

Effective Date	15.5.2008
Revised	17.8.2022, 3.10.2023
Revision Due	17.8.2024

Vulnerable Adult Policy

INTRODUCTION

FFSS believe in the equal treatment of people according to the Human Rights and Disability and Health Commission Legislation.

Purpose

The purpose of this policy is to outline the care and concern that staff, volunteers and contractors have over adults who are deemed to be vulnerable.

Scope

The policy includes adults 17 years and over who are deemed to be disadvantaged either through their mental, intellectual, physical or emotional capabilities. In addition this policy includes those over the age of 65yrs who are at risk of elder abuse.

Boundaries

The delegations policy does not include Board members, Staff or Volunteers.

Protocols

If a staff member, volunteer or contractor believes there has been deliberate harm caused by another person they are required to report the incident to a Practice Manager (if unavailable) to the Chief Executive Officer.

PROCEDURES

Reporting

- Any staff member, whether paid or unpaid, who during the course of their work, believes that a vulnerable adult has been or is likely to be harmed, ill-treated, abused, neglected or deprived must report this immediately to the Practice Manager (if unavailable) to the Chief Executive Officer. The abuse does not have to be proved but there must be sufficient grounds on which to base the belief before reporting further.
- Any cases brought to the attention of a Key Worker will be reported to the Practice Manager (if unavailable) to the Chief Executive Officer before action is taken.
- The Key Worker and Practice Manager and/or Chief Executive Officer will consult with each other before informing authorities of alleged abuse or ill treatment.

Recording Of Information

Any observations or disclosures are to be documented in Exess Database under client file. All records must be factual with dates recorded as soon as possible after the disclosure. The matter must be treated urgently if it is considered that the person is in immediate danger.

NOTIFICATION TO AUTHORITIES

Notifications will be made directly to an appropriate authority as first port of call by

Points to remember if an adult alleges abuse:

- Listen carefully.
- Take seriously whatever the person tells you.
- Do not ask the person any questions.
- Do not give false promises to the person.
- Do not be judgemental.
- Do not allow the person to see that you are shocked or upset.
- Work on the basis of honesty and do not promise to keep secrets.
- It is important for you to let the person know they have not done anything wrong
- The person may want you to be present at an investigative interview.

If an adult does begin to disclose anything that may constitute abuse, you must:

- Inform the person that you are listening to them but tell them you will have to tell someone else what it is that they have told you.
- Reassure them that the people you tell will not be angry.
- Ensure safety for both yourself and the person wherever possible.
- Accompany the person if necessary to the police station or social work offices.
- Ensure that you have provided all relevant information to the appropriate people.

DOCUMENTATION

Any observations or disclosures are to be documented in FFSS Exess Database under the client file. All records must be factual with dates recorded. The matter must be treated urgently if it is considered that the adult is in immediate danger.

YOU MUST NOT DISCUSS THE ISSUE WITH ANY PERSON OTHER THAN THE RELEVANT PROTECTION AGENCIES INVOLVED

Name: _____

Signature: _____

Date: _____