



## **Safeguarding Policy**

*“Adult” is used to refer to anyone aged 18 or over, and a “vulnerable adult” is one who is a resident and may be in need of community care services because of frailty, learning or physical or sensory disability, or mental health issues, and who is or may be unable to take care of themselves.*

### **1. Purpose of the Policy**

1.1 To ensure that all adults, regardless of age, disability, gender, sexuality, racial or ethnic origin and religious belief are protected from significant harm or abuse.

1.2 To ensure that the protection and safety of everyone on Hope House site is the responsibility of all directors, trustees, residents, staff or volunteers.

1.3 To ensure that all staff/volunteers in contact with residents take all reasonable measures to minimise the risks of harm to them.

1.4 Where there are concerns about the welfare of vulnerable adults, appropriate actions are taken to address these concerns including referrals to Adult Social Care.

1.5 To facilitate the secure exchange of information between agencies working with vulnerable adults.

1.6 To ensure that all staff/volunteers report any concerns for the well-being of residents, as detailed in this policy.

1.7 To ensure that staff/volunteers remain safe at all times whilst on Hope House site or working off site with residents.

### **2. Responsibilities of Hope House Directors and Trustees**

2.1 Hope House directors and trustees agree to ensure that all those within their organisation who will be in direct contact with residents have Disclosure and Barring clearance and satisfactory references before they begin this contact.

2.2 Hope House directors and trustees will ensure that all those within their organisation who are in direct contact with residents receive training in safeguarding issues every three years, that they understand the importance of reporting any concerns they may have and are clear who to report them to and how.

2.3 Hope House directors and trustees will ensure that a robust system is in place to record any incidents and/or concerns that are raised.

2.4 Hope House directors and trustees will ensure that a robust risk assessment is in place that is annually assessed and updated after any incidents are reported.

2.5 Hope House directors and trustees will ensure that all staff and volunteers in contact with residents have had sight of this policy and the most up to date risk assessment.

2.6 Hope House directors and trustees will appoint a manager with day to day responsibility for ensuring the actions included in this policy are carried out, and one of the directors/trustees will act as a Safeguarding lead.

### **3. Responsibilities of Hope House staff and volunteers**

3.1 Staff and volunteers will ensure they read and understand this Safeguarding Policy and the Hope House risk assessment. Where clarity is needed, staff and volunteers will speak to one of the Hope House directors or trustees.

3.2 Staff and volunteers will attend the safeguarding training they are asked to take part in, at least every three years.

3.3 Staff and volunteers will ensure they have a working mobile phone, which is accessible at all times whilst they are on site at Hope House or elsewhere with residents. They will leave the building immediately if they suspect they are under any threat, and not hesitate to contact the Police if they fear for anyone's safety.

3.4 Where at all possible, staff and volunteers will be present on site in twos or more.

3.5 Staff and volunteers are asked to inform a trusted person when they go to Hope House and inform them as they leave. This will ensure that a trusted person is aware of their whereabouts.

### **4. Responsibilities of Hope House residents**

4.1 On induction to Hope House, residents will be made aware of the terms of their licence and Hope House rules. It is their responsibility to ensure they understand and adhere to them.

4.2 Un-prescribed drugs and all alcohol are prohibited from site.

4.3 All children (anyone under 18 years old) and all visitors are prohibited from site. The only exception will be visitors who have been authorised by the Hope House manager.

4.4 Residents in breach of their licence will be issued with a written warning, if they continue to breach their licence their license will be terminated. Where the behaviour of a resident puts others at risk, their license will be terminated and they will be asked to leave the premises immediately.

### **5. Signposting**

5.1 The Hope House manager will undertake to signpost organisations that may be able to assist with issues preventing a resident from living independently and safely. They will inform residents of such services and, with their agreement, arrange support for them to access what is available if needed.

### **6. Monitoring and Review**

6.1 Hope House directors and trustees will review this policy annually, and additionally, changes will be made as and when situations dictate.