**Vulnerable Adults Safeguarding Policy**

1. **Introduction**

1.1 The purpose of this policy is to ensure the safety of vulnerable adults who are attending Devon Archaeological Society (“DAS”) events, or interacting with DAS trustees, volunteers or organisers (“DAS representatives”).

* 1. The policy has two parts: (1) how DAS representatives should treat vulnerable adults, and (2) how a DAS representative should respond to a complaint made by a vulnerable adult at a DAS event.

1.3 The definition of a vulnerable adult is “a person aged 18 or over who has (i) a substantial learning or physical disability; (ii) a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or (iii) a significant reduction in physical or mental capacity."

1.4 The definition of abuse is the violation of an individual’s human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. Vulnerable adults may also suffer additional types of abuse such as exploitation, being manipulated financially or being discriminated against.

1. **The policy**

2.1 Vulnerable adults interacting with DAS must be treated with dignity and respect. They should not be subjected to physical, emotional, or sexual abuse.

2.2 If a vulnerable adult communicates to a DAS representative that the vulnerable adult is unhappy with aspects of their care then the DAS representative should attempt to obtain information about the vulnerable adult such as their name and where they live. The DAS representative should communicate the conversation, and any details obtained, to the DAS Safeguarding Officer as soon as possible. The DAS Safeguarding Officer will know how to take the matter forward with the appropriate safeguarding agency.

2.3 If any situation with a vulnerable adult occurs involving DAS or at a DAS event then the DAS representative should make and retain a written record of the circumstances of the situation and notify the DAS Safeguarding Officer, Secretary and the Chair.

2.4 If a vulnerable adult suffers an injury at a DAS event then the DAS organiser should carry out First Aid with another adult present and/or summon an emergency agency. A record of First Aid administered should also be made and retained.

2.5 Trustees should make a serious incident report to the Charity Commission if: vulnerable adults have been, or are alleged to have been, abused or mistreated while under the care of DAS, or by someone connected with DAS, for example a trustee or volunteer; there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of DAS; there has been a breach of procedures or policies at DAS which has put vulnerable adults at risk,

2.6 If the nature of DAS activities and events should change, the need for a DBS check for volunteers, trustees and employees should be re-assessed and such checks if necessary will be made.