



# **ORE VALLEY GROUP**

## **ADULT PROTECTION POLICY**



Issue No:	1
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## **ADULT PROTECTION POLICY**

### **1. Introduction**

The Ore Valley Group (hereinafter referred to as “Ore Valley”) is committed to the protection and safety of adults at risk of harm and considers their welfare to be of paramount importance. All people have the right to live their lives free from risk of harm and staff are expected to know what action to take if they observe, suspect or receive reports of harm. Any action taken on their behalf will be in their best interests.

This policy reflects the Adult Support and Protection (Scotland) Act 2007 and is designed to raise awareness with Ore Valley Staff of their responsibilities in regard to the protection of adults at risk of harm. This policy covers Ore Valley Housing Association and our subsidiary company Ore Valley Enterprises Ltd.

Ore Valley aim to ensure that staff recognise areas of potential harm, (physical, sexual, financial or psychological), when someone may be at risk of harm and know how to raise their concerns with appropriate professional bodies.

Ore Valley is in agreement with and will follow the Multi-Agency Adult Protection Guidance which is in operation in the Fife Local Authority area.

Ore Valley is committed to the principles of sustainability and will endeavour to develop fair and consistent policies, procedures and practices.

### **2. General Principles and Definitions**

**Our Protecting People Policy Framework includes four key areas that have been identified as instrumental for supporting and protecting our communities. A suite of Group policies in each of the key areas has been developed to underpin the framework. These areas are:**

- **Child Protection**
- **Adult Support and Protection**
- **Domestic Abuse**
- **Multi Agency Public Protection Arrangements (MAPPA)**

**Due to the complex nature and individual importance of each of these service areas, it is necessary, and regarded as good practice, to develop separate policies**

Ore Valley is committed to protecting adults at risk of harm who come into contact with its staff through the direct or indirect provision of services. All staff are expected to comply with the provisions of this policy to ensure the protection of adults at risk of harm.

Multi-Agency Adult Protection Guidance states that “Adult protection is everyone’s business. The guidance outlines the duties and responsibilities of all agencies concerned with the protection of adults.”

Ore Valley will not tolerate any kind of harmful behaviour regardless of the age, status or position of the perpetrator or the age of the adult experiencing harm.

An adult at risk of harm, as defined by The Adult Support and Protection (Scotland) Act 2007 is:

*Any person aged 16 years or over whom:*

- Is unable to safeguard their own well being, property, rights or other interests and
- Is at risk of harm and
- Because they are affected by disability, mental disorder, illness, physical or mental infirmity are more vulnerable to being harmed than adults who are not so affected.

All three elements must be met in order to deem a person at risk of harm. It is the whole of the circumstances which can combine to make an individual more at risk of harm than another. The presence of a particular condition alone does not automatically mean an adult is an “adult at risk”.

An adult is at risk of harm where:

- Another person’s conduct is causing (or is likely to cause) the adult to be harmed, or
- The adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self harm

Harm includes all harmful conduct and in particular includes:

- Physical harm,
- Sexual harm,
- Psychological / emotional harm,
- Financial harm,
- Neglect,
- Self harm (including self neglect, self poisoning and self injury).

Adults at risk may be harmed by anyone; relatives or family members, volunteers, paid carers/staff, friends and acquaintances, neighbours, visiting professions or services, strangers and those who deliberately exploit adults at risk.

Ore Valley is committed to providing an environment that is safe and free from harm and will therefore:

- Seek relevant checks both pre-employment and at regular intervals. This will include undertaking appropriate PVG Checks for relevant staff and students at the recruitment stage.
- Ensure that risk assessments are carried out to protect vulnerable adults in our care.
- Ensure staff undertake training in the protection of adults at risk of harm at a level appropriate to their role.
- Ensure that all staff, students and contractors maintain appropriate boundaries at all times. For details of boundaries see the organisation’s Code of Conduct.

- Immediately apply the Disciplinary Policy and Procedure where an employee is guilty of or suspected of harm.

Ore Valley has a duty to report any concerns about the well being of any adult at risk from harm to the appropriate statutory agencies. Local Authority Social Work Services, in conjunction with NHS and Police Scotland have a statutory responsibility to investigate fully any concern or allegation of harm, to intervene as appropriate and to take all reasonable measures to protect adults at risk from harm.

### **Roles, Responsibilities and Delegated Authority**

The Group Chief Executive is responsible for ensuring that a policy is in place to provide guidance to staff in relation to dealing with actual or alleged incidences of harm.

The CEO and appropriate line managers are responsible for ensuring that staff within the sections for which they are responsible undertake training at the level appropriate for their role and that there are procedures in place for reporting harm.

Line Managers are responsible for ensuring that their staff take appropriate action in responding to actual or alleged harm, following the procedures and local guidance identified. This includes accurate recording of any instances of alleged or actual harm. All records of alleged or actual harm must be retained for a period of 75 years.

The Housing Manager/Deputy CEO (or nominated representative) will be the first point of contact for Social Work or Police and will be responsible for supporting the employee and other individuals throughout this process.

Where staff identify or suspect actual or potential harm or have concerns about an adult at risk of harm, they should immediately report their suspicions to line management who will make contact with the Adult Service Team, Social Work Service through the Social Work Contact Centre, and where appropriate Police Scotland (with or without the consent of the vulnerable adult). If the adult is in immediate danger, requires immediate medical attention or a crime is suspected then the appropriate emergency services must be called. See flowchart at Appendix 1. Statutory Agencies promote the reporting of concerns or incidents and will make every effort to assist staff who contact them for guidance or who raise a concern. Ore Valley's Data Protection Policy will be observed. All staff must have access to and have read and understood the following:

- Ore Valley Adult Protection Policy,
- Ore Valley Staff Code of Conduct,
- Ore Valley Blowing Policy (Policy on the Public Disclosure Scotland Act),
- The relevant Local Authority guidance on the protection of adults at risk of harm.

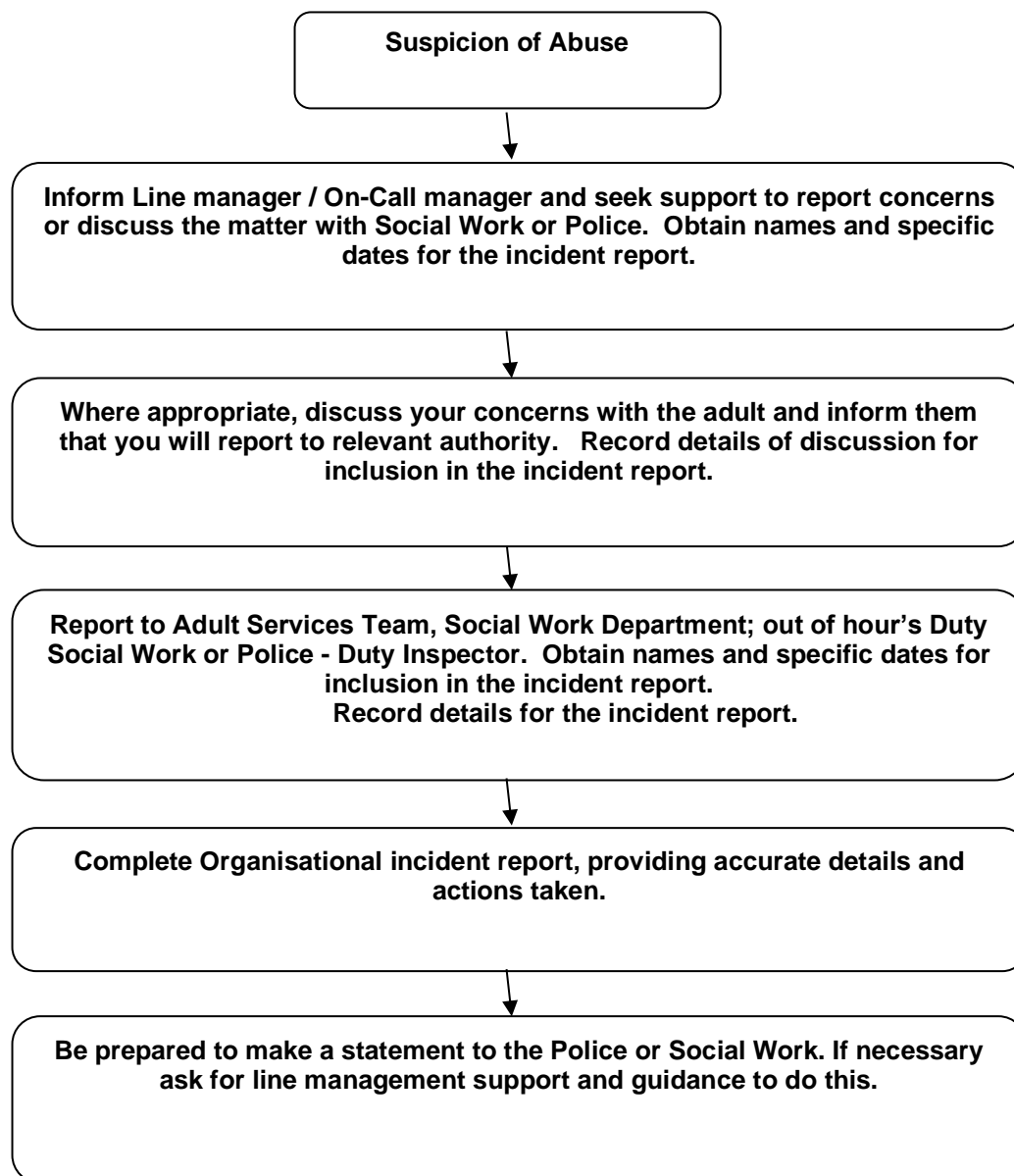
Staff must ensure they have access to the following contacts:

- Social Work Out of Hours telephone numbers,
- Telephone number of the local Police,
- Adult Protection Phone Line telephone numbers.

## **Monitoring and Review**

This policy will be reviewed annually (1 year) from the date of implementation, which will be the date the policy is approved by the Governing Bodies or earlier if deemed appropriate.

## FLOWCHART



## Appendix 2

### **Useful Contacts**

Scottish Social Services Council  
Compass House  
Discovery Quay  
11 Riverside Drive  
Dundee  
DD1 4NY  
[www.sssc.uk.com](http://www.sssc.uk.com)

Mental Welfare Commission for Scotland  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 SHE

Care Inspectorate (SCSWIS)  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Tel: 01382 207100  
Care Inspectorate Enquiries: 0845 600 9527  
Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

Police Scotland  
<https://www.scotland.police.uk/contact-us/>

Social Work Adult Protection Teams  
Fife                      Tel: 01383 441177

Social Work Out of Hours  
03451 550099

Adult Protection Phone Lines  
Fife                      Tel: 01383 602200

## ORE VALLEY GROUP

### ADULT PROTECTION POLICY

Policy drawn up with reference to:

- The Adult Support and Protection (Scotland) Act 2007
- The related Code of Practice
- The Human Rights Act 2001
- No Secrets, Department of Health 2000
- Fife Multi-Agency Adult Support and Protection Guidance 2016 (Revised 2018)
- Social Care and Social Work Improvement Scotland (SCSWIS) – National Care Standards
- Protection of Vulnerable Groups (Scotland) Act 2007

Cross Reference to:

- Duty of Care; Scottish Social Services Council
- Code of Conduct: Scottish Social Services Council

#### **Dates to be approved**

Ore Valley Housing Association: 18/08/2020

Next review date: June 2021