulnerable adults in Newcastle upon Tyne**

- **Emergency Duty Team** (after 5pm): Call 0191 2787878 and ask for the adult services emergency duty team.

### **Other useful contact numbers:**

Safeguarding Adults Unit - 0191 278 8156 (offering advice for professionals)

Care Quality Commission (CQC) - 03000 616 161

Equality and Human Rights Commission - 0800 444 205

Action on Elder Abuse Helpline - 080 8808 8141 (24 hours)

Newcastle Carers Centre - 0191 260 3030

Northumbria Police - 101

Respond Helpline - 080 8808 0700 (for people with a learning disability)

CHOICE helpline (Forced Marriage and Honour Based Violence). This is a 24 freephone telephone helpline - 0800 599 9365

Children's Social Care Initial Response Team - 0191 277 2500

Foreign and Commonwealth Office Forced Marriage Unit. 0207 008 0151

Drug and Alcohol Team 0191 2772355

For residents of other boroughs there will be contact details on the appropriate website.

**Additional Info: NSPCC guidance on support for adults who were abused as children.** This useful document provides advice and explanation regarding how adults, who were abused as children, can report the 'non-recent' abuse they experienced. It also provides details of a range of support services for anybody who has experienced 'non-recent' abuse, regardless of whether or not they decide to report it.

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/non-recent-abuse/>



**Appendix 4: Adults at Risk Policy, Internal Incident Report Form**

**SECTION A**

**Scotswood Natural Community Garden  
Adults at Risk Policy, Internal Incident Report Form**

Name of staff  
member/volunteer.....

Name of vulnerable  
adult.....

Address.....  
.....  
.....

Description off Incident/Disclosure

Names and contact details of witnesses, informants

**SECTION B**

Adult Services Contacted y/n

Telephone report form; safeguarding adults at risk

Name of person making telephone call.....

Name of person receiving telephone call.....

Date and time.....

Name of Vulnerable  
adult.....

Brief details of conversation

Any agreed actions