

### 1. Introduction

Moorland Road Community Library (the Organisation) is committed to supporting the rights of adults at risk to ensure they are protected from abuse and to act promptly when dealing with allegations or suspicions of abuse.

Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. Concerns that someone is being abused is treated as a top priority. Doing nothing is not an option.

Included in this policy are the following appendices:

Appendix 1: Flowchart showing process to follow if concerns are aroused

Appendix 2: Incident Reporting Form

### 2. Who may be vulnerable to abuse?

The definition for vulnerable adults is people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people. This includes people –

- With learning difficulties
- With physical disabilities
- With sensory disabilities
- With mental ill health
- With brain injuries
- With a drug or alcohol dependency
- With dementia
- Who are frail due to their age

### 3. What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people. Abuse may be single or repeated acts. It can be: -

- **Physical abuse** – for example hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- **Psychological Abuse** – including emotional abuse, threats of harm, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- **Financial** – including the illegal authorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- **Sexual** – such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

- **Discriminatory** – including racist or sexist remarks or comments based on a person’s disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes a failure to ensure the necessary safeguards are in place to protect adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.
- **Domestic Abuse** - incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse by someone that can be a partner or family member, regardless of gender or sexuality.
- **Neglect and acts of omission** – including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

#### **4. Our Commitment**

To safeguard adults who are experiencing, or at risk from, abuse, the Organisation is committed to:

1. Recognising abuse of vulnerable adults where it is occurring. Volunteers are trained in safeguarding of adults.
2. Responding effectively to any circumstances giving grounds for concern, or where formal complaints or allegations are expressed.
3. Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults.
4. Regularly monitoring and evaluating how our policies, procedures and practices for safeguarding adults are working.
5. Making sure the organisation stays up to date with good practise and the law in relation to safeguarding vulnerable adults.

#### **5. Confidentiality**

The confidentiality of the vulnerable person will be respected wherever possible and their consent sought to share information. The person should be made aware that our Library and volunteers cannot ignore issues around abuse and that action will be taken to help them in as sensitive a manner as possible. The welfare of the individual is paramount.

#### **6. The Procedure (see Appendix 1)**

You think abuse has or may have occurred, or an allegation is made. Act immediately. Use the flowchart in Appendix 1 to help you decide how to act.

It is the responsibility of the person first becoming aware of a situation where there may be a person subject to, or at risk of abuse to: -

##### **Make Safe**

- Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.
- Do NOT discuss the allegation of abuse with the alleged perpetrator.

- If there is an allegation about a volunteer of the organisation, ensure that the allegation is properly managed by reporting the allegation to the Trustees designated as safeguarding officers.

### **Inform**

Tell the designated safeguarding officer(s) immediately or as soon as practical for help in dealing with the issue. Contact the police if it is thought a crime has just been committed.

### **Record**

Record details of the allegation as soon as possible somewhere that can be kept secure. Use the Incident Form for Safeguarding Adults as shown in Appendix 1.

### **Reporting the incident to others**

Call the Organisation's designated safeguarding officers immediately. Call other agencies – such as the Bath and North East Somerset Council Adults Safeguarding Team, and the Police, who will decide what to do next.

### **Record, don't investigate**

It is important that we don't investigate the incident further with the victim, or accuse an alleged perpetrator directly. Simply record the facts as you know them. Leave the investigating to the experts.

### **Keep all records secure**

### **Contact Details:**

#### **Moorland Road Community Library's Designated Safeguarding Officers are:**

Liz Hearn 01225 334621 or 07902 315688

Josh Hale 07507 492575

#### **Bath and North East Somerset Council Adults Safeguarding team.**

0300 247 0201 option 3 (Monday to Friday 8.30am – 5pm)

01454 615165 (Out of Hours – Emergency Duty Team)

**Police – for urgent emergency calls 999**

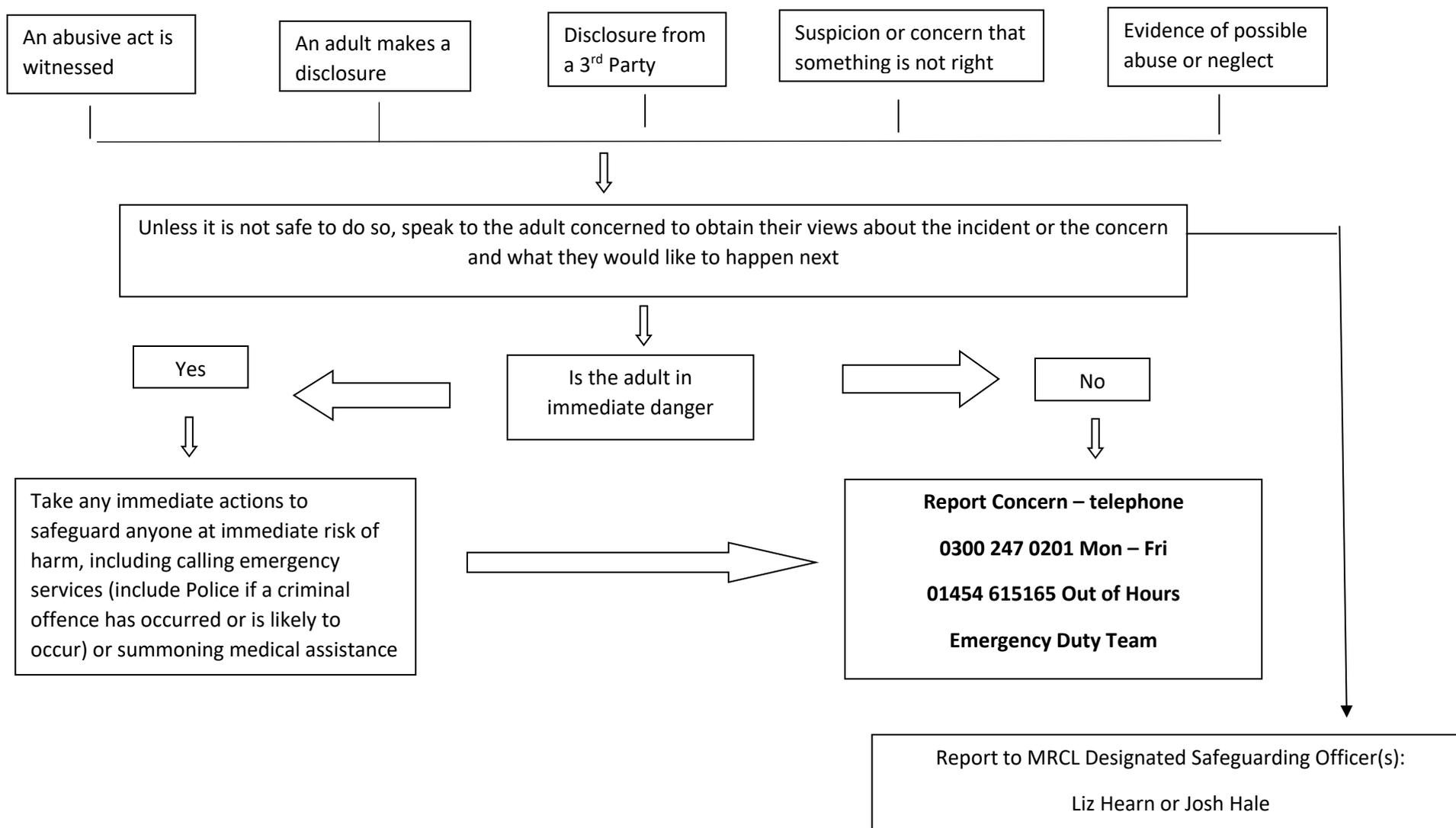
**Police – for non-urgent important calls 111**

**The Trustees of Moorland Road Community Library have approved this Policy.**

**Date: 20<sup>th</sup> February 2022**

**Review Date 20<sup>th</sup> Feb 2024**

**MRCL Process for Safeguarding for Adults**



## MRCL

## Incident Form for Safeguarding Adults.

Name of person completing the form				
Name of person witnessing the incident or disclosure				
Date and time of Incident	Date		Time	
Was the incident reported to the police?	Yes / No	Police Crime number		
Was the incident discussed with the Bath & NES Adults Safeguarding Duty Team?	Yes / No	Date	Name of Duty Manager	
Details of the Vulnerable adult concerned: Name:				
Address:				
Why is the adult considered at risk of abuse?				
Has the adult given consent to make a referral to the adult safeguarding Bath NES team?				
What Happened? Describe the incident and / or the nature of the disclosure – don't investigate, just report what the child or vulnerable adult has disclosed in their words.				
PTO for more				

What next: You need support – contact the Trustee(s) designated as safeguarding officer(s)

**Keep this report in a secure place.**