



NORTHAMPTONSHIRE ASSOCIATION OF YOUTH CLUBS LIMITED AND ACTION CENTRES U.K. LIMITED

NAYC/ACUK SAFEGUARDING Vulnerable Adults and Young People and Children with Special Needs Policy

Activity Centre/Department: All Centres/Departments

Head of ACUK: Mr Garryl Willis

Academic Year	Designated Senior Person	Deputy Designated Senior Persons
2014	Garryl Willis	Phil Houston, Graham Hughes, Karen Anderson
2014/2015	Shaheen Sheikh	Phil Houston, Graham Hughes, Karen Anderson
2015/2016	Shaheen Sheikh	Richard Buckingham, Graham Hughes, Karen Anderson

Policy Review dates

Review Date	Changes made Yes/no	By whom	Date Shared with staff
April 2016	Under annual review		
October 2016	Yes	GH/KA/SS	

Dates of Staff Training and details of course title and training provider

Whole Centre Awareness Raising		Sue Cordwell
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Safeguarding Vulnerable Adults and Young People and children with Special Needs

Vulnerable Adults

Who is an adult at risk of abuse?

An adult at risk or 'vulnerable adult' is, "a person aged 18 yrs or over 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/herself or unable to protect him/herself against significant harm or exploitation" ('Who Decides', Lord Chancellor's Department, 1997)

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, a vulnerable adult's right to life is protected; their right to be protected from inhuman and degrading treatment; and their right to liberty and security.

What is abuse?

Abuse can be defined as the mistreatment of an individual or group by another individual or group, often resulting in a violation of human and rights. The abuse can vary from treating someone in a disrespectful way which significantly affects the person's quality of life, to causing actual physical suffering.

Abuse can happen anywhere – in a person's home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing or in the street.

Forms of abuse include:

- Physical abuse: this is usually the use of force to cause pain such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraint, hair pulling
- Sexual abuse such as rape, sexual assault to which the vulnerable adult has not or could not have consented or to which they were pressured into consenting.
- Psychological or emotional abuse such as threats of harm or abandonment, being deprived of social or any other form of contact, humiliation, blaming , controlling, intimidation, coercion, harassment, verbal abuse, being prevented from receiving services or support.

- Financial or material abuse such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefit.
- Neglect such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food, drink and heating.
- Discriminatory abuse such as that based on race or sexuality or a person's disability and other forms of harassment or slurs
- Institutional abuse can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of that service

The rights of vulnerable adults

- **Dignity and respect:** - all vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs
- **Equality and diversity:** - all vulnerable adults will be treated equally and their background and culture will be valued and respected
- **Fulfilment:** - all vulnerable adults will be invited to engage in activities and offered services that enable them to fulfil their ability and potential
- **Independence:** - all vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks
- **Privacy:** - all vulnerable adults will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual's own safety and the safety of others
- **Safety:** - all vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form
- **Support:** - all vulnerable adults will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required

Who might be causing the abuse?

The person who is responsible for the abuse is often well known to the person being mistreated or exploited and could be:

- A paid care worker or volunteer
- A health worker, social care or other worker
- A relative, friend or neighbour
- Another resident or service user
- An occasional visitor or someone who is providing a service
- People who exploit adults at risk
- An unpaid carer
- Another adult at risk

The role of the ACUK Centre

All ACUK workers should be aware of the above and when working with vulnerable adults should be aware of the rights of vulnerable adults and these should shape their practice and approach to the adults. They should note any unexplained injuries, concerns voiced by the adult, behaviours which suggest unexplained fears or anxieties and any observations which give the ACUK worker cause for concern. The safeguarding procedures should then be followed.

Working with vulnerable adults

If the adult has a carer or support worker with them as much information as to their particular needs, emotional and physical, should be gathered from the carer. These should be recorded and made accessible to all ACUK workers who will be working with them or supporting them in the centre, whilst taking care that the confidentiality and privacy rights of the vulnerable adult are recognised and adhered to.

Patient and repeated instruction may be needed when the adult undertakes activities and care should be taken to be sure that the instructions have been understood and that the adult is able and wants to continue with the activity. The vulnerable adult should never be pushed into an activity against their will.

If equipment such as harnesses are to be used the support worker should support and advise the ACUK worker when they are being fitted. This should never be done in an isolated or one to one situation to safeguard both the worker and the adult. The vulnerable adult's consent to all handling should be gained before undertaking it.

The adult should be closely observed during the activity and the carer or support worker should be used to keep the ACUK worker informed if the adult is beginning to experience undue fear or anxiety.

Risk assessment procedures should take account of the particular needs of the vulnerable adults.

ACUK instructors and workers should be confident that, if they have any concerns or are unsure that they are able to cope with the needs of the adult, they know whom to turn to in the organisation for advice and support.

Reviewing the policy

Feedback from the carers and support workers, the vulnerable adults and the workers should be ongoing and used to refine and improve the policy at its annual review.

Children and Young People with Special Needs

Children with special needs are especially vulnerable to abuse – disabled children are three times more likely to be abused. The following should be used In addition to the procedures outlined in the general safeguarding policy.

Special Needs

- A learning difficulty which means they learn at a significantly slower rate than the majority of children of the same age
- Behavioural difficulties which makes socialising, forming relationships, control of emotional outbursts, reading social contexts etc difficult
- There may be very specific difficulties such as:
 - autism which will result in specific and recognisable behaviour patterns
 - ADHD which will result in poor concentration, restlessness etc
- Physical disabilities which may make access to a range of activities problematic

The rights of children and young people with special needs

All children and young people with special needs have the same right as all children and young people to fulfil their potential:

- **Dignity and respect:** - all children and young people with special needs will be accorded the same respect and dignity as any other child or young person, by recognising their uniqueness and personal needs
- **Equality and diversity:** - all children and young people with special needs will be treated equally and their background and culture will be valued and respected
- **Fulfilment:** - all children and young people with special needs will be invited to engage in activities and offered services that enable them to fulfil their ability and potential
- **Independence:** - all children and young people with special needs will have as much control as possible over their lives whilst being safeguarded against unreasonable risks
- **Safety:** - all children and young people with special needs will feel safe, and live without fear of violence, neglect or abuse in any form
- **Support:** - all children and young people with special needs will be supported to report any form of abuse and to receive appropriate support following abuse for as long as may be required

All workers should be aware of the above and when working with children and young people with special needs should be aware of their rights and these should shape their practice and approach to the children and young people. They should note any unexplained injuries, concerns voiced by the child or young person, behaviours which suggest unexplained fears or anxieties and any observations which give the ACUK worker cause for concern. The safeguarding procedures should then be followed.

Working with children and young people with special needs

As much information as possible should be gathered from the child or young person's parent or carers about their particular needs:

- What they will need to be best supported
- What particular fears or anxieties may they feel
- What behaviours may they exhibit
- What interventions are most likely to effectively manage these behaviours

This information should be recorded and shared with all the workers who may have contact with the child or young person. This to be done with due regard to the confidentiality procedures regarding information sharing and storage.

The parent/carer's signed permission should be obtained re any intervention which may be used.

The expectations of the workers regarding behaviour and the safety of other children and young people should be made clear to both the parent and carers and the child/young person. It should also be clear what the procedure will be if the safety of others or the child or young person is deemed by the worker to be unacceptable.

The child or young person should know how the worker will signal that their behaviour is inappropriate and given responses which will enable them to manage their behaviour – a place of quiet in which to calm down for example.

Thought should be given to the optimum number of children/young people in the group and the mixture of needs within the group.

Workers should always be in teams of no less than 2.

Physical restraint should never be used except when the safety of another child or young person is seriously in doubt and should never be used by a worker who has not received training in its use. If in doubt clear the room of other children and young people whilst the manager stays with child/young person to ensure their safety.

Parents/carers should always be contactable and ready to come to remove the child or young person if necessary.

The workers should be clear about the procedures and be confident in the support that will be given by their managers.

Training and development

In order that workers are confident in their ability to work supportively, effectively and safely with the special needs of the children and young people they should receive training in:

- the management of challenging behaviour
- the range of special needs with which they may be working
- the procedures adopted by NAYC and ACUK to safeguard the children, young people and themselves

Reviewing the policy

Feedback from the carers and support workers the children and young people should be ongoing and used to refine and improve the policy at its annual review.

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