

# KGV MEMORIAL PLAYING FIELDS

At the heart of the community



## The Friends of KGV Limited (KGV) Adult Safeguarding Policy and Procedures January 2022

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## 1. INTRODUCTION

KGV is a public sports and community centre welcoming all members of the community to use the facilities. It provides community rooms and grass and 3G pitches, which are available for the public to hire. There is also a daytime café and bar which welcome all members of the public. Surrounding the grounds, there is a public nature trail.

KGV is committed to creating and maintaining a safe and positive environment to protect adults at risk with whom it works alongside.

The KGV adult safeguarding policy and procedures apply to all individuals who are involved with KGV.

KGV will also encourage and support partner organisations, including clubs, associations and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this adult safeguarding policy and procedures.

The policy statement and procedures have been drawn up in order to enable KGV to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring in at risk adults.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring

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## 2. PRINCIPLES & AIMS

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice.
- KGV will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected. We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.
- Safeguarding adults is everyone's responsibility. We all have a shared responsibility to ensure the safety and wellbeing of all adults and will act appropriately and report concerns whether these concerns arise within KGV or in the wider community.
- All allegations will be taken seriously and responded to quickly, as detailed in this policy.
- KGV recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with local safeguarding procedures.
- KGV recognises that it is the circumstances that adults find themselves in that makes them more vulnerable to abuse, expects adults to be central to the decision-making process and makes the adult's welfare and wellbeing the primary consideration in any decision making.
- Wherever possible safeguarding concerns should be discussed with the adult to get their view of what they would like to happen, and they should be involved in the safeguarding process, giving their consent to share information outside of the organisation where necessary. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity. People should be given information in formats that they understand, to be able to make decisions.

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## 3. POLICY STATEMENT

This policy will enable KGV to demonstrate its commitment to keeping safe the adults at risk with whom it works alongside.

KGV acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

This policy and the following procedures applies to all staff, including directors, trustees, paid staff, volunteers and anyone working on behalf of KGV. It is in place so that all staff, volunteers and users of the facilities can work together to prevent abuse and know what to do in the event of abuse.

This policy and the following procedures relate to the safeguarding of adults at risk, defined as:

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who, on account of the above, may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation

It is acknowledged that significant numbers of adults at risk are abused and it is important that KGV has an Adult Safeguarding Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, KGV will:

- Promote the freedom and dignity of the person who has or is experiencing abuse
- Promote the rights of all people to live free from abuse and coercion
- Ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- Manage services in a way which promotes safety and prevents abuse
- Recruit staff and volunteers safely, ensuring all necessary checks are made
- Provide effective education for paid staff and volunteers through training
- Will ensure that all directors, trustees, staff, volunteers and users are familiar with this policy and procedures

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- Work with other agencies within the framework of the Committee for Health and Social Care (HSC) multi-agency Adult Safeguarding Policy and Procedures
- Act within its confidentiality policy and will aim to gain permission from service users before sharing information about them with another agency, unless to do so would put them at further risk of harm.
- Pass information to the HSC Adult Safeguarding Manager, Safeguarding Unit, Perruque House, Castel, including when more than one person is at risk.
- Should abuse be suspected, a person be in danger or a crime has been committed, that person will be informed that a decision may be taken to pass information to another agency without the service user's consent
- Make a referral to the HSC Adult Safeguarding Manager as appropriate
- Endeavor to keep up to date with island wide developments relating to preventing abuse and welfare of adults
- Ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant agencies (Police/ HSC Adult Community Services/ HSC Safeguarding Unit

The Designated Named Person (DNP) for Adult Safeguarding at KGV is:

Debbie Hunter (General Manager)

[debbie@kgv.gg](mailto:debbie@kgv.gg)

07781 430 331

They should be contacted for support and advise on implementing this policy. In the event that this person is unavailable or is implicated in this case, then contact the deputy adult safeguarding person:

Mark Latter (Director)

[mark@kgv.gg](mailto:mark@kgv.gg)

07911 722 145

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## 4. PROCEDURES

These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by KGV or held by other organisations using the KGV facilities. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. KGV is committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all paid staff, Directors, Trustees and volunteers act appropriately in response to any concern around adult abuse.

### i. TYPES OF ABUSE OR NEGLECT

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

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## ii. SIGNS AND INDICATORS OF ABUSE AND NEGLECT

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organisation who a participant comes into contact with or other participants, workers or volunteers may suspect that an adult is being abused or neglected outside of the organisation's setting.

There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant is missing sessions and is not responding to reminders from organisers.
- Someone losing or gaining weight, showing an unkempt appearance or a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group of people or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassment of a participant because they are or are perceived to have protected characteristics.

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### iii. WHAT TO DO IF YOU HAVE A CONCERN

The Designated Named Person (DNP) for Adult Safeguarding at KGV is:

Debbie Hunter (General Manager)

[debbie@kgv.gg](mailto:debbie@kgv.gg)

07781 430 331

They should be contacted for support and advise on implementing this policy. In the event that this person is unavailable or is implicated in this case, then contact the deputy adult safeguarding person:

Mark Latter (Director)

[mark@kgv.gg](mailto:mark@kgv.gg)

07911 722 145

The DNP is responsible for training staff on what to do if they have a concern, to ensure concerns are acted on, to follow up any referrals, ensure confidentiality, make amendments to adult safeguarding process as needed and provide support to people who report abuse. KGV will ensure that the Designated Named Person and other members of staff, directors, trustees and volunteers have access to training around Adult Safeguarding. And they will be responsible for an annual review of this policy.

#### **If you want to take action:**

- It is not your responsibility to decide whether an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 01481 725 111 or emergency services (if medical attention is required) on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the KGV Designated Named Person or, if they are implicated then report to the deputy KGV Designated Named person. And if necessary, they would then be responsible for contacting the HSC Adult Safeguarding Manager on 01481725241 to complete a Raise a Concern form.



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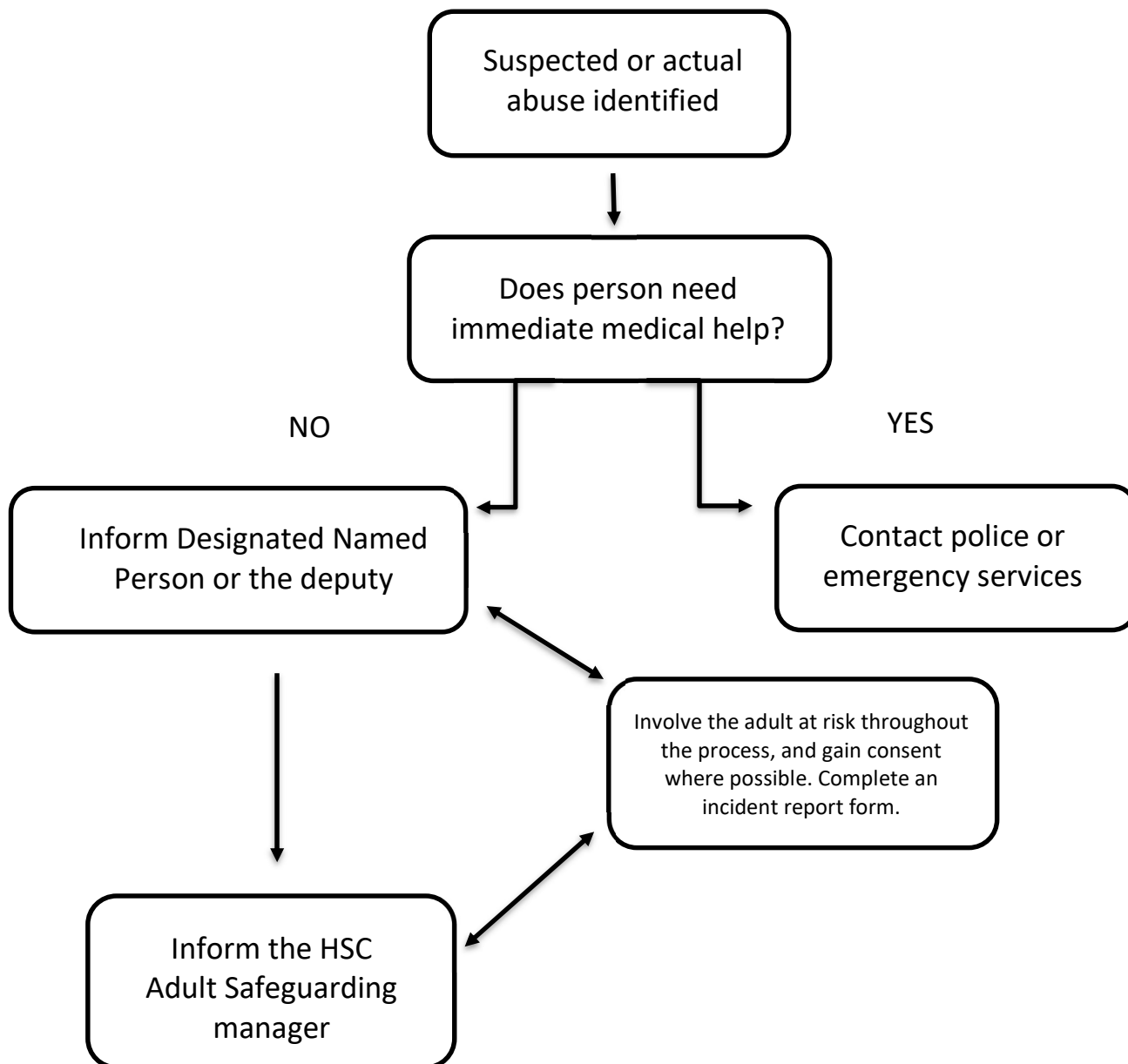
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- Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer. When speaking to the adult it is recommended that you reassure the person concerned, listen to what they are saying whilst remaining calm and don't promise to keep it a secret. Inform the adult of what actions you intend to take.
- Make a note of what the person has said using his or her own words as soon as practicable.
- Complete an Incident Form and submit to the KGV DNP. Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate. Be mindful of the need to be confidential at all times, this information must only be shared with your Welfare Officer and others on a need to know basis.
- The information that is recorded should be kept secure and comply with Guernsey Data Protection Law 2017



## iv. SAFEGUARDING ADULTS FLOWCHART



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## v. IMPORTANT CONTACTS

### Guernsey Police:

Phone: 01481 725 111

(ask for protection unit)

### HSC Adult Safeguarding Manager

Phone: 256923 or via the hospital switchboard 725 241

Available Monday- Friday 8.45-17.00

Alerts may be emailed to: [PerruqueHouseAdmin@gov.gg](mailto:PerruqueHouseAdmin@gov.gg)

## vi. GOOD PRACTICE GUIDELINE

**The following are good practice guidelines, specifically recommended toward personnel who work regularly at KGV with vulnerable adults:**

### **Good practice means:**

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all persons with respect and dignity.
- Always put the welfare of each person first, before achieving goals or winning.
- Maintain a safe and appropriate distance
- Ensure that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances.
- At risk adults should be consulted, and their agreement gained.
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.
- Ask for permission to use an image of a person.
- Hirers and users alike need to be aware that facilities such as toilets might be shared with other groups/users and that appropriate supervision/arrangements should be made.