

## Mapping for Change CIC - Safeguarding Vulnerable Adults Policy and Procedure

This policy demonstrates Mapping for Change CIC's commitment to safeguarding vulnerable adults who may participate in its activities. It outlines the organisation's responsibility to act appropriately when allegations, reports, or suspicions of abuse arise.

Although not all Mapping for Change staff will work directly or unsupervised with vulnerable adults, it is critical that all employees, volunteers, and management understand the policy, are aware of appropriate behavioural boundaries, and adhere to the established procedures to prevent and report abuse.

This policy applies to all individuals working on behalf of Mapping for Change CIC, including:

- Managers and management committee members
- Paid staff and sessional workers
- Volunteers and agency staff
- Students and anyone representing Mapping for Change CIC

For the purposes of this policy, vulnerable adults are defined as:

- Individuals aged 18 or over
- Receiving or needing community care services due to learning, physical, or mental disabilities, age, or illness
- Those unable to protect themselves from significant harm or exploitation due to their circumstances

Mapping for Change will:

- **Promote the freedom and dignity** of those experiencing or at risk of abuse
- **Advocate for the rights** of all people to live free from abuse and coercion
- Ensure the **safety and well-being** of those unable to decide how they want to respond to abuse
- **Manage services** in a way that prioritises safety and prevents abuse
- Provide **effective management** for staff and volunteers through supervision, support, and training to ensure awareness of safeguarding responsibilities

All Mapping for Change staff, volunteers, management, and representatives will:

- Treat all individuals with **respect** and due regard to cultural differences
- Act as **appropriate role models** and set a positive example for others
- **Challenge unacceptable behaviour** such as bullying, ridiculing, or cyberbullying, and refuse to tolerate abusive activities
- Provide **constructive feedback** and avoid negative criticism during activities
- Be cautious in their use of language, behaviour, and terminology, avoiding comments or actions that may be interpreted as inappropriate or sexual in nature
- Take particular care when discussing **sensitive issues** with vulnerable individuals

Abuse can take many forms and can have long-lasting effects on an individual's development, health, and well-being. According to the **Care Act 2014**, the following types of abuse may raise safeguarding concerns:

- **Self-neglect:** Neglecting personal hygiene, health, or surroundings, including hoarding behaviour.
- **Modern Slavery:** Includes slavery, human trafficking, forced labour, and domestic servitude.

- **Domestic Abuse and Coercive Control:** Psychological, physical, sexual, financial, and emotional abuse, including 'honour-based violence'.
- **Discriminatory Abuse:** Discrimination based on race, gender, disability, or any protected characteristic under the Equality Act.
- **Organisational Abuse:** Neglect or poor care practice within institutions, hospitals, care homes, or home care settings.
- **Physical Abuse:** Hitting, slapping, pushing, kicking, misuse of medication, or inappropriate sanctions.
- **Sexual Abuse:** Rape, sexual harassment, inappropriate touching, and non-consensual acts.
- **Financial or Material Abuse:** Theft, fraud, coercion regarding finances, or misuse of property or benefits.
- **Neglect:** Failing to meet basic care needs, provide medical attention, or ensure proper nutrition and warmth.
- **Emotional or Psychological Abuse:** Threats, intimidation, humiliation, controlling behaviour, and isolation.

Other forms of abuse relevant to safeguarding include:

- **Cyber Bullying:** Using technology to harm, damage, or isolate another person through online means.
- **Forced Marriage:** Marriage without consent or against an individual's will, which is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014.
- **Mate Crime:** Exploitation of vulnerable individuals by people who befriend them with ill intentions.
- **Radicalisation:** Encouraging vulnerable individuals to adopt extremist views or beliefs.

It is not the role of Mapping for Change employees or volunteers to determine whether abuse has occurred—that is the remit of Social Services. However, staff and volunteers must report any concerns about vulnerable adults to the appropriate authorities.

Mapping for Change will:

- Act in accordance with its **confidentiality policy**, usually seeking permission from the adult before sharing information with other agencies
- **Inform individuals** that if a person is in danger, a child is at risk, or a crime has been committed, a decision may be made to share information without consent
- Pass information to the **Independent Safeguarding Authority** if more than one individual is at risk, or if concerns relate to a worker or organisation providing services to vulnerable adults
- Report any incidents where a vulnerable person is accidentally hurt during an activity to the activity coordinator and, if necessary, their support worker
- Fulfil its **legal obligation** to remove anyone who has caused harm, or poses a risk of harm, to vulnerable adults
- Stay informed of **national developments** regarding safeguarding vulnerable adults

If you have a concern, or if someone raises concerns with you:

- **Do not decide on your own** whether abuse has occurred—it is your responsibility to report concerns, not determine their validity
- If someone is in **immediate danger**, call 999 without delay
- A **Safeguarding Lead** will be appointed for all Mapping for Change projects, and all staff and volunteers will be informed of their contact details at the start of activities

- If you have concerns or are informed of abuse, report this to the designated Safeguarding Lead immediately. If the Safeguarding Lead is implicated, report to the CEO of the lead organisation
- Always strive to **Make Safeguarding Personal**, considering the adult's wishes and involving them in decisions where possible, but inform them that concerns must be reported
- Keep the person informed about decisions and actions taken and consider their needs and wishes throughout
- **Document your concerns** as soon as possible
- Make a note of what the person has said, using their own words, and submit an **Incident Form** to the Safeguarding Lead
- Keep the person informed and ensure that safeguarding concerns are discussed with the adult. Obtain their view on what they would like to happen but inform them that the concern must be reported
- Clearly differentiate between **fact, observation, allegation, and opinion** to ensure that information is accurate
- **Maintain confidentiality** at all times, sharing information only with the Safeguarding Lead and those on a need-to-know basis
- If the concern is urgent and relates to immediate safety, contact the **emergency services** immediately

This policy will be reviewed annually or following any significant changes in law or safeguarding practices. Mapping for Change CIC is committed to staying current on safeguarding issues and ensuring the safety and dignity of vulnerable adults in its care.

This policy was last reviewed 19 September 2024

mapping for change