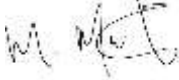


Safeguarding Vulnerable Adults Policy (HR_P2)

Document version:	V3
Policy owner:	Head of Business Support
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Approved by HMWT Council on:	26 February 2015 (meeting C/249)
Signed:	
Print name:	Mike Master
Position:	Chairman
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Reviewed:	March 2022
Amendments:	Reviewed – updated job titles – and put into new template

1 POLICY STATEMENT

- 1.1 The Herts & Middlesex Wildlife Trust (HMWT) is committed to enabling safe and supported access for a range of audiences to our sites and activities in a range of settings including: nature reserves, community areas and on private land.
- 1.2 This document is based upon the following principles:
- A vulnerable adult is someone aged 18 or over: Who is, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
 - Safeguarding is the work we do to minimise and manage risk to adults who may be vulnerable.
 - Vulnerable people of any age have a right to be protected from abuse.
 - Vulnerable people of any age are considered to be abused or at risk of abuse when their basic needs are not being met, which includes neglect, and physical, emotional, financial or sexual abuse.
 - Abuse can involve vulnerable people of all ages, abilities, cultures, religions and social backgrounds.
- 1.3 Vulnerable adults have a right to be safely cared for, and parents and carers need to have confidence that the voluntary organisation to which they entrust their dependents will provide safe care. HMWT is committed to taking all reasonable steps to ensure the health, safety and welfare of everyone involved in its activities, regardless of age, disability, gender, sexuality, ethnicity, religion and cultural or socio-economic background. HMWT's activities include: work experience/volunteer placements, participation in volunteer groups, education

and community events.

2 PROCEDURE

2.1 The policy will be implemented through:

- Providing clear, accessible procedures for staff and volunteers to follow, to protect vulnerable adults.
- Ensuring staff and volunteers in a lead role are properly informed, supported, managed and trained, and are DBS checked as appropriate.
- Taking all reasonable steps to ensure the health, safety and welfare of any vulnerable adults in contact with HMWT.
- Taking all reasonable steps to prevent a staff member, volunteer or member of the public from putting a vulnerable adult in a situation where there is an unreasonable risk to their health and safety, or risk of physical, emotional or sexual abuse.
- Adhering to consistent and appropriate recruitment, ensuring staff and volunteers working frequently with vulnerable adults are carefully selected through safe recruitment and selection procedures.
- Monitoring and reviewing policies and procedures relating to vulnerable adults, keeping them up to date and accessible.
- Having a designated member of staff for safeguarding. The Head of Business Support fulfils the designated Safeguarding Officer role.
- Staff/volunteers will report to the Safeguarding Officer any evidence or reasonable suspicion that a vulnerable adult has been physically, emotionally or sexually abused.

2.2 The Safeguarding Vulnerable Adults Policy will be reviewed on a regular basis and updated where necessary. All staff and volunteers will be informed when it has been reviewed and updated. All other procedures and codes of practice relating to working with vulnerable adults will be reviewed annually, keeping them up to date and accessible. A review of this Policy may also be instigated following a change in regulations.

2.3 All staff and volunteers will be made aware of the Safeguarding Vulnerable Adults Policy and supporting Procedure. The Policy and Procedure will be included in all new staff inductions, and staff and volunteers who frequently work with vulnerable adults will receive adequate/relevant training.

2.4 Staff and volunteers should refer to the HMWT Safeguarding Vulnerable Adults – Procedure. This covers:

- Code of conduct for all staff and volunteers
- Recruitment
- Training
- Communications with vulnerable adults
- Working with vulnerable adults
- What to do if abuse is suspected or reported