

## ArchaeoLink Policy for the Protection of Children and Vulnerable Adults

ArchaeoLink works abroad alongside local communities which may include children and vulnerable adults. As part of our core values we strive to ensure the people we work with feel safe and valued, and recognise we have a responsibility to respond to different types of abuse.

### Aims of the Policy for the Protection of Children and Vulnerable Adults

- protect people from harm
- make sure people can raise safeguarding concerns
- handle allegations or incidents
- respond, including reporting to the relevant authorities

### Children and Vulnerable Adult Protection Officer

The designated persons with responsibility for Protection of Children and Vulnerable Adults are the Trustees

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### Definition of key terms:

#### ‘Vulnerable adult’

A member or person who is in contact with ArchaeoLink, who may be, by reason of mental or other disability, unable to protect themselves from significant harm or exploitation.

#### ‘Protection’

We place a duty on all staff and volunteers to report immediately to the designated staff-member any abuse or undue influence over children or vulnerable adults.

#### ‘Abuse’

Whether someone is experiencing abuse, depends on the specific circumstances of what is happening. These are only examples below of what amounts to abuse:

**Physical abuse** - includes hitting, kicking, inappropriate sanctions or unlawful / inappropriate restraint.

**Domestic abuse** - an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member, regardless of sexuality.

**Sexual abuse** - includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.

**Psychological/emotional abuse** - includes threats of harm or abandonment, humiliation, blaming, controlling, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks.

**Financial and material abuse** - includes theft, fraud, exploitation, pressure in connection with financial matters, or the misuse of someone else's finances.

**Neglect and acts of omission** - includes ignoring medical or physical care needs, and the withholding of necessities, such as access to appropriate healthcare, social care, medication and adequate nutrition and heating.

**Discriminatory abuse** - includes abuse, such a harassment, slurs or hate crime based on a person's race, gender, disability, faith, sexual orientation, or age.

**Organisational abuse** - where any of these forms of abuse noted above are caused by the way an organisation practices, this is called 'organisational abuse'.

**Self-neglect** - includes situations where a person is declining support with their care needs, hygiene, health or their environment, and this is having a significant impact on their overall wellbeing.

### Action – what to do if a person is injured or in immediate danger

- Contact the emergency services.
- Inform the designated safeguarding person immediately.
- Record what you have been told, what action you took and sign and date it.

### Action – what to do if you suspect abuse

Recognizing abuse is not easy and may need professional guidance. Research has shown that the majority of abusers are people known and trusted by the vulnerable adult. **It is not however the responsibility of the person who suspects abuse to investigate or decide if abuse has happened, only to make sure that a designated safeguarding person has been informed.**

### Action – what to do if a vulnerable adult makes a disclosure to you

- Let the person speak – do not interrupt or make comments. Allow silences.
- Assume the person is telling the truth.
- Do not let your own feelings distract.
- Watch for non-verbal communication.
- Remember as much as possible
- Do not ask questions (only to clarify).
- Record what you have been told, what action you took and sign and date it.
- Inform the designated safeguarding person immediately.

### Confidentiality

Suspicions and disclosures must be kept confidential and only shared with a designated safeguarding person.

Written records of causes of concern and subsequent action will be kept in a locked cabinet. They will be retained in accordance with the requirements of current official guidelines and the principles of the Data Protection Act (1998) will be adhered to at all times.

Records will be accurate and kept up to date but will not be kept for longer than is necessary: normally 6 years after last contact for personal information. Any extension will be clearly marked and explained.

Records relating to vulnerable adult concerns against a member of staff will be kept until the staff member retires, or for 10 years if that is longer.

Records will only be accessed by those with appropriate responsibility.

Records will be securely destroyed when no longer required.

### Monitoring and implementation

Vulnerable Adults Protection Policy will be presented as part of the induction of all new staff members. This policy will be reviewed every three years or when legislation changes or good practice initiatives are introduced