



## **Glen Urquhart Rural Community Association**

### **VULNERABLE ADULTS AND CHILD / YOUNG PERSON PROTECTION POLICY**

GURCA is committed to safeguarding the welfare of all young people and vulnerable adults. We acknowledge our duty to act appropriately in response to any allegations, reports or suspicions of abuse. Trustees, members and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of young people and vulnerable adults.

In implementing this Vulnerable Adults and Child / Young Person Protection Policy, GURCA will:

- Ensure that all persons working and/or volunteering understand their legal and moral responsibility to protect young people and vulnerable adults from harm, abuse and exploitation
- Ensure that all persons working and/or volunteering understand their duty to report concerns that arise about a young person or vulnerable adult, or any member or volunteer's conduct towards a young person or vulnerable adult, to the Management Committee's designated Named Person.
- Ensure that the Named Person understands their responsibility to refer any such concerns to the relevant statutory Vulnerable Adults and Child protection agencies.
- Endeavour to keep up to date with national developments relating to the welfare and protection of young people and vulnerable adults.
- Ensure that all hall users, be they groups or individuals, understand their responsibilities to young people and vulnerable adults, and that where Groups or Clubs are working with children, the Groups or Clubs have their own formal protection policies in place and parents / carers are encouraged to be involved with the activities of the club and, if they request, have access to all guidelines and procedures.

## **Vulnerable adults and Child / Young person protection policy procedure.**

### **1. Introduction**

These procedures have been designed to ensure the welfare and protection of any vulnerable adult or young person who is involved with the GURCA. The Trustees are committed to the belief that protecting young people and vulnerable adults is everyone's responsibility and therefore the aim here is to provide guidelines that will enable all Trustees, Members and volunteers to understand their responsibilities, and respond appropriately to any concerns that arise in respect of a young person or vulnerable adult.

### **2. Recognising the Signs and Symptoms of Abuse**

It is important that GURCA Trustees, members and volunteers / workers familiarise themselves with the definitions of Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect, which are set out below:

#### ***Physical Abuse***

May involve hitting, shaking, or otherwise causing physical harm to a vulnerable individual

#### ***Emotional Abuse***

This occurs when a young person or vulnerable adult's need for affection, approval, consistency or security is not met. This can include name calling, repeated criticism, condemnation and / or hostility. Bullying is a form of emotional abuse.

#### ***Sexual Abuse***

Sexual abuse occurs when someone, irrespective of age or gender, uses a young person or vulnerable adult for their own sexual gratification. As well as sexual acts, this can include non-contact activities, such as encouraging vulnerable individuals to act in sexually inappropriate ways.

#### ***Neglect***

Neglect is normally defined in terms of omission, where a young person or vulnerable adult suffers significant harm or impairment of development by being deprived. It may also include neglect of a young person or vulnerable adult's basic emotional needs including intellectual stimulation and affection. Neglect generally becomes apparent over a period of time rather than in one specific incident. For example, a young person or vulnerable adult who suffers a series of minor injuries may not be having their needs for safety and supervision met.

GURCA will ensure that all Trustees, Members and volunteers have a basic awareness of the signs and symptoms of abuse:

- A young person or vulnerable adult alleges that abuse has taken place or that they feel unsafe.
- A third party or anonymous allegation is received

- A young person or vulnerable adult's appearance, behaviour or statements cause suspicion of abuse or neglect
- A young person or vulnerable adult reports an incident of alleged abuse which occurred some time ago
- A report is made regarding misconduct of a member or volunteer towards a young person or vulnerable adult.

### **3. Named person**

GURCA has appointed XXX to be responsible for dealing with any Young Person or Vulnerable Adults protection concerns.

Telephone: 01456

Email:

The role and responsibilities of the named person are:

- To ensure that all Committee members are aware of this Vulnerable Adults and Young person Protection Policy and procedures.
- To ensure that all Trustees, members & volunteers are aware of what they should do and who they should go to if they have any concerns about abuse or neglect
- Ensure that any concerns about a vulnerable adult or young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed
- To record any reported incidents in relation to abuse or neglect, and maintain a secure, confidential file.

### **4. Stages to follow if you have concerns**

GURCA recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of abuse is never easy. However, the Trustees believes that the safety and welfare of the individual should override any doubts or hesitations. When instances of abuse are witnessed, or worrying changes in an individual's behaviour, condition or appearance are observed, Trustees, members & volunteers will follow the process below:

- Initially, talk to the individual about what you are observing. It is okay to ask questions – for example "I've noticed you don't seem yourself today. Is everything OK?" However, never use leading questions.
- Listen - carefully – to what the individual has to say, and take it seriously
- Never investigate, or take sole responsibility for, a situation where a vulnerable individual makes a disclosure
- Always explain to the vulnerable individual that any information they have given will have to be shared with others
- Notify the named person
- Record what was said as soon as possible after any disclosure, and ensure this is signed and dated
- Respect confidentiality and keep documents secure

***The named Person will take immediate and appropriate action if there is a suspicion of abuse. If necessary, this will involve contacting the relevant agencies.***

## **5. Recording and managing confidential information**

The person who receives the allegation or has the concern should complete a full written record

The confidential information and documentation will be managed safely, in accordance with current data Protection guidelines

GURCA will respect the rights of vulnerable individuals to confidentiality, unless it believes they could be a risk of abuse and/or harm