



Safeguarding Vulnerable Adults Policy

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Introduction

This document is the Safeguarding Vulnerable Adults Policy for Mission Motorsport which will be followed by all members of Mission Motorsport, followed and promoted by those in the position of leadership within Mission Motorsport.

Individual agencies are responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding and promoting Vulnerable Adult's welfare.

The purpose of Mission Motorsport is to support members in Education, Training, Career Advice and support when facing redundancy or being Medically Discharged from the military and persons who have served and been affect by military Operations.

We know that being a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability;
 - a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs;
 - or, a significant reduction in physical or mental capacity
- makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by

Mission Motorsport are transparent, safeguard and promote the welfare of all young people and all persons working with Mission Motorsport.

Principles upon which the Safeguarding Vulnerable Adults Policy is based:

This policy and procedures are based on the following principles:

The welfare of young people and vulnerable adults is of primary concern
All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identify have the right to safeguarding from abuse

It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility of the Social Services Department and the Police to conduct, where appropriate a joint investigation

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately

All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.



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Those people in positions of responsibility within Mission Motorsport will work in accordance with the interests of Vulnerable Adults and young people and follow the policy outlined below

Policy Statement

Mission Motorsport recognises that all people regardless of age, disability, gender, race, religious beliefs or sexual orientation have an equal right to protection from all types of harm or abuse and is committed to safeguarding the welfare of vulnerable adults that we work with.

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Safeguarding is a term used to denote the duties and responsibilities that those providing a health, social or education service have to carry out / perform to protect individuals from harm.

Best practice is that safeguarding duties extend to whole organisation policies, values and ethos, and include all staff. It is better to be broad in scope as a provider in order to ensure a safer environment.

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with Vulnerable Adults.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE ADULT OR ADULTS CONCERNED i.e.:

If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a Vulnerable Adult to the nearest Accident and Emergency Department.

If a adult is in immediate danger the police should be contacted (**dial 999**) as they alone have the power to remove an adult immediately if protection is necessary, via their powers to use Police Protection.

Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of an adult. Somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. Vulnerable Adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults.

A vulnerable adult can be put at risk of harm through a variety of actions, inadequate policies, procedures and failures to act. Abuse can take the form of:-



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Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a Vulnerable Adult.

Psychological Abuse

Including in this are: emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services.

Sexual Abuse

Sexual abuse involves forcing or enticing a Vulnerable Adult or young person to take part in sexual activities, whether the Vulnerable Adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving Vulnerable Adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging Vulnerable Adults to behave in sexually inappropriate ways.

Financial and material Abuse

Covering exploitation and pressure in connection to will's, property, inheritance or financial transactions.

Neglect or acts of omissions

Included in this are ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services.

Discriminatory Abuse

In the form of racist, sexist and other forms of harassment.

Individuals within Mission Motorsport need to be alert to the potential abuse of Vulnerable Adults both within their families and also from other sources including abuse by members of that organisation.

Mission Motorsport should know how to recognise and act upon indicators of abuse or potential abuse involving Vulnerable Adults and where there are concerns about a Vulnerable Adult's welfare. There is an expected responsibility



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for all members of Mission Motorsport to respond to any suspected or actual abuse of a Vulnerable Adult in accordance with these procedures.

What to do if Vulnerable Adults Talk to you About Abuse or Neglect

It is recognised that a Vulnerable Adult may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations, YOU MUST:

Listen carefully to the Vulnerable Adult. DO NOT directly question the Vulnerable Adult

- Give the Vulnerable Adult time and attention.
- Allow the Vulnerable Adult to give a spontaneous account; do not stop a Vulnerable Adult who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the Vulnerable Adult's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the Vulnerable Adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the Vulnerable Adult that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell the Vulnerable Adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the Vulnerable Adult to repeat his or her account of events to anyone
- If you have a Vulnerable Adult Protection concern you should:
 - Consult About your Concern

Because of your observations of, or information received you may become concerned about a Vulnerable Adult who has not spoken to you.

It is good practice to ask a Vulnerable Adult why they are upset or how a cut or bruise was caused or respond to a Vulnerable Adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a Vulnerable Adult, you must share your concerns.

Initially you should talk to one of the people designated as responsible for Vulnerable Adult protection within Mission Motorsport.

In this organisation this person is: Fiona Yates or email fy@missionmotorsport.org mobile:07803408664.



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If one of those people is implicated in the concerns, you should discuss your concerns directly with the **Oxfordshire County Council Assessment Team - 0845 050 7666**

You should consult with your local **Vulnerable Adult's Social Care Duty & Investigation Team** in the area where the Vulnerable Adult resides, in the following circumstances:

- when you remain unsure after internal consultation as to whether Vulnerable Adult protection concerns exist
- when there is disagreement as to whether Vulnerable Adult protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for Vulnerable Adult protection
- when the concerns relate to any member of the organising committee
- Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Vulnerable Adult's Social Care or the Police should progress.

Make a Referral

A referral involves giving Vulnerable Adult's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

- If your concern is about harm or risk of harm organisation's member or their peers or someone known to the Vulnerable Adults, you should make a telephone referral to the Vulnerable Adults Social Care Duty & Investigation Team in the area where the Vulnerable Adult resides.
- If your concern is about harm or risk of harm from someone not known to the Vulnerable Adult, you should make a telephone referral directly to the Police.
- If your concern is about harm or risk of harm from an adult in a position of trust see 'Allegations Against Adults Who Work With Vulnerable Adults'
- If your concern is that a Vulnerable Adult needs additional help or support, you should contact the appropriate Locality Team.

Information required when making a referral

- Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.
- Your name, telephone number, position and request the same of the person to whom you are speaking.



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- Full name and address, telephone number of Adult, date of birth of Vulnerable Adult.
- Gender, ethnicity, first language, any special needs.
- The names of professionals known to be involved with the Vulnerable Adult/family e.g.: GP, Health Visitor, Tutor.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the Vulnerable Adult may need urgent action to make them safe.
- Your view of what appears to be the needs of the Vulnerable Adult.
- Action to be taken following the referral
- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Investigation Team following the referral
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Allegations against Adults who work with Vulnerable Adults

If you have information which suggests an adult who works with Vulnerable Adults (in a paid or unpaid capacity) has:

behaved in a way that has harmed or may have harmed a Vulnerable Adult

possibly committed a criminal offence against, or related to, a Vulnerable Adult

behaved towards a Vulnerable Adult in a way that indicated s/he is unsuitable to work with Vulnerable Adults

you should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer), Safeguarding Vulnerable Adults Unit Oxford Health NHS Foundation Trust.

<https://www.oxfordhealth.nhs.uk/about-us/overview/our-performance/safeguarding/>

Oxfordshire County Council Assessment Team - 0845 050 7666

Oxfordshire County Council Emergency Duty Team (After 5pm Mon - Thur and 4pm on Fri) - 0800 833408

Non-Emergency Police Team (For reporting historic concerns) - 101

https://www.oxford.gov.uk/info/20101/community_safety/348/keeping_people_safe



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(If one of those people is implicated in the concerns you should discuss your concerns directly with the Safeguarding Vulnerable Adults Unit using the number above)

Confidentiality

Mission Motorsport should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to Vulnerable Adult protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to Vulnerable Adult protection and, therefore, the issue of confidentiality is secondary to a Vulnerable Adult's need for protection.

If in doubt, consult the relevant number above