

CHRIST THE KING, BATTYEFORD

LUNCHEON CLUB

**Safeguarding Policy**

**January 2017**

**Christ the King Luncheon Club** is committed to safeguarding and promoting the welfare of adults at risk, engaged in the breadth of its activities.

The purpose of this Policy is to outline the duty and responsibility of staff, volunteers, Management Committee members and (where applicable) trustees working on behalf of **Christ the King Luncheon Club** in relation to the protection of adults at risk from abuse.

All adults have the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation.

The key objectives of this Policy are:-

- To explain the responsibilities of **Christ the King Luncheon Club** that its staff, volunteers, Management Committee members and trustees have in respect of protecting adults at risk.
- To provide staff, volunteers, Management Committee members and trustees with an overview of Adult Safeguarding (protection).
- To provide a clear procedure that will be implemented where adults at risk safeguarding issues arise.

### **Protection of Vulnerable Adults**

If a person discloses that they have been abused or if there is suspicion that someone has been abused the organisation will:-

- Listen to the person telling you about the abuse.
- Ensure the safety of the users of the group.
- Report the abuse via the appropriate channels.

See the enclosed leaflet which supports this Policy document giving guidance for members of staff, Management Committee members, volunteers and group members on their specific roles and responsibilities.

### **Human Rights**

There is a duty placed on public agencies under the Human Rights Act (1998) to intervene to protect the rights of citizens. These rights include Article 2 'The Right to Life'; Article 3 'Freedom from Torture' (including humiliating and degrading treatment); and Article 8 'Right to Family Life' (one that sustains the individual).

Intervention should not be arbitrary or unfair, must have a basis in law and be necessary to fulfil a pressing social need.

### **Capacity**

In accordance with the Mental Capacity Act (MCA) 2005, public agencies work from a presumption of mental capacity unless a person's apparent comprehension of a situation gives rise to doubt. It is the right of adults who have capacity to make their own choices, irrespective of how unwise we consider that decision to be.

However, where:-

1. A crime is suspected, *or*
2. Allegations involve a member of staff, paid carer, volunteer, or there is a risk of serious harm to that person or any other adult at risk, then relevant agencies should be informed and allegations must be investigated, whether the alleged victim is willing to take an active part in the process or not.

Where adults lack the capacity to safeguard themselves, other people will need to make those decisions, and to ensure that this is done appropriately, the following agencies should be asked to help the group:-

### **Help**

Social Services (Adults)	Gateway to Care 01484 414933
Police Contact	Vulnerable Victims Team – 01924 206309 <i>or</i> 01924 206349
Community Partnerships	01484 225142

Information can also be found at [www.kirklees.gov.uk/safeguarding](http://www.kirklees.gov.uk/safeguarding)

### **Information Sharing**

Even if there is no legal requirement to obtain consent before sharing information, it is often good practice to do so. The emphasis throughout this Policy is on obtaining the informed consent of the person to share information at the first point of contact.

The information exchanged under this Policy will only be used for Safeguarding Adults purposes and where it meets these conditions:-

- A criminal offence has taken place
- It may prevent crime
- The alleged victim is at risk of harm
- Staff, volunteers, other service users, or the general public may be at risk of harm
- For early intervention and identification of abuse
- For investigations under Safeguarding Adults procedures.

### **Reporting**

Any allegation or suspicion of abuse must be taken very seriously and reported immediately to the Chair, Treasurer or Secretary of the Group. If the Group is concerned that abuse has taken place it should refer the case to Gateway of Care without delay (contact details given above).

### **Review and Revision Arrangements**

This Policy will be reviewed annually at the Annual General Meeting and each time there is a new member of the Management Committee, they will need to read this Policy as part of their induction and where appropriate attend Safeguarding Awareness Training.

**Record Keeping**

Formal procedures will be recorded by the agencies involved and the organisation should be very clear about why they are keeping any records at all. If records are kept they should be factual, accurate, concise and clearly written in black ink, with a legible date, time and signature. Keeping the records confidential is an extremely serious matter and a safe place to keep them should be agreed by the Management Group.

Safeguarding Policy adopted on the ..... 2017

Signed: .....

Date: .....

Name Printed: .....

Position in Organisation: .....

Signed: .....

Date: .....

Name Printed: .....

Position in Organisation: .....