



Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.

Protection of Vulnerable Adults Policy

The policy and system are needed in order to provide for the requirements of UK law in respect of organisations working with vulnerable adults, for the requirements of the Charity Commissioners, for the protection of confidential information regarding volunteers and others working with vulnerable adults, and for the reassurance and security of the carers and cared-for who may be participating in the services of the project.

It is the current Safeguarding policy of the project that:

- a) Everyone who might have regular or intense face-to-face contact* with vulnerable adults** must have a DBS check,
- b) Volunteers who are in a background, project development, management, or supporting role do not need to have a DBS check,
- c) Those providing signposting and/or advice to carers (but not to cared-for) do not need a DBS check,
- d) The decision regarding the involvement of a volunteer in face-to-face contact, etc with a vulnerable adult as a result of a DBS check will be made by a pre-designated trustee (Safeguarding Contact Person) or by the Chairman of the Trust,
- e) All personal information connected with a DBS check will be strictly confidential and limited only to the volunteer, the DBS administrator (in the case of the application), the Safeguarding Contact Person (in the case of the report), and the Chairman of the Trust.
- e) All volunteers who may be involved in face to face regular and/or intensive contact with a vulnerable adult will be invited to participate in on-line training directed towards recognising signs of physical and/or mental abuse and the appropriate action that may be taken in the event of any concern.

* The current volunteer roles which require DBS checks are:

- “Volunteer Transport Network” which offers transport to and from medically related appointments.
- “One to One Support Workers” which offers a designated volunteer with a professional and accredited background in delivering health and/or social care, and with hands-on experience of caring for individuals who need more support than the project generally provides.:

** The term “vulnerable adult” used here is primarily intended to cover persons who exhibit one or more of a range of symptoms which would normally be associated with dementia. However, it should also be considered to include anyone with mental or physical frailty sufficient for them to be dependent on the support of others. It does not imply a requirement for a formal diagnosis.

The system for implementing the policy is as follows.

1) When a DBS check is required the task leader will inform one of the project DB administrators who will arrange for the relevant form(s) to be completed by the volunteer, checked and submitted to the external organisation which will check the form(s) for completion and conformity.

1.1) The external organisation will submit the application to the DBS Checking Authority who will provide their report to the applicant and to the Project's DBS administrator.

1.2) If the report is without any indication of concern, the DBS administrator will copy the certificate number and issue date to the Chairman of the Trust for the record. However, if there may be a question about the suitability of the volunteer based upon the report, the DBS administrator will copy the report to the Chairman of the Trust. The report will be held in strict confidence between the relevant DBS administrator, the Chairman of the Trust, the Safeguarding Contact Person, and the volunteer.

1.3) The Chairman of the Trust will ask the Safeguarding Contact Person to consider the contents of the report in the light of the volunteer's role in the project, whether their involvement would be of any concern, and make their decision. The Safeguarding Contact person will discuss the report with the volunteer and the Chairman of the Trust before coming to his/her decision. The Safeguarding Contact Person's decision is final.

1.4) The Safeguarding Contact Person will record the decision together with the identification number of the report, and then immediately destroy the report. He/she will then communicate the decision to the volunteer and the Chairman of the Trust.

1.5) In the event of a negative decision based upon information in the report which the volunteer disputes, the Safeguarding Contact Person will facilitate private communication between the external organisation and the volunteer.

2) If anyone connected with the project has a reasonable suspicion, based upon evidence, that a vulnerable adult has been the subject of physical or mental or other forms of abuse they should communicate their concerns in strictest confidence to the pre-designated Safeguarding Contact Person. Very exceptionally, when there appears to be a high degree of urgency and the Safeguarding Contact Person is not available within a reasonable timescale, or, if the concerned person is not aware of the Safeguarding Contact Persons contact details, they should contact the Chairman of the Trust.

The relevant persons and organisations are, currently, as follows.

Safeguarding Contact Person: Dr. J.P.S.Fielder, 01728 685518

DBS Administrator and Identity Checker: Mr. Lynden Jackson, 01728 860348

DBS Administrator and Identity Checker: Mrs. Mary Morley, 01728 860365

External Organisation: DBS at CAS, Community Action Suffolk, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH

Chairman of the Trust: Mr. Lynden A Jackson, 01728 860348

Both the policy and the system and current persons and organisations have been reviewed by the Trustees (May 2021) and agreed (15th May 2021) in the light of experience of use.



15th May 2021