

## Leith Festival Association

### Safeguarding Of Vulnerable Adults

Implemented	Written By	Approved by board
March 2018	Jai Adami	March 2018

#### Revisions

Review Date	Revisions	Reviewed by
11/03/2026	<p>Updated definition of vulnerable adult as per Adult Support and Protection (Scotland) Act 2007</p> <p>Corrected reference to Pilmeny Development Project to Leith Festival Association.</p> <p>Minor formatting edits</p>	Barbara Kerr

## **Introduction**

For the purposes of this policy, the definitions of a vulnerable adult are taken from Section 53 of the Adult Support and Protection (Scotland) Act 2007

- an 'adult' means a person aged 16 years or over.
- Section 3(1) defines an 'adult at risk' as someone who meets all of the following three-point criteria:
  - they are unable to safeguard their own well-being, property, rights or other interests;
  - they are at risk of harm; and
  - because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.

All paid workers, volunteers and members of the board can play an important part in promoting the safeguarding, safety and protection of vulnerable adults with whom the organisation works.

The aim of the policy is to ensure that any vulnerable adults are protected and kept safe from harm while they are employed by, volunteering for, or otherwise using services of Leith Festival Association.

## **Recruitment, Selection & Training of Paid Workers & Volunteers**

1. LFA will ensure that its recruitment and selection procedures will take account of the need to protect vulnerable adults. Two references will be taken up for all successful candidates prior to a formal offer of employment, and where appropriate, referees will be asked to comment on the applicants suitability to work with vulnerable adults and/or young people.
2. Where relevant to the post, the successful applicant will be asked to agree to an appropriate Disclosure Scotland (PVG) check. Disclosures will be requested prior to the applicant taking up post.
3. Induction for new paid workers and volunteers will include information on all relevant policies and procedure, including the safeguarding of vulnerable adults and ongoing training will be provided if necessary.
4. All paid workers and volunteers will have a designated supervisor who will provide appropriate ongoing support and supervision

## **Reporting Procedure**

1. Abuse of vulnerable adults can take many forms including physical, emotional, sexual and financial. Abuse of power can also lead to bullying, harassment or sexual misconduct involving vulnerable adults. It is not the responsibility of anyone working within Leith Festival Association in a paid or unpaid capacity to decide whether or not abuse has taken place. It is therefore vital that staff raise all cases of suspected or alleged abuse in line with the procedures identified in this policy. It is important to do this as there may already have been concerns expressed by other members of staff and failure to report concerns may put a vulnerable adult at risk.

2. Any disclosure or suspicion of abuse should be reported to the Leith Festival Board or coordinator as soon as possible.
3. The Leith Festival Coordinator, or Chair of the Board as appropriate will gather further information and details by interviewing the person making the report or the service user directly.
4. The Chair of the Board or (Leith Festival Coordinator if so instructed by the Chair) will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as Social Work, referral organisations and the Police.
5. Any notifiable event involving incidents of abuse or mistreatment of vulnerable adults should be reported to OSCR in accordance with their notifiable events procedures.
6. All paid workers and volunteers (where appropriate) of LFA will be familiar with good practice guidelines on the immediate action to be taken following a report of abuse (see appendix 1).
7. Any allegation made against a paid worker or volunteer should be reported to the Chair of the Board who will investigate and take action as per the Grievance Policy. In the event of an allegation being made against the Chair of the Board, this should be reported to the Vice Chair of the Board or their nominated representative.
8. If a disclosure of abuse is made by a service user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for LFA to maintain confidentiality.
9. If a service user of the LFA makes an allegation about another organisation this should be reported to the Chair of the Board who will investigate and take appropriate action.

### **Good Practice**

1. All paid workers and volunteers should be familiar with and adhere to LFA's
2. Guidelines for Good Practice for working with Service Users (see appendix 2)

## **Appendix 1**

The following are guidelines on immediate action to be taken following a reporting of abuse by vulnerable adult.

- React calmly so not to frighten or deter them.
- Re-assure them that you are glad they have told you, and it is not their fault.
- Don't promise to keep it to yourself, at the earliest opportunity remind them of our confidentiality policy and explain what this means.
- Explain that you need to make sure that they will be safe and may have to pass on the information to somebody trusted to deal with it appropriately.
- Listen carefully to what they say and take them seriously.
- Allow them to tell you what happened in their own words.
- It is important to clarify what you have heard, and to establish the basic facts. However avoid leading questions and do not ask them specific questions about explicit details.
- If possible make brief notes during the initial disclosure. explaining to them why you are doing this. If not possible to do at the time, make notes as soon as possible afterwards. All notes should be dated and signed by the staff member or volunteer taking them. The information recorded should include:
  - The nature of the suspicion or allegation
  - A description of any visible injury
  - Dates and times and any other factual information.
  - The distinction between fact, opinion or hearsay.

## **Appendix 2 - Good practice guidelines for working with service users.**

- If it is necessary for a member of staff/volunteer to meet a service user outside of the LFA office, where possible, this meeting should take place in a public place.
- Visiting service users at their home is not encouraged, but it is recognised that in certain circumstances it may be unavoidable. In the event of a paid worker/volunteer visiting a service user at home they must ensure that another member of staff knows where they are going and what time they are expected to be back.
- Service users should never be given access to the home address or telephone number of any volunteer or paid worker of LFA. Service user's contact details should never be disclosed to anyone outside of LFA without their explicit consent.
- No paid worker or volunteer should be alone in the office with a service user. If a paid worker or volunteer is meeting a service user outside of normal office hours they must ensure that another paid worker or volunteer will remain in the office until the meeting is finished