



VULNERABLE ADULTS POLICY

The Community Active & Wellbeing CIC values and respects vulnerable adults as being a vital part of the organisation and desires to see them thrive in a healthy and safe environment.

The name of the safeguarding officer is Roy Lambert (Safeguarding Lead) and a copy of this vulnerable adults policy will be kept on our website and at the request of agencies.

Purposes

The purpose of Community Active & Wellbeing CIC adult programmes is to offer a safe and welcoming environment with supportive activities where vulnerable adults can grow and be included. Whether this be through Community Active & Wellbeing CIC activities or through other independent groups working in partnership with Community Active & Wellbeing CIC.

Aims

- To provide activities for vulnerable adults that promote independence and wellbeing.
- To enable vulnerable adults to express themselves.
- To assist vulnerable adults in integrating into the community.
- To help vulnerable adults appreciate the diversity of their cultures.

Organisation Community Active & Wellbeing CIC

1. Each vulnerable adult should be formally registered/referred within the group. The information includes an information/consent form which the individual or their carer/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session. An exception to this is if we are running a workshop with a partner agency and they have done this work. In that case we will not need to duplicate it.

2. Attendance register: a register should be kept for each session.

Safeguarding Representative

The Community Active & Wellbeing CIC has appointed a safeguarding representative. If any worker has any adult safeguarding concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for safeguarding issues;
- Keeping a record of any concerns expressed about safeguarding issues;
- Bringing any concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Safeguarding Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for carers/guardians to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed information/consent forms. (If a group information/consent form has not already been completed, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety

- A group of vulnerable adults should not be left unattended at any time.
- Avoid being alone with an individual for a long time. If there is a need to be alone with someone (e.g. first aid or they are distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a vulnerable adult away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).

Safety

1. Make sure that the area you are using for activities is fit for the purpose.
2. Make sure that all workers and assistants know:
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice.

4. Ensure safe transport arrangements, with approved and insured drivers and the use of seatbelts.

New Workers

Workers and assistants are by far the most valuable resource the group has for working with vulnerable adults. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to vulnerable adults until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed by providing appropriate training and guidance;
- A nominated safeguarding representative on the Management Committee.

Training

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

What is safeguarding vulnerable adults?

Safeguarding adults is the response to the different ways in which a person's physical, emotional, financial, or psychological health can be damaged by the actions of another person, neglect, or exploitation.

What you should do

1. Listen to the adult.
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let them know if, and why, you are going to tell anyone.
3. Take whatever is said to you seriously and help the individual to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
4. It is not the role of the worker to investigate any allegations. Any disclosure must be reported to the named safeguarding officer.
5. Speak immediately to the Local Authority Adult Safeguarding Team for further advice and guidance.

What you should *not* do

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- What you are telling me is very important
- This is not your fault
- I am sorry that this has happened/is happening
- You were right to tell someone
- What you are telling me should not be happening to you and I will find out the best way to help you
- Make notes soon after the event. Try to write down exactly what the individual said. Avoid assumptions or conjecture.

Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

In the event of any safeguarding issues staff must contact the safeguarding officer as soon as possible.

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Safeguarding officers contact details:

Name: Roy Lambert

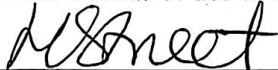
Telephone Number: 07802697466

Email: roylambert@communityactiveandwellbeing.org

This policy was adopted by Community Active & Wellbeing CIC on

Date: 8th September 2025

Signed on behalf of the Management Committee by:



Full Name in Capitals

HAYLEY STREET

The policy has been reviewed by the Management Committee on:

Date: 8th September 2025