



**SOUTH  
NORWOOD  
&  
THORNTON  
HEATH**

**SOUTH NORWOOD AND THORNTON HEATH  
FREE FILM FESTIVAL**

**SAFEGUARDING VULNERABLE ADULTS  
POLICY AND PROCEDURE**

October 2014

# South Norwood and Thornton Heath Free Film Festival (SNATH FFF) Safeguarding Policy and Procedure

## SNATH FFF SAFEGUARDING POLICY

### 1. Introduction

The South Norwood and Thornton Heath Free Film Festival (SNATH FFF) policy follows guidelines set out in Croydon Safeguarding Adults Boards Multi -Agency Safeguarding Policy and Procedures 2010 (Part 1 and 2 which should be read in conjunction with this policy).

South Norwood and Thornton Heath Free Film Festival is committed to supporting the right of adults at risk to be protected from abuse and to making sure all volunteers, Committee and Board members, Committee and Board members work together, in line with the Croydon Multi-Agency Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse.

A vulnerable Adult is defined in 'No Secrets' Guidance (Department of Health, 2000) as a person "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 or herself, or unable to protect him or herself against significant harm or exploitation".

### 2. SNATH FFF Values for Safeguarding Vulnerable Adults:

- **Privacy:** The right of individuals to be left alone or undisturbed and free from intrusion or public attention into their affairs.
- **Dignity:** Recognition of the intrinsic value of people regardless of circumstances by respecting their uniqueness and their personal needs; treating with respect.
- **Independence:** Opportunities to act and think without reference to another person, including a willingness to incur a degree of calculated risk.
- **Choice:** Opportunity to select independently from a range of options.
- **Rights:** The maintenance of all entitlements associated with citizenship.
- **Fulfilment:** The realisation of personal aspirations and abilities in all aspects of daily life.
- **Valuing Diversity:** Respect for different cultures, ethnic backgrounds, disabilities, religions, ages, genders, and sexual preferences

**A vulnerable person** may fall into any one of the following groups: older and frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

# **SNATH FFF SAFEGUARDING PROCEDURES & GUIDANCE**

## **3. How Might We Notice Abuse?**

Concerns about or evidence of abuse can come to us through:

- a) A direct disclosure by the vulnerable adult.
- b) A complaint or expression of concern by a member of staff, a volunteer, another service user, a carer, a member of the public or relative.
- c) An observation of the behaviour of the vulnerable adult by the volunteer, member of staff or carer.

## **4. Our Commitment**

To support vulnerable adults who are experiencing, or at risk from, abuse, SNATH FFF is committed to:

- Identifying the abuse of vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.
- Raising awareness of the extent of abuse on vulnerable adults and its impact on them.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults.
- Regularly monitoring and evaluating how our policies, procedures and practices for protecting vulnerable adults are working.
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding vulnerable adults.
- Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures.

## **5. Preventing Opportunities for Abuse**

- Practice safe recruitment in checking the suitability of all volunteers including Committee and Board Members
- Raise awareness of safeguarding issues
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Make the SNATH FFF Safeguarding Policy available
- Training where needed for all volunteers and Committee and Board Members on Safeguarding adults

## **6. Confidentiality**

SNATH FFF will work with vulnerable adults in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a vulnerable person is alleged, suspected, reported or concerns are raised, the Safeguarding Adults

Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that members or volunteers cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

## **7. Safer Recruitment and Supervision of staff/volunteers**

All volunteers, Committee or Board member of the SNATH FFF, who work with vulnerable adults will complete a Criminal Records Disclosure application. If the interaction with the vulnerable adult is likely to be unsupervised at any time, then an Enhanced Disclosure application will be required. SNATH FFF will also check with the Independent Safeguarding Authority (ISA) [www.isa-gov.org.uk/](http://www.isa-gov.org.uk/) prior, to any interaction with a vulnerable adult to ensure that they have been assessed to work with vulnerable adults.

## **8. Definitions of Abuse**

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

- **Physical:** for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- **Psychological and emotional:** for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- **Financial:** including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- **Sexual:** such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- **Discriminatory:** including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks;
- **Institutional:** the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- **Neglect and acts of omission:** including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

## 9. SNATH FFF Safeguarding Reporting Procedure

**1. Event Lead/Committee member or Volunteer suspects abuse has or may have occurred. Act immediately.**

Make sure the person is safe.  
Inform the Event Lead/Committee member immediately.  
Contact the police if it is thought a crime has just been committed.  
Record details of the allegation (what was said, observed, when, where, date of allegation)



**2 Bringing the concern to the attention of Event Lead/Committee member who in turn will contact the Police.**

Event Lead/Committee member discusses the concerns with Board Member or contacts the local authority referral agency (Adult Abuse Reporting Line 020 8760 5697/off duty number: 0208 726 6500) or the police straight away.



**3 SNATH Board will coordinate an investigation.**

If necessary they will hold a strategy discussion or meeting to decide what action to take next. Incident recorded in SNATH FFF Incidents File.  
Social services or the police will decide what to do next.

For the detailed procedure of reporting abuse please read Safeguarding Vulnerable Adults At A Snath FFF Event Reporting Procedures In Detail (Appendix I).

## 10. Legislation

### ***Every Child Matters and the Children Act 2004***

In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for a radical reorganisation of children's services – from hospitals and schools, to police and voluntary groups. Subsequently 'Every Child Matters: Change for Children' was issued and the Children Act 2004 was passed. Every local authority will lead on integrated delivery of services for children and young people through multi-agency children's trusts. Local authorities have a statutory Local Safeguarding Children Boards which have replaced the non-statutory Area Child Protection Committees. The London Child Protection Procedures 2007 and the 'Working Together Guidance' 2006 are very useful resources when concerned about child abuse and have a section called 'What to do if?' See: [www.londonscb.gov.uk/files/procedures/london\\_cp\\_procedures\\_v.3\\_print\\_\\_10.01.08.pdf](http://www.londonscb.gov.uk/files/procedures/london_cp_procedures_v.3_print__10.01.08.pdf) The children's trusts are a direct response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication was crucial. Further details from <http://www.everychildmatters.gov.uk/>

### ***The 'No Secrets' Guidance, Department of Health 2000***

The 'No Secrets' guidance from the government says that all agencies working with vulnerable adults living within the local authority boundary must work together to protect them from abuse. The purpose of the Croydon Multi-Agency Safeguarding

Vulnerable Adults Policy and Procedures is to ensure that all partner agencies in Croydon work together to safeguard vulnerable adults from abuse. It follows the guidance laid down in 'No Secrets' (DH 2000).

### ***Safeguarding Vulnerable Groups Act 2006***

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults (previously referred to as the vetting and barring scheme) is due to be phased in from autumn 2008 under the Safeguarding Vulnerable Groups Act.

### ***The Children Act 1989***

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

### ***Care Standards Act 2000***

A CRB disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Vulnerable Adults scheme. (please see guidance document for the process of CRB checks)

## **11. Further Advice & Guidance**

### **Vulnerable Adults:**

**Action on Elder Abuse:** 0808 808 8141

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

**The Anne Craft Trust:** 0115 951 5400 A.C.T. - The Ann Craft Trust is concerned with facilitating the protection of all adults and children with learning disabilities who are vulnerable to abuse. Website: <http://www.anncrafttrust.org>

**Respond:** 020 7383 0700 Provides services to people with learning disabilities who have experienced abuse, loss or trauma. [www.respond.org.uk](http://www.respond.org.uk)

**Witness:** 08454 500 300 (Helpline not in use due to lack of funding)

Helping people who have been abused by health or social care staff or anyone who is concerned that abuse might be occurring.

[www.witnessagainstabuse.org.uk](http://www.witnessagainstabuse.org.uk)