

## **Adult Protection Policy**

The Scottish Council of Jewish Communities is committed to safeguarding the welfare of all adults. All reasonable steps will be taken to promote safe practices and to protect protected adults from harm, abuse and exploitation.

We will:

- Implement recruitment and enrolment procedures for appointing staff, volunteers and helpers that ensure all reasonable steps are taken not to appoint a person who is disqualified from working with protected adults or otherwise unsuitable to do so.
- Ensure that all staff, volunteers and helpers working for the Scottish Council of Jewish Communities are aware of their responsibility towards protected adults. An adult will be considered to be anyone over the age of 16.
- Promote the rights of protected adults to be listened to and to be taken seriously so that the protected adults are able to express their views, thoughts and concerns.
- Ensure that staff, volunteers, and helpers are aware of and adhere to our Code of Conduct and Adult Protection Policy and procedures.
- Ensure that all staff, volunteers, and helpers understand the need to report protection concerns about a protected adult, or a worker's conduct towards a protected adult.
- Ensure that staff, volunteers, and helpers understand their responsibility to refer any adult protection concerns to the relevant Local Authority, Duty Social Worker, and Disclosure Scotland in accordance with legal requirements and our adult protection procedures.
- Ensure that staff, volunteers, and helpers are provided with support and with opportunities to develop their skills and knowledge in relation to adult protection.

## **Adult Protection Procedure**

The following action will be taken in the event that a member of staff, volunteer, or helper receives information or suspects that a protected adult may have been or is being abused in any way.

### **Listen and reassure the protected adult**

In the event that a protected adult approaches a member of staff, volunteer, or helper to disclose that abuse has or is taking place:

- Show that you take the protected adult seriously and listen to what he or she is saying, reassure the protected adult that he or she can trust you, and is safe and that you will pass on this information to people who will be able to support him or her.

- Do not ask the protected adult questions to obtain more information than the protected adult has volunteered, or to investigate the allegations (for example in order to form your own judgment as to their veracity). Only ask the protected adult questions to clarify what the protected adult has said.

### **Record the information**

Record what the protected adult or other informant has said, or, in the case where it is you yourself that suspects a protected adult may have been abused, the facts that lead you to believe this. This should include the following information:

- The protected adult's name and address;
- The date and time you received the information or identified a concern;
- In the case of information received, the protected adult's or other informant's account of what has happened (including the date, time, and location of the alleged events);
- In the case where it is you that suspects abuse, the details of your concerns;
- Your name, contact information, and job title or other position that led you to receive the information or identify a concern;
- Your signature and date of signing.

**NB: These notes should be destroyed as soon as you have communicated the information to the appropriate authorities.**

### **Refer the case immediately**

- Immediately telephone the Duty Social Worker of the relevant local authority Social Work Department and summarise the information you have received.
- In the event that you are unable to contact the Social Work Department you should make contact with [Jewish Care \(Scotland\)](#).
- As well as telephone contact, put your concerns in writing to the relevant Social Work Department, enclosing a copy of the information you have recorded.
- Notify the Scottish Council of Jewish Communities PVG Administrator of the information you have received and action you have taken. In the absence of the PVG Administrator, the Director should be notified.
- When both of the following conditions have been met, the PVG Administrator, or, in the absence of the PVG Administrator, the Director, will make a referral to Disclosure Scotland:
  1. In consequence of the information received, a person has been permanently removed from regulated work, or would have removed from regulated work had they not already left the role;
  2. At least one of the following grounds apply to the person's permanent removal from regulated work:
    - a. the person has caused harm;
    - b. the person has placed someone at risk of harm;
    - c. the person has engaged in inappropriate conduct involving pornography;
    - d. the person has engaged in inappropriate sexual conduct;
    - e. the person has given inappropriate medical treatment.

**Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met, and must be done within 3 months of having permanently removed the person from regulated work, or from when they would have been removed had they not already left that post.**

**Failure to make a referral where required, may result in prosecution so it is essential that those involved in carrying out disciplinary action notify the PVG Administrator or Director when both of the above conditions for making a referral have been met.**

## **Code of Conduct for Staff and Volunteers working with Protected Adults**

This Code of Conduct details the type of practice we require everyone working for the Scottish Council of Jewish Communities to follow when in contact with protected adults. This Code of Conduct will assist in ensuring the safety of protected adults, promote good practice and reduce the likelihood of false allegations.

When working with protected adults:

- Treat everyone equally, and with respect and dignity.
- Empower protected adults by involving them as fully as possible in all situations.
- Encourage attitudes and practices that help to create an atmosphere in which individuals can feel secure and valued.
- Reinforce the rights of protected adults.
- Never allow allegations made by a protected adult to go unrecorded or not be acted upon.
- Report immediately any suspicion that a protected adult could be at risk of harm or abuse.
- Interventions should always address the behaviour of the abuser, as well as decreasing the vulnerability of the victim.
- Any intervention to protect an adult must be carried out with the consent of the adult concerned, unless he or she is unable to give consent or his or her consent is overridden by the duty to protect others. All interventions must be:
  - Lawful.
  - Proportionate to the risk.
  - Respectful of the wishes of the person at risk.
- Where an adult lacks the capacity to look after him- or herself, other people will need to make those decisions. In doing so they will:
  - Act in a way that promotes the protected adult's health or wellbeing and prevents deterioration to his or her quality of life.
  - Ensure that an appropriate level of safety is provided for a protected adult if an intervention is put in place.
  - Ensure that the ascertainable past and present wishes and feelings of the protected adult are taken into account, and that those wishes were not made as a result of undue influence.

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