

## **THE ALKHAM VALLEY COMMUNITY PROJECT**

### **Vulnerable Adults Policy and Guidelines**

This document sets out the policy on vulnerable adults involved in any ALKHAM VALLEY COMMUNITY PROJECT activity.

**1** Vulnerable adults refers to all those adults (over 18) who have a physical disability, suffer from mental illness, have a learning disability or who, through illness or injury, are unable to provide adequately for themselves at that point.

Risk refers to any situation or behaviour by an individual or others which presents a real or potential threat or harm to a person's health, safety or well being.

This policy also relates to staff and volunteers on whom someone described above is significantly dependant for their care and who may be at risk as a result of that person's behaviour or action.

### **2 Individual rights**

Every person has the right to a lifestyle which maintains personal independence, safeguards privacy, offers genuine and informed choices, provides opportunities to enjoy and contribute to society and enables them to have their social, cultural and individual needs met. They also have the right to protection from harm or exploitation.

### **3 Positive aspects of risk taking**

The vast majority of vulnerable adults live active and independent lives. This inevitably involves varying degrees of risk taking as a normal part of day to day living, and without which there would be a significant reduction in quality of life.

Risk taking therefore needs to be viewed positively in those circumstances where people are able to make reasonable, informed and calculated decisions involving risk taking and safety.

### **4 Code of Behaviour**

#### **Staff and Volunteers should ....**

- 1 Put the welfare of a service user and their enjoyment of volunteering first
- 2 Act as positive role models
- 3 Recognise the development needs of service users, whether child or adult
- 4 Set and monitor appropriate boundaries and relationships when working with service users, based on openness, honesty and respect for the service user's personal space
- 5 Plan activities that avoid working in isolation with a child or vulnerable adult

- 6 Create and maintain a safe and caring environment that enables children and vulnerable adults to raise concerns about attitudes or behaviour they do not like
- 7 Challenge activities which are abusive
- 8 Take action if they have concerns about a client's welfare, or if they have concerns about the behaviour of an adult towards a child
- 9 Ensure physical contact occurs only when necessary
- 10 Support a child or vulnerable adult making a complaint
- 11 Challenge sensitively, inappropriate behaviour from a child or vulnerable adult, such as attention seeking behaviour.

## **5 Checks and References**

With regard to applications for posts paid or voluntary, with access to vulnerable adults, an enhanced CRB check will be applied for and a minimum of two written references will be taken up. Subsequent periodical requests for CRB checks will also be made after 3 years.

## **6 Training**

Appropriate training will enable paid staff and volunteers to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

## **7 Monitoring and Appraisal**

All paid staff and volunteers will be given the opportunity to receive formal (appraisal) or informal feedback, to identify training needs and set new goals. The AVCP Trustees Management will be sensitive to concerns about poor practice or abuse and act on them at an early stage. Appropriate support will be provided to those who report concerns/complaints.