

## **Adult Protection Policy**

STIKLINGS C.I.C. (Stiklings) is committed to ensuring a safe and supportive environment for all students and staff. This policy sets out Stiklings responsibilities and approach to protecting adults at risk of harm as defined in the Adult Support and Protection (Scotland) Act 2007.

The purpose of this guidance is to ensure that staff and students are aware of their roles and responsibilities with regard to the protection of adults at risk of harm. This guidance should be read in conjunction with Stiklings Policies.

Where it is known or believed by a member of staff or student at Stiklings that someone is an adult at risk of harm, Stiklings has a responsibility to act to protect that person by reporting facts and circumstances of the concern to the relevant local authority and to assist with any adult protection inquiries or investigations undertaken by local authority officers.

All staff and students have an obligation to act in accordance with this policy if they know or believe that a person is an adult at risk of harm.

This policy sets out the procedures to be followed when such concerns arise or when an adult at risk discloses that they are being harmed.

### **Adult at risk of harm**

An adult at risk is a person aged 16 years or over who: is unable to safeguard themselves, their property, their rights or other interests; is at risk of harm; and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than others who are not so affected.

All three elements of this definition must be met for a person to be considered an adult at risk and for action to be taken under Adult Support and Protection processes.

It is important to note that: Where an adult is unwilling rather than unable to safeguard themselves they may not be considered an adult at risk. The presence of a particular condition does not automatically mean that an adult is an adult at risk. A person's abilities can fluctuate and change over time and it is the whole of a person's particular circumstances which can combine to make them more open to harm than others. People should not therefore be subject to 'once and for all' categorisation as adults at risk.

**We are committed to reviewing our policy and good practice annually.**

## **Harm**

- ★ Harm includes all harmful conduct and in particular: Conduct which causes physical harm Conduct which causes psychological harm (e.g. by causing fear, alarm or distress)
- ★ Unlawful conduct which appropriates or adversely affects property, rights or interests (e.g. theft, fraud or extortion) Conduct which causes self-harm.
- ★ Conduct includes neglect and other failures to act and also actions which are not planned or deliberate but have harmful consequences.

## **Risk**

Risk refers to a situation or behaviours that present a real or potential threat of harm to a person's health, development, safety or wellbeing. This can be where another person's conduct is causing or is likely to cause harm, or where an adult at risk is engaging in, or is likely to engage in, conduct which causes, or is likely to cause, self-harm.

## **Key principles in Adult Support and Protection**

- ★ Any action taken by Stiklings in relation to adults at risk of harm will be guided by the overarching principle that any intervention should provide benefit to the individual.
- ★ Stiklings will ensure that: The wishes and feelings of the adult at risk are taken into account. The adult at risk is provided with relevant information and support to enable them to participate as fully as possible in any referral process. The adult at risk is not treated less favourably than another adult in a comparable situation.
- ★ The abilities, background and characteristics (including their age, sex, sexual orientation, religious or philosophical belief, race, ethnicity and cultural and linguistic heritage) are taken into account.

## **Disclosure and concerns**

In all cases the person with reason for concern about an adult at risk, or to whom a disclosure of harm is made, must adhere to the following procedure:

- ★ Report their concern as soon as possible to the Safeguarding officer.
- ★ Record the disclosure or nature of the concern clearly and accurately using the safeguarding or incident reporting form.
- ★ Deliver the completed reporting form to a Safeguarding officer within twenty four hours of the disclosure or concern arising or earlier if the risk of harm is immediate.
- ★ Everyone has a responsibility to report safeguarding concerns.
- ★ Where there is uncertainty regarding the relevance of this policy to the adult concerned, the Safeguarding officer should seek advice from the specific county government safeguarding protection team. (Stiklings has compiled a list of contacts)

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## **Confidentiality and Information Sharing**

Sharing information appropriately is an essential aspect of supporting and protecting adults at risk and must be relevant, necessary and proportionate to the circumstances at all times.

- ★ All information relating to the support and protection of adults at risk will be stored and shared securely in line with Stiklings GDPR Policy.

## **Allegations against a member of Stiklings staff or student**

- ★ If an adult at risk alleges that a member of staff has caused them harm the procedure set out in this policy must be followed immediately.
- ★ Where an allegation is made about a Stiklings staff member/volunteer/manager/director the completed reporting template should be hand delivered directly to the Safeguarding Officer.
- ★ In any such case, Stiklings will consider any action required in line with the Code of Conduct for Staff and Volunteers policy.
- ★ An employee against whom an allegation is made will be suspended without prejudice and further actions will be taken where necessary.

## **Reporting**

Reporting any incidence of safeguarding will be done on our safeguarding reporting form, which will be reviewed by a Director;

<https://docs.google.com/document/d/1v9vePLOAuDBGqvG9nVF2WhspUv-UDxA9/edit?usp=sharing&ouid=108462918847050899100&rtpof=true&sd=true>

We also have an anonymous reporting form on our website for People to fill in if they feel they cannot voice their concerns in person. This is all directed straight to our Safeguarding officer; <https://www.stiklings.com/ourpolicies>

## **Contact details**

Designated Safeguarding Coordinator

Name: Georgina Disney

Phone: 07527479187

Email: [ginadisney@hotmail.co.uk](mailto:ginadisney@hotmail.co.uk)

Designated Safeguarding Deputy

Name: Julia Cormack

Phone: 07546683950

Email: [jules@stiklings.com](mailto:jules@stiklings.com)

Designated Safeguarding Lead

Name: Peter Duncan

Phone: 07771637357

Email: [pete\\_cotrain@yahoo.co.uk](mailto:pete_cotrain@yahoo.co.uk)

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