

Norwich & District Photographic Society's Policy for the Protection of Vulnerable People states that all Society members and members of the public are expected to be treated with respect, consideration and dignity. The Society also recognises a special responsibility for children, young people and vulnerable adults (collectively, Vulnerable individuals), be they Society Members or members of the public.

Safeguarding vulnerable individuals is everyone's responsibility. Incidents of alleged abuse are often complex, and it is best to minimise the number of people involved, which enables the agencies who have expertise in dealing with these situations to operate effectively. Norfolk County Council provides the following advice.

If you suspect abuse

Do:

- * Always listen carefully
- * Make a note of what has happened or what you are worried about
- * Tell someone trustworthy

Do not:

- * Confront the person you think is responsible for the abuse
- * Destroy the evidence
- * Start to investigate the situation

For these reasons, if an NDPS member suspects that a vulnerable individual is being abused, they should tell someone they trust and follow the procedure below (numbered 1 to 10) rather than necessarily referring the matter to the Chairperson or another member of the Committee.

However, once the Chairperson or another member of the Committee is made aware of alleged abuse these Officers of the Society shall together with the designated member of the Committee responsible for 'safeguarding matters' immediately take action to ensure the procedure below (numbered 1 to 10) is followed.

- 1) If it is believed that the individual is at risk of immediate harm, they will call the Police using 999.
- 2) You should explain that any information will be kept confidential except in that it will be disclosed to the responsible agencies and acted on as they advise.
- 3) If the individual is under the age of 18, or suspected to be so, you should call the National Society for the Prevention of Cruelty to Children on 0808 800 5000.
- 4) If the individual is an adult, you should call Norfolk County Council Adult Social Services on 0344 800 8020 ensuring that they have the information in the checklist at the end of this procedure (Appendix A).

- 5) Alternatively, if you feel an independent agency is more appropriate, you should call the Care Quality Commission on 03000 616161.
- 6) Whichever agency is contacted you should:
 - a) state the nature of the concern
 - b) ask for advice about whether any other individuals named should be informed
 - c) ask for advice about what they or the Society should do in the short term to prevent harm occurring
 - d) state the next steps in this procedure and ask for guidance as to whether, in this circumstance, they should be followed
 - e) ensure the measures advised (or other recommendations) by the agency are put in place.
- 7) You should make a note of the call stating the date, time, the nature of the concern, the agency that was contacted and the advice that was given. However, individual's names will not be recorded and will be referred to as person 'A' and person 'B' etc.
- 8) The note will be shared with the designated member of the Committee responsible for 'safeguarding' or, if that is not felt appropriate, with the Chairperson or another member of the Committee. At all times the matter shall be dealt with discreetly and The names of the individuals involved shall not be disclosed unless the Society is required to act on the advice provided by the agency.
- 9) The Society shall ensure that records will be retained for six years unless advised otherwise.
- 10) Other members of the Committee will be informed that this procedure has been invoked but will not be given any further details unless the Society is advised to do so by the agency.

Appendix A - Referrers Checklist - Tel: 0344 800 8020

This Checklist is to assist you to have adequate information when you are making a referral as NDPS knows that it is often a very stressful conversation and you may forget vital information when you make the call. Referrals will be considered when some of this information is not available.

	Essential	Desirable
Name of Alerter (You can remain anonymous)		X
Contact details of Alerter		X
Relationship to Victim (if any)		X
Organisation of Alerter		X
Name (of Vulnerable Person)	X	
Address of Vulnerable Person	X	
Address, if different, of place of alleged abuse	X	
Contact details of Vulnerable Person	X	
Details of Category of Vulnerability (Age [Young/Old], frail, Mental Health, Learning Difficulties etc.)	X	
Date of Birth or Age (if known)		X
Gender		X
Ethnicity		X
Religion		X
Capacity and understanding		X
Communication needs (sensory loss, Language, other)		X
Name of Alleged Perpetrator		X
Address of Alleged Perpetrator		X
Date of Birth of Alleged Perpetrator		X

Details of Referral - You need to consider the following so that the person taking the referral can gain adequate information		
Nature of abuse/incident	X	
When did it happen?	X	
Where did it happen?	X	
Was anyone else involved?		X
Was the incident witnessed?		X
Have you had previous concerns regarding this person? If so what?		X
Does the vulnerable adult know you are making this referral?	X	
Have you done anything to assist the Vulnerable Adult at this time? (What actions have been taken?)	X	
How do you want to be contacted in the future?	X	