

# VULNERABLE ADULT POLICY

Christ Church Sparkbrook is committed to providing a safe environment to promote the health and wellbeing of all those who participate in our activities. This policy outlines the responsibilities of Staff and Volunteers as it relates to Vulnerable Adults.

**1. Who is a Vulnerable Adult?** A Vulnerable Adult is a person age 18 or older who:

- a. Possess a physical, mental or emotional infirmity,
- b. Which impairs the person's ability to provide for basic self care without assistance,
- c. And as a result of the infirmity and dependency, the adult has an impaired ability to protect oneself from maltreatment.

**2. What is Abuse?** Abuse includes:

- a. Physical, verbal or psychological pain or injury
- b. An act of neglect or an omission to act
- c. Persuading a vulnerable person to enter into a financial or sexual transaction to which s/he has not consented, or cannot consent.

**3. Vulnerable Adults**

- a. In agreeing the procedures for dealing with suspected abuse of a vulnerable adult, Christ Church Sparkbrook Parish Church Council acknowledges the individual's right to a life, which maintains their independence and involves a degree of risk. Where the individual chooses to accept this risk, their wishes should be respected within the context of their capacity to understand the nature of the decision and its implications.
- b. Staff and Volunteers working for Christ Church Sparkbrook are placed in a position of trust with regard to the Service Users taking part in the activities. Anyone who abuses that trust will be subject to disciplinary action. It is the responsibility of the Staff and Volunteers of Christ Church Sparkbrook to report maltreatment of a Vulnerable Person.

**4. Staff and Volunteer Code of Conduct**

- a. It is important that both Service Users, Staff and Volunteers can participate in Christ Church activities in a safe and secure environment. This Code of Conduct has been developed for the protection of both Service Users, Staff and Volunteers. To this end, Christ Church Sparkbrook expects all its Staff and Volunteers to abide by this Code of Conduct.
- b. Each Staff and Volunteer:
  - i. Will abide by the Guiding Principles and Programme rules of Christ Church Sparkbrook in all activities as a Christ Church Sparkbrook Staff or Volunteer.

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- ii. Will inform the Christ Church Sparkbrook Safeguarding Officer of any relevant police record or other factor, or any change in her/his circumstances which may make her/him unsuitable either as a Staff or Volunteer or for any particular Christ Church Sparkbrook activity.
  - iii. Recognises that the role of a Christ Church Sparkbrook Staff or Volunteer places her/him in a position of trust with regard to all Vulnerable Adults who are Service Users participating in Christ Church Sparkbrook programmes, and to colleagues in the Staff or Volunteer network, and undertakes to uphold that trust at all times.
  - iv. Will not behave in any way, physically or verbally, that could be offensive to a Vulnerable Adult.
  - v. Remember at all times that interactions between oneself and a Vulnerable Adult must be such that no reasonable person observing that interaction could construe its nature as abusive.
- c. When dealing with issues concerning abuse of trust, the Christ Church Sparkbrook Safeguarding team must remember that the welfare of the Vulnerable Adults participating in Christ Church Sparkbrook activities is paramount, but that we also have a responsibility to ensure that our volunteers are treated fairly and with respect. This procedure is designed to meet both those objectives. The Safeguarding Team should ensure that every Staff and Volunteer is fully aware of these procedures.

## 5. Disclosure and Vetting of Staff and Volunteer

- a. Staff and Volunteer recruitment will use the Disclosure and Barring Service (DBS) check at an enhanced level for all personnel with substantive access to Vulnerable Adults and will always include a Confidential Self-Declaration and use of references. A DBS check is a document containing information held by the UK government and police departments. It is obtained from the Disclosure service of the Criminal Records Bureau and helps employers and voluntary organisations make safer recruitment decisions.
- b. All Staff and Volunteers working with Vulnerable Adults and those who have access to Vulnerable Adults on a regular (**DEFINE – “day to day”?**) basis will be vetted and required to hold a DBS certificate at the relevant level. They will be required to renew this DBS certificate by getting a new check every five years.
- c. All Staff and Volunteers working with Vulnerable Adults and those who have access to Vulnerable Adults or on a regular basis are required to attend Safeguarding training every two and half years.
- d. In any contract of employment or volunteer agreement, it should be made clear that if any disclosure is received which in the reasonable opinion of the Christ Church Sparkbrook Safeguarding Team make the Staff or Volunteer unsuitable to work with Vulnerable Adults, then Christ Church Sparkbrook has the right to terminate such contract immediately and without notice.