

# Merton Mencap Standards

## No 5. Safeguarding Adults at Risk

### Our statement:

Merton Mencap believes it is always unacceptable for an adult at risk to experience abuse of any kind. Merton Mencap is committed to protecting and promoting the safety of adults at risk with whom it works.

### Our basic commitments:

- We have a written commitment to safeguarding adults at risk: This is our *Safeguarding Adults at Risk Policy and Procedure*
- This policy and procedure includes a written *Safeguarding Code of Conduct* which every member of staff (employees, bank workers and volunteers) must agree to
- This policy and procedure shows we have identified a named person at Merton Mencap who is responsible for all matters in relation to the safeguarding adults at risk, plus arrangements for cover if that named person is not available
- This policy and procedure shows how we should recognise and respond to concerns about potential or actual abuse
- We have a written *Whistle-blowing Policy and Procedure*

## Our additional commitments

- All our staff (employees, bank workers and volunteers) are provided with our 'Staff Induction & Handbook' which includes details of our policies and procedures, including safeguarding
- All job/role descriptions and person specifications for roles involving working with adults at risk include a requirement for safeguarding
- All sets of interview questions for roles involving working with adults at risk include questions relating to safeguarding
- We conduct enhanced DBS disclosures for all staff (employees, bank workers and volunteers) working with adults at risk and require two satisfactory references
- We ensure all staff (employees, bank workers and volunteers) who work with adults at risk have received an induction and safeguarding training, appropriate to the level of their role
- All team meetings include safeguarding as an agenda item
- All Executive Committee Meetings include safeguarding as an agenda item
- We provide the means for all adults at risk who use our service to tell us what they think of us

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### Record of adoption and review of this Standard:

**Adopted:** 2 June 2011  
**Reviewed:** 29 April 2014

