



# WOKINGHAM JOB SUPPORT CENTRE

## SAFEGUARDING ADULTS POLICY

### **protection of people at risk and guidelines for staff and volunteers**

This policy provides advice and guidance about what safeguarding means to WJSC and how we keep our Staff, Volunteers and Clients safe from abuse and harm. At WJSC, we are committed to taking all reasonable steps to ensure the safeguarding and welfare of anyone who meets us. We will make their welfare a priority and respect their views, feelings and Rights.

#### **Helpful Definitions:**

**‘Volunteers’:** Volunteers are the Trustees, helpers, supporters, visitors and sponsors who meet for events, meetings and other associated circumstances.

**‘Places’:** will be The Cornerstone, Norrey’s Avenue, Wokingham, various Event locations and in transit between the places

**‘Clients’:** will be vulnerable adults\* and any other people who are considered to be at Risk

#### **Please remember:**

- ❖ It is everyone’s responsibility to follow safeguarding practice and to report all safeguarding concerns as a matter of urgency.
- ❖ If you are concerned about anyone’s welfare, report it to the Designated Safeguarding Leader using the WJSC email – [jobsearch@wjsc.org.uk](mailto:jobsearch@wjsc.org.uk)
- ❖ Remember your 5 Rs: Recognise; Respond; Report; Record and Refer.
- ❖ If someone is at immediate risk of harm, call 999.

#### **Safe Places**

We take great care and in creating an environment where our Staff, Volunteers and Clients to our Places feel safe. It is everyone’s responsibility to help create and maintain these safe places.

#### **Awareness**

All our Staff and Volunteers have been given the induction to make sure they understand what safeguarding is and how it is part of their everyday role and responsibility. This includes an expectation that they need to challenge their peers and colleagues on safeguarding risks, concerns and practice when necessary.

### **Good practice guidelines**

The Charity Commission requires all Staff and Volunteers of WJSC to adopt a common-sense approach when dealing with vulnerable adults. The following is a non-exhaustive list of examples of good practice, developed following risk assessment:

- Treat all vulnerable people with respect and dignity
- Be patient – allow them time to express their thoughts
- Maintain a safe and appropriate distance
- Maintain a professional relationship, and do not allow yourself to become personally involved with a vulnerable adult or a member of their family.

### **Appointing our Trustees and Volunteers**

The same rigorous procedures will be applied to paid staff and volunteers to ensure a standard approach.

- (1) Written references, from two individuals unrelated to the applicant, are required for all staff, trustees and volunteers.
- (2) Disclosure & Barring Service (DBS) checks will be required for all new volunteers and staff; DBS checks for existing staff and volunteers are repeated on a three yearly cycle.
- (3) All new volunteers and staff will be given copies of relevant Volunteer Centre policies during the induction process.
- (4) Staff and volunteers will attend an appropriate group training session on safeguarding people at risk once every three years.

### **Training**

All our volunteers must complete our mandatory safeguarding awareness and will be discussed with WJSC members on an annual basis. This covers the ‘five Rs’:

**Recognising** safeguarding and creating a safe environment

**Responding** to a safeguarding incident

**Reporting** a safeguarding incident

**Recording** details to ensure accurate ongoing reporting

**Referring** to other agencies where required

### **Wellbeing**

The wellbeing of our Staff and Volunteers is essential. There is support available and we ask that if you have any concerns about anyone’s wellbeing, that you report this to the Safeguarding Leader.

### **Supervision and Who is in charge?**

WJSC has a Trustee as a nominated Designated Safeguarding Leader who will be the point of escalation for anyone wishing to report a suspected safeguarding issue or risk.

Members of WJSC and members of the public who wish to raise a potential safeguarding issue with WJSC can ask to speak to the Designated Safeguarding Leader or contact us by using the email: [Jobsearch@wjsc.org.uk](mailto:Jobsearch@wjsc.org.uk)

### **Do not promise to keep it a secret – risk of harm overrides confidentiality.**

**In cases where there may be immediate and or serious risk, if you cannot contact WJSC staff, please alert the Wokingham Borough Council Adult Social Care Duty Team (0118 974 6863), the Adult Safeguarding Prevention Advisor (0118 974 6976) or the emergency services (999).**

## Complaints & disciplinary procedures

Any complaints from or issues raised by clients, their carers, staff, volunteers or other professionals will be dealt with in the first instance by the WJSC Office Supervisor, who will decide if the issue is a safeguarding concern and escalate as appropriate. Other complaints will be dealt with under the WJSC Complaints procedure.

WJSC Chairman:

X

D Newbold

Date:

*\*From Who  
making  
behalf of  
incapacitated*

*decides:  
decisions on  
mentally  
adults, (Lord*

Chancellor's Department, 1997), 'A vulnerable adult, in respect of WJSC, will be those adults with learning disabilities who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation'.