

# VULNERABLE ADULTS POLICY WADO-UK

Chikara Wado Ryu Karate Club



# **1 Vulnerable Adults Policy**

## **1.0 Introduction**

At Chikara Wado Ryo Karate Club (WADO-UK) we believe that the safety and welfare of vulnerable adults is of the utmost importance. It is the duty of all staff, volunteers, coaches and other club members to protect each vulnerable adult from abuse and to be alert to the possibility of abuse.

The following policy and procedures have been adapted by the child/adult welfare officer and has been based on Merton's multi-agency 'No Secrets' policy and procedures.

## **2.0 Definitions**

Vulnerable adults are people aged over 18 who are in need of care and unable to protect themselves because of:

- A mental or learning disability
- A physical disability
- Age or illness

## **3.0 People who abuse are:**

- Often well known to their victims but can be strangers
- Might be a relative, partner, son or daughter, friend or neighbour, a paid or voluntary worker and or health or social worker.
- Could be another vulnerable adult or service user
- May not realise they are abusing and can sometimes act out of character and abuse because of the stress of caring

## **4.0 Abuse can take place in a wide range of settings such as:**

- The vulnerable adults own home
- A carer's home
- A day centre
- A care home
- A hospital
- The work place
- Sports changing rooms
- Educational settings such as schools and out of school activity areas

## **5.0 Recognition**

The most common types of abuse are:

- **Physical abuse:** this is usually the use of force to cause pain and injury. Signs might include burns, bruising, scratches or accidents that cannot be explained. It also includes the misuse of medication and forcing someone into a caring home against their wishes.
- **Neglect:** this is when a vulnerable adult does not have their basic needs met such as adequate food, warmth or personal hygiene issues. Signs might include deteriorating health or change of mood and appearance.
- **Financial Abuse:** this is when a vulnerable adult is exploited for financial gain. Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.
- **Sexual Abuse:** this includes rape and sexual assault or sexual acts which the vulnerable adult has not or could not consent to or was pressured or manipulated into doing so. Signs can be changes in behaviour and physical discomfort.
- **Psychological Abuse:** this might be emotional abuse such as threats of harm or abandonment, enforced isolation, blaming or controlling behaviour or racial insults. Signs may be fear, confusion or disturbed sleep.
- **Discriminatory Abuse:** this includes any sort of abuse based on vulnerable adult's race, gender or impairment such as their mental or physical health.
- **Institutional Abuse:** this is poor professional practice including neglect and can take the form of isolated incidents right through to ill treatment or gross misconduct.

## **6.0 Action to be taken**

- It is the responsibility of all staff to report abuse to the child/adult welfare officer.
- If the vulnerable adult is in danger, first ensure they are safe and if immediate help is needed contact the child/adult welfare office, if there is a risk of immediate danger call the relevant emergency

service on 999. They follow the detailed reporting procedure set out below.

- A worker from the Hull City Council or East Riding Yorkshire Council social services team will then arrange an investigation that involves other agencies who work with vulnerable adults.
- Action will be taken to ensure the vulnerable adult is safe and protected in the future.
- Staff, coaches, volunteers who abuse will be dealt with through WADO-UK's disciplinary procedure policy.
- Where a criminal offence has been committed the police will always be informed.

## **7.0 Reporting procedures for cases of alleged or suspected abuse**

- Only ask the person/s sufficient questions to establish what has happened i.e. accident or possible abuse.
- If danger exists ensure the person and any other vulnerable adult are protected.
- If the person is seriously injured seek immediate medical attention treatment calling 999 for an ambulance and police.
- Immediately report the incident to the welfare office and to the health and safety officer (if applicable). Ensure WADO-UK adhere to current policies such as the Health and Safety Policy. The welfare officer will decide whether social services should be involved or if the incident should be monitored. It will also be the duty of the welfare officer to inform parents, carers and the police of the incident should it be relevant.
- Be careful not to destroy or contaminate evidence.
- As soon as possible detailed notes should be made. Documentation is vital and as it could be used as evidence at a later date for use in criminal proceedings. A medical note would be advantageous.
- If the suspected abuser is associated with WADO-UK the matter will be dealt with through WADO-UK's disciplinary procedure.

## **8.0 Confidentiality**

Our children and vulnerable adults have the right to expect that all staff, volunteers, coaches etc. will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those who 'need to know' should be privy to it.

## **9.0 Safe recruitment Procedure**

All staff and volunteers working directly with children and vulnerable adults are required to have an enhanced CRB (Criminal Records Bureau) check before commencement of work or placement thus required to fill out a CRB application form and produce sufficient evidence as to their identity. This information is witnessed by the designated person responsible.

# Declaration

On behalf of **WADO-UK** we, the undersigned, will oversee the implementation of the Vulnerable Adults Policy and take all necessary steps to ensure it is adhered to.

**Signed:**

(n.b. One of the signatories should be the Welfare Officer)

**Name:**

**Name:**

**Position within WADO-UK:**

**Position within WADo-UK:**

**Date:**

**Date:**