



Margaret Morris Movement International Limited

VULNERABLE ADULT POLICY

Reporting incidents of abuse and the protection of vulnerable adults.

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Child protection and the protection of vulnerable adults is defined and regulated by Government legislation.

Very often child protection and the protection of vulnerable adults are combined into one policy document, however their legal requirements are different.

While 'what to look for' and the reporting of incidents are similar, Government legislation defines activities that require criminal checks and situations under which checks are required.

Practice

All MMM teachers shall act in a way that protects and develops their clients' physical, emotional and social sense of well-being.

All MMM teachers should be aware of the meaning of abuse and the potential for clients to experience abuse when none was intended.

All MMM teachers are expected to maintain impeccable standards while working with vulnerable adults.

In order to maintain the good name of the organisation, anyone who does not maintain the MMMI's high standards may be removed from the list of MMM teachers.

What is abuse?

Abuse is "a violation of an individual's human and civil rights by any other person or persons."

Abuse may be:

- a single act or repeated acts
- an act of neglect or a failure to act
- multiple acts, e.g. an adult at risk may be neglected and also being financially abused and can include the following actions:



Physical abuse - where the individual has been hurt:

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, restraint or inappropriate sanctions
- Sexual harassment or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- Neglect
- Improper administration of medication
- Not receiving medical attention when it is needed
- Being cold, or too hot
- Always being hungry or thirsty
- Not having clean clothes
- Not being washed
- Not having equipment (for example walking frames, wheelchairs, hearing aids etc.) when they are needed

Sexual abuse:

- Being touched when they do not want to be
- Being made to touch other people when they do not want to
- Undressing or having sex when they do not want to
- Being made to watch or say sexual things when they do not want to

Emotional abuse, which includes:

- Threats of harm, controlling, intimidation, coercion, harassment
- Verbal abuse
- Excessive criticism
- Humiliation
- Bullying, shouting, swearing
- Deprivation of contact
- Ignoring an individual
- Ridicule

Financial, economic or material including:

- Theft, fraud
- Exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Discriminatory behaviour:

- Being treated unfairly because of colour of their skin, religion, sex, age, disability and language. Including comments that may be understood by the recipient as racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment

Touching

Those living alone are often deprived of human touch, e.g. a gentle hand on the shoulder or a simple hug when sad. Touching meant innocently and with kindly intentions might be misunderstood by the client. If a teacher touches a client it should be only after the client has given consent. There are particular risks for teachers working alone and teachers should be aware of this.

Reporting Abuse

In a home or similar setting staff loyalty may be a barrier to reporting. If a teacher is suspected of abuse, strong emotions can be aroused especially where abuse or poor practice is suspected or where there is loyalty to a colleague or someone who is known to the teacher.

Individuals may hesitate in coming forward for fear of harassment or victimisation.



It is important that these anxieties should not interfere with the need to ensure that concerns are reported appropriately. Not acting is not an option.

All teachers, Directors and employees have a duty to act on any reports of abuse of any client within its care to ensure that the situation is investigated.

The first priority should always be to ensure the safety and protection of vulnerable adults.

In the first instance an Incident Form (see page 6) should be completed.

In order to ensure safeguarding of those attending the class, MMMI will:

- Take immediate action based upon evidence and be cautious that the investigation may be invalidated by misinformation or rumours.
- Investigate the incident based upon the information received from all parties involved.
- Ensure the safety of the victim of the alleged abuse.
- Do everything within its power to ensure that individuals involved in any complaint are protected from gossip and assumptions.
- Do everything within its power so that individuals who have a complaint receive fair treatment, without prejudice or pre-judgment.

MMMI is aware that individuals with a complaint against them themselves become victims of abuse stemming from the accusation. While MMMI will ensure the safety of its classes it will also ensure that confidentiality is maintained to protect both the victim and accused from rumours and speculation.

Reporting abuse in a care home, residential home etc.

Where a MMMI teacher is employed by a day centre, residential home, social club etc. they may witness abuse within their place of work.

They should report the matter in accordance with the policy and procedure of that establishment and follow their guidelines.

They should inform the manager/supervisor and contact Social Services who will guide them through the reporting process.

It is important that they inform the manager/supervisor as they have a duty of care to their clients.

If a teacher is accused of abuse

It is not the role of MMMI to investigate suspected abuse.

Suspected abuse can be reported in different ways but the matter will be always be dealt with by the Directors in strictest confidence.

The person to whom the abuse has been reported should inform the Directors who will nominate a Delegated Director to deal with the matter in strictest confidence. This may be by email or phone, but contact needs to be made as soon as possible. All communication shall remain confidential.

The person making the allegation should complete a reporting form with the details of any reliable witness as soon as possible and send this directly to the Delegated Director. These reports shall remain confidential.



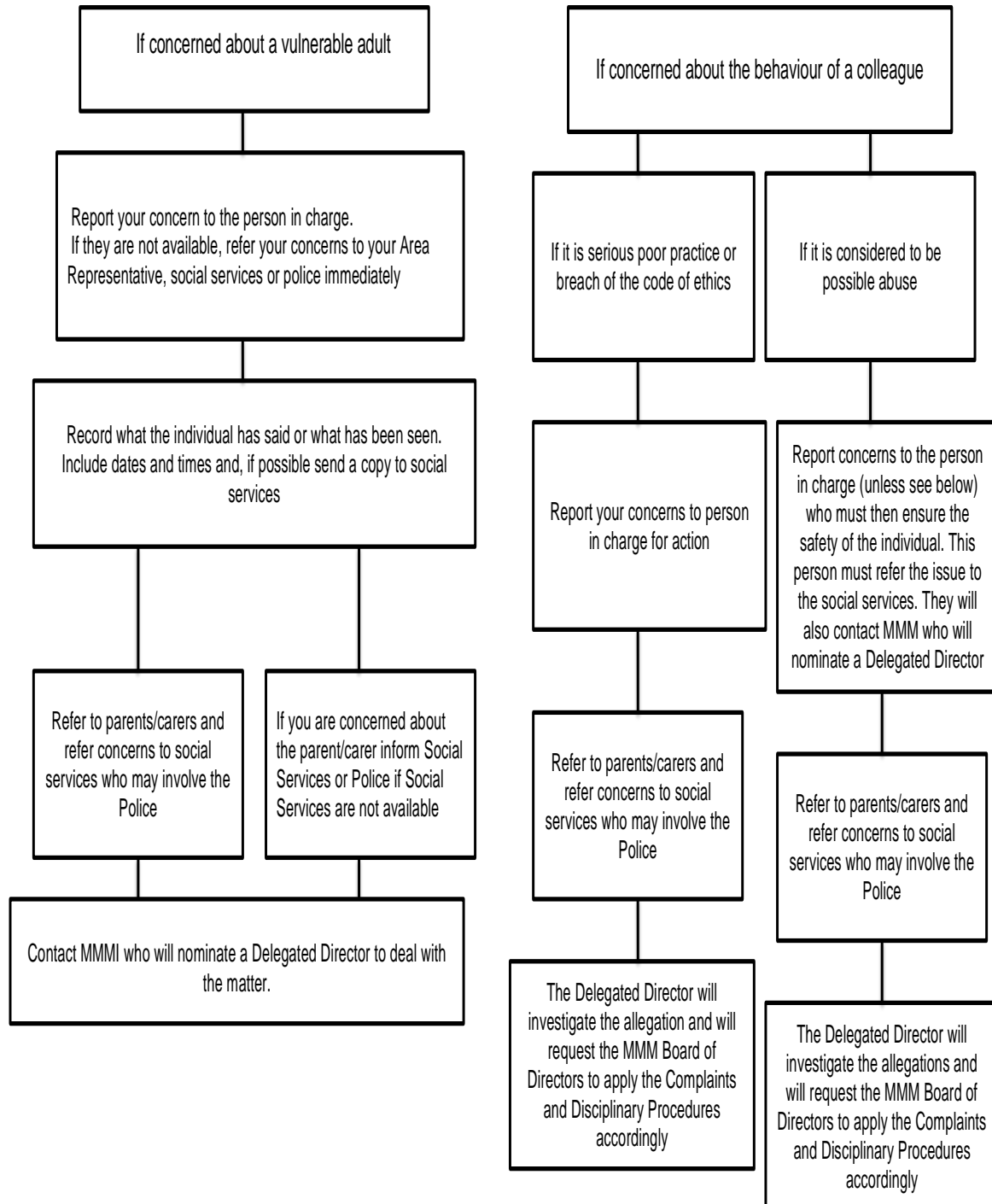
The Role of the Delegated Director

The Delegated Director will:

- Arrange a meeting with those whom the Directors have nominated to deal with the incident. This may be a face-to-face or SKYPE meeting but it will take place within four weeks of the complaint being made.
- The sole purpose of this meeting is to ensure the safeguarding of those in the teacher's class and NOT to investigate the matter or pass judgement.
- The Delegated Director will seek whatever legal and professional advice is required to review all evidence and accusations, including the police and/social services.
- Where there are allegations of long term abuse the accused teacher's past employment history may be looked at and Delegated Director might want to talk to previous colleagues to ascertain whether or not there is a pattern of behaviour that has gone undetected. It is not the role of this committee to investigate any accusation; this is the role and responsibility of the relevant authorities.
- The Delegated Director will consider if it is within MMMI's and the teacher's best interests to continue teaching while the matter is under investigation, being mindful not only to protect the reputation of MMMI but being aware of the consequences that a suspension could have on all parties concerned.
- The Delegated Director will keep a log of the dates, notes of any meeting and act as secretary in this matter. A letter will be sent to the person making the complaint explaining the action MMMI intends to take and giving a time frame for resolution.
- The Delegated Director will report back to the Directors to determine what further action may be taken. Further action may include a warning, signposting to training, provision of a mentor, or if legally required, the reporting of the matter to the appropriate authorities.
- If a teacher's conduct is found to be unacceptable their name will be removed from the list of approved teachers. The Directors must ratify this.
- A request for an appeal should be made in writing to the Directors and any appeal against any decision will be heard by the Directors. The final decision will be made by the Directors not involved with the investigation.
- The findings of any investigation will be carefully considered and if appropriate any lessons learned from the incident will be disseminated to all teachers to help prevent a similar situation arising.
- Confidentiality must be maintained at all times.
- All information received will be treated in confidence and only shared on a 'need to know' basis with those individuals who will be able to manage and resolve the situation.
- At all times in the investigation, both the teacher being investigated and the person making the complaint will be kept fully up to date with procedure.
- Upon completion of the incident the paperwork shall be placed in a sealed envelope, with the date and signatures of the Delegated Director, another Director and one other witness across the seal for filing.



Flow Chart outlining the reporting process





Margaret Morris Movement International Incident Reporting Form

Copies available from the Administrator

Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Telephone numbers:</i> <i>Postcode:</i> <i>Email address:</i>	
Client's name:	Client's date of birth:
Client's ethnic origin: <i>Please state</i>	Does the client have a disability: <i>state</i>
Client's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Contact information: <i>Address:</i> <i>Telephone numbers:</i> <i>Postcode:</i> <i>Email address:</i>	
Have the client's carer(s) been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position or relationship to the client:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	



Vulnerable Adult Policy

March 2018

Margaret Morris Movement International Limited
Company Number: 1485530 Charity Number: 279795

Client's account of the incident:	
Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position or relationship to the client:</i> <i>Date of birth:</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the club or relationship to the client:</i> <i>Date of birth (if under 18):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details:	
<i>Name of organisation / agency:</i> <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i>	

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with Margaret Morris Movement International Limited's reporting procedures.