

The Elizabeth Coteman Fund (the Fund) - Safeguarding Policy and Procedures

Section	Status, Policies & Procedures
1. Introduction	<p>The Elizabeth Coteman Fund makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The Fund comes into contact with vulnerable adults through the following activities: (advocacy, befriending and support services). This contact may take place at home, in hospital or the community.</p> <p>Contact with vulnerable adults will be fairly infrequent.</p> <p>This policy seeks to ensure that, in connection with its work, The Fund undertakes its responsibilities with regard to protection of vulnerable adults and responds to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p> <p>Safeguarding is everybody's business – doing nothing is not an option! Equality of access, fair treatment and total respect sit at the heart of this policy.</p>
2. Staff/Volunteers	The Elizabeth Coteman Fund operates from a pool of trustees, volunteers and limited and part-time paid staff
3. Confirmation of reading	All trustees, paid staff and volunteers will confirm, on appointment, that they have read and understood the Safeguarding Policy and Procedures for The Elizabeth Coteman Fund.
4. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
5. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults wherever possible. In contrast, adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse

	<ul style="list-style-type: none"> • Sexual abuse • Emotional abuse • Bullying • Neglect, failure to provide basic help and support, and ignoring needs or requests for help • Financial (or material) abuse <p>Definition of Vulnerable Adults - A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless • Has no, or few, supporting relatives or friends
<p>6. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Trustees have responsibility to ensure that:</p> <ul style="list-style-type: none"> • There is designated 'lead' for safeguarding • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • They respond to concerns they have, or receive, about safeguarding, seriously, swiftly and appropriately • Access to relevant agencies forms part of the policy
<p>7. Implementation</p>	<p>The scope of this Safeguarding Policy is broad ranging and, in practice, it will be implemented in conjunction with other relevant policies and/or best practice – in relation to e.g. data protection, client confidentiality, equal opportunities, staff recruitment, staff training and support, working with partner organisations.</p> <p>Staff, trustees and volunteers will undergo a DBS check.</p>

8. Communications, training/support for staff	<p>The Elizabeth Coteman Fund will give safeguarding a high priority in communications with, and training for, staff</p>
9. Professional boundaries	<p>The Elizabeth Coteman Fund expects staff to protect their own professional integrity and that of the organisation.</p> <p>Professional boundaries are what define the limits of a relationship between a support worker and a client. We expect staff to act professionally at all times and not to develop relations with clients that may compromise proper judgement. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Examples of inappropriate actions or behaviours include:</p> <ul style="list-style-type: none"> • Use of abusive language • Response to inappropriate behaviour/language • Use of punishment or chastisement • Passing on service users' personal contact details • Degree of accessibility to service users (e.g. not providing personal contact details) • Taking family members to a client's home • Selling to or buying items from a service user • Accepting responsibility for any valuables on behalf of a client • Accepting money as a gift/ Borrowing money from or lending money to service users • Personal relationships with a third party related to or known to service users • Accepting gifts/rewards or hospitality from organisation as an inducement for either doing/not doing something in their official capacity • Cautious or avoidance of personal contact with clients • Conflict of interest – staff will be asked to declare any such conflict on appointment
10. Action Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns:</p> <div style="text-align: center;"> <p>Communicate any concerns to a trustee (list at Appendix 1) without delay</p> <p>↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p>↓</p> <p>Discuss with relatives/carers of the vulnerable person.</p> </div>

	<p style="text-align: center;">Obtain permission to make a referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek advice from the social care department at the appropriate local authority if you are concerned about a vulnerable adult. If you can't get through to the local authority, you can call the Care Quality Commission on 03000 616161. You can also email them at enquiries@cqc.org.uk. In those cases where you judge it is necessary/appropriate, contact the police in that area</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Safeguarding Incident Report Form and send a copy immediately to a trustee (available via info@ecfund.org)</p>
<p>11. Allegations Management</p>	<p>(The Elizabeth Coteman Fund recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>Other staff from The Elizabeth Coteman Fund, users of the Fund's services, or their relatives or carers, having concerns about the conduct of a member of the Fund's staff should raise these concerns with a trustee by phone or email (details at the end of this policy).</p> <p>The Elizabeth Coteman Fund may, subsequently, report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf. Otherwise, it will take such disciplinary or corrective action as it deems necessary or appropriate.</p>
<p>12. Monitoring & Governance</p>	<p>All safeguarding issues and/or incidents will be reported to the board of trustees of The Elizabeth Coteman Fund, who will take action and/or amend policy as appropriate.</p>
<p>13. Managing information</p>	<p>Information regarding safeguarding issues or incidents will be recorded and, where appropriate, shared with other agencies in order to increase vigilance and responses where adults may be vulnerable and at risk. All staff must be aware that they cannot promise service users or their families/carers that they will keep secrets.</p>
<p>14. Conflict resolution and complaints</p>	<p>These matters will be reported to, and managed by, the board of trustees, or its nominated lead.</p>
<p>15. Communicating and reviewing the policy</p>	<p>This policy will be monitored by the board of trustees and amended as necessary. An upto date version will be available on the Fund's website, or on request by phone or email.</p>

The Elizabeth Coteman Fund - List of Trustees

Gerald Coteman, 27 Thornton Court, Cambridge CB3 0NS – coteman@focus80.co.uk

Gemma Coteman, 11 Pendrick Close, Coton, Cambs CB23 7GZ – gcoteman@gmail.com

Mark Coteman, 32 St Bedes Gardens, Cambridge CB1 3UF – mark.coteman@yahoo.co.uk

Laura Coteman, 6 Seekings Close, Cambridge CB2 9DJ – lauracoteman@me.com

Emma Lane, 35 Mortlock Gardens, Abington, Cambs CB21 6BA – emmatlane@gmail.com