Please note that this document is available on request in alternative formats including:

- Large font
- Audiocassette
- Braille
- Computer Disc / DVD
- Main minority ethnic languages
- DAISY

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VULNERABLE ADULTS SAFEGUARDING POLICY & PROCEDURES

Introduction

Safeguarding vulnerable adults is a matter of priority for the Housing Executive. Vulnerable adults are Housing Executive customers and use Housing Executive offices and services. This policy and procedures sets out the Housing Executive’s policy with regard to adult safeguarding and what is expected from staff.

The abuse of vulnerable adults—physically, emotionally, financially and sexually—is a sad fact of life. Adults may be abused regardless of their age, gender, religious belief, racial origin, culture or disability. They are usually (but not always) abused by people they know and trust.

Everybody has a responsibility for the safety of vulnerable adults and in accordance with relevant legislation, the Housing Executive, as an organisation which has contacts with vulnerable adults across its services, has both a moral and legal obligation to ensure proper procedures are in place for their safeguarding.

The purpose of this policy and procedures is to help protect the vulnerable adults we come into contact with and to ensure that staff are aware of issues that can cause them harm and how to respond to concerns relating to the possibility of a vulnerable adult suffering harm.

This policy & procedures can be accessed at: www.nihe.gov.uk
SECTION 1: VULNERABLE ADULTS
SAFEGUARDING POLICY STATEMENT

1.0 The scope of this policy

This Vulnerable Adult Safeguarding Policy is intended to cover all functions and services of the Housing Executive where there is the potential for direct or indirect contact with vulnerable adults.

Officers of the Housing Executive, relevant staff of contractors who carry out work for the Housing Executive, and relevant staff of organisations funded by the Housing Executive, should all be committed to practices which protect vulnerable adults from harm.

1.1 What is a vulnerable adult?

A vulnerable adult is any person aged 18 or over who is, or may be, unable to take care of him or herself against significant harm or exploitation.

This may be because he or she has a mental health problem, a disability, a sensory impairment, is old or frail, or has some form of illness.

Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting.
1.2 Values and principles underpinning this policy

Access to information and knowledge – all vulnerable adults will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required.

Choice – all vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information.

Confidentiality – all vulnerable adults will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among staff.

Consent – all vulnerable adults have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another adult unless special provision for particular purposes has been made for this, usually by law.

Dignity and respect – all vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs.

Equality and diversity – all vulnerable adults will be treated equally and their background and culture will be valued and respected.
Fulfilment – all vulnerable adults will be invited to engage in activities and offered services that enable them to fulfil their ability and potential.

Independence – all vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.

Privacy – all vulnerable adults will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual’s own safety and the safety of others.

Safety – all vulnerable adults will feel safe, and live without fear of violence, neglect or abuse in any form.

Support – all vulnerable adults will be supported to report any form of abuse.

1.3 Management roles and responsibilities

The Deputy Chief Executive has ultimate responsibility for ensuring compliance with this policy.

Day to day responsibility for implementation is delegated through the management structure to the Equality Unit Manager and other managers.

Each area and division has a Safeguarding Officer (Appendix 1), who is responsible for acting as a central contact point for reporting concerns and a source of advice on vulnerable adult safeguarding matters.
1.4 **Staff roles and responsibilities**

Staff members have a duty to adhere to the Vulnerable Adults Safeguarding Policy and Procedures and to notify their Safeguarding Officer on any matters regarding safeguarding vulnerable adults.

Staff are also responsible for ensuring that they undertake the relevant training identified for their post.

1.5 **Training**

The Equality Unit will provide suitable training in vulnerable adult safeguarding to staff working or coming into substantial contact with vulnerable adults.

In general, this training will be at three levels:

- Level 1 - general awareness for all staff.
- Level 2 - staff with substantial contact with vulnerable adults, e.g. District, Grants and Supporting People staff.
- Level 3 - comprehensive training designed for Safeguarding Officers and Key Managers.

1.6 **Third Party Organisations**

The Housing Executive requires all contractors, groups, and organisations that use its premises or services, or organisations that are funded by the Housing Executive to provide services, to have an acceptable Vulnerable Adults Safeguarding Policy in place.
As a minimum requirement, all such organisations must accept and apply the standards as outlined within this policy. This policy is commended to contractors as a useful guide and can be accessed at: www.nihe.gov.uk. A copy of the policy will also be made available on request and Level 1 and/or Level 2 training can be offered on an “at cost” basis.
SECTION 2: RECRUITMENT AND SELECTION OF STAFF

2.0 The Housing Executive will operate established recruitment and selection procedures for positions where there is significant contact with vulnerable adults. These will include, where appropriate, an AccessNI disclosure check and / or a check of Independent Safeguarding Authority registration.

2.1 The Personnel Department will invoke any disciplinary or other referral/disqualification policies as required in the context of the operation of this policy.

2.2 The Housing Executive will take all reasonable steps to ensure that in its recruitment and selection of staff it will pay due regard to ensuring that:

- There is a clear job description for staff and person specification outlining key skills and abilities required.
- There is an open recruitment process.
- There is an application form that covers past work.
- There is a declaration form requesting information on previous convictions and investigations, if any.
- There is an interview process suitable to the role and task.
- Written references are sought (and followed up when necessary).
- There is reference to regulated positions.
Where required, AccessNI disclosures check and/or a check of Independent Safeguarding Authority registration is carried out.

The post has been approved by management.

SECTION 3: PROVISION OF SERVICES

3.0 Where the Housing Executive directly provides services

The following are areas of activity which are especially relevant in the present context:

- Effective management practices and effective working practices (including the establishment of safeguards through the organisation of work).

- The promotion of awareness and sensitivity in relation to vulnerable adults safeguarding issues.

- Formal training on vulnerable adults safeguarding issues. (Training on how to effectively operate relevant procedures and how to address concerns about a vulnerable adults’ safety. The intensity of training will depend on the nature of the particular officer’s function).

- Internal reporting arrangements in relation to any ‘disclosure’, or any apparently well-founded ‘concern’ in respect of an allegation of relevant misbehaviour on the part of a Housing Executive officer.
Policies regarding external reporting (and the waiving of confidentiality) in respect of relevant “disclosures and relevant apparently well founded “concerns”, which are made to staff, regardless of whether such disclosures or concerns relate to the alleged misbehaviour of a staff member, or of another person.

The arrangements under which the Housing Executive liaises with, and reports to, social services and other appropriate external authorities. (Such arrangements will include the specific Safeguarding Officer posts).

Code of Behaviour provisions.

General Personnel policies.

3.1 Contractors

This category covers the following situations:

- Where a contractor provides services to the Housing Executive.
- Where a contractor provides services to others on behalf of the Housing Executive.
- Where a contractor carries out functions on behalf of the Housing Executive.

Contractors will be expected to have appropriate Vulnerable Adults Safeguarding policies in place. (What is appropriate will be dependent on the type of work carried out by the contractor, and the general context in which work is carried out).
In this policy, a “contractor” means an external contractor and includes consultants.

3.2 Where the Housing Executive funds External Bodies

This part of the policy refers to the funding of external bodies to independently deliver services to third parties.

In relation to such bodies, the following are areas of activity which are especially relevant in the present context:

- The body’s policies on effective management practices and effective working practices (including the establishment of safeguards through the organisation of work).

- The body’s internal complaints procedure (for addressing allegations of relevant misbehaviour by staff and agents of the body).

- The body’s internal reporting arrangements in relation to ‘disclosure’ or any apparently well founded ‘concern’ in respect of an allegation of relevant misbehaviour on the part of its staff.

- Policies regarding external reporting (and the waiving of confidentiality) in respect of relevant “disclosures and relevant apparently well founded “concerns”, which are made to their staff, regardless of whether such disclosures or concerns relate to the alleged misbehaviour of a staff member, or of another person.

- The arrangements under which the body liaises with, and reports to, social services and other appropriate external authorities.
• The body’s arrangements for making reports to the Housing Executive in respect of any relevant allegations of misbehaviour (including any relevant allegation made against a Housing Executive officer).

• (Where appropriate) the body’s policies on the promotion of awareness and sensitivity in relation to vulnerable adults safeguarding issues.

• (Where appropriate) formal training on vulnerable adults safeguarding issues.
SECTION 4: WHAT IS ABUSE OF VULNERABLE ADULTS?

4.0 What constitutes abuse?

Abuse is a violation of an individual’s human and civil rights by any other person or persons. Many incidents of abuse are criminal acts.

The abuse of vulnerable adults is defined as: ‘The physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person’. It may be a single act or repeated over a period of time, and may take one form or multiple forms. The lack of appropriate action can also be a form of abuse.

It can occur in a relationship where there is an expectation of trust and can be perpetrated by a person or persons, in breach of that trust, who have influence over the life of a dependant, whether they be formal or informal carers, staff, family members or others. It can also occur outside such a relationship.

Abuse can be either deliberate or the result of ignorance, or caused by a lack of training, knowledge or understanding. Often if a person is being abused in one way, they are also being abused in other ways.

Abuse can take many forms including the following:

**Physical abuse**

Hitting, slapping, pushing, burning, giving a person medicine that may harm them, restraining or disciplining a person in an inappropriate way.
Possible signs - fractures, bruising, burns, pain, marks, not wanting to be touched.

**Psychological abuse**

This includes emotional abuse, verbal abuse, humiliation, bullying and the use of threats.

Possible signs - being withdrawn, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, not being able to concentrate or focus.

**Financial or material abuse**

Misusing or stealing the person’s property, possessions or benefits, cheating them, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions.

Possible signs - having unusual difficulty with finances, not having enough money, being too protective of money and things they own, not paying bills, not having normal home comforts.

### 4.1 Where might abuse occur?

Abuse can happen anywhere:

- In the person’s own home.
- At a carer’s home.
- Within day care, residential care, nursing care or other institutional settings.
- At work or in educational settings.
• In rented accommodation or commercial premises.
• In public places.

4.2 Who can abuse?

An abuser can be anyone who has contact with the vulnerable person - it could be a partner, spouse, child, relative, friend, informal carer, a healthcare, social care or other worker, a peer or, less commonly, a stranger.

Domestic/familial abuse - The abuse of a vulnerable adult by a family member such as a partner, son, daughter, sibling.

Professional abuse - The misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems.

Possible signs of professional abuse include:

• Entering into inappropriate relationships with a vulnerable adult.
• Failure to refer disclosure of abuse.
• Poor, ill-informed or outmoded care practice/s.
• Failure to support a vulnerable adult to access health care/treatment.
• Denying a vulnerable adult access to professional support and services such as advocacy.
• Inappropriate responses to challenging behaviours.
Failure to whistleblow on issues when internal procedures to highlight issues are exhausted.

Peer abuse - The abuse of one vulnerable adult by another vulnerable adult within a care setting. This can occur in group or communal settings, such as day care centres, clubs, residential care homes, nursing homes or other institutional settings.

Stranger abuse - A vulnerable adult may be abused by someone who they do not know, such as a stranger, a member of the public or a person who deliberately targets vulnerable people.
SECTION 5: CONCERNS AND DISCLOSURES

5.0 How to deal with a concern

When there are concerns or where a disclosure or allegation is made people often feel anxious about passing on the information to anyone else. Concerned individuals may ask themselves, ‘What if I’m wrong?’ and this may hold them back from taking action.

It is important for staff to know that they are neither responsible for deciding whether abuse has occurred or not; nor are they responsible for conducting any investigations (this is the role of the appropriate authorities).

However, they do need to pass on any concerns they have through the Vulnerable Adults Safeguarding reporting procedures. It is crucial that staff members do not attempt to deal with the situation alone.

5.1 How can you be alerted to signs of abuse or neglect?

There are a variety of ways that you could be alerted that a vulnerable adult is suffering harm:

- A vulnerable adult may tell you.
- Someone else may tell you of their concerns or something that causes you concern.
- A vulnerable adult may show some signs of physical injury for which there does not appear to be a satisfactory or credible explanation.
Northern Ireland Housing Executive - Equality Unit

- A vulnerable adult’s demeanour/behaviour may lead you to suspect abuse or neglect.
- The behaviour of a person close to the vulnerable adult makes you feel uncomfortable (this may include another staff member, peer or family member).
- Through general good neighbourliness and social guardianship.

Being alert to potential abuse plays a major role in ensuring that vulnerable adults are safeguarded and it is important that all concerns about possible abuse are reported.

5.2 What if a vulnerable adult discloses abuse?

In cases where a vulnerable adult discloses abuse to a staff member they should react appropriately, according to the following guidelines:

**Do**

- Stay calm.
- Listen and hear.
- Express concern and sympathy about what has happened.
- Reassure the person – tell the person that s/he did the right thing in telling you.
- Let the person know that the information will be taken seriously and give information about what will happen next.
- If urgent medical/police help is required, call the emergency services.
• Ensure the safety of the person.

• Record in writing using the Vulnerable Adults Safeguarding Report form, date and sign your report, and give it to your Safeguarding Officer at the earliest possible time.

• Act without delay.

Do not

• Stop someone disclosing to you.

• Promise to keep secrets.

• Press the person for more details or make them repeat the story.

• Gossip about the disclosure or pass on the information to anyone who does not have a legitimate need to know.

• Contact the alleged abuser.

• Attempt to investigate yourself.

• Leave details of your concerns on a voicemail or by email.

• Delay.

5.3 Checking out

There may need to be some initial ‘checking out’ with the vulnerable adult who has disclosed information to you in order to ensure his/her safety, for example, if a staff member notices a bruise on a vulnerable adult’s arm, it would be appropriate to ask, ‘I see you have a bruise on your arm. How did that happen?’ However, be careful not to start investigating.
It is important that staff understand the clear distinction between ‘checking out’ and investigating.

Staff should not begin to investigate alleged or suspected abuse by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial listening, expressing concern and checking out.

5.4 How to react and what to do

There is not one simple set of rules to follow in responding to these situations, but in general:

It is important that staff are aware that the first person who has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred, (this is the role of the appropriate authorities).

However, staff, contractors and others do have a duty of care to report any suspicions they may have with regard to the abuse of a vulnerable adult to allow appropriate action to be taken.
SECTION 6: PROCEDURES FOR REPORTING AND RECORDING

6.0 Reporting and recording

The Vulnerable Adults Safeguarding Policy and Procedures and report form will be made available on the internal portal for staff to access if and when required at: Corporate Services - Corporate Services News. The Vulnerable Adults Safeguarding Policy and Procedures will also be published on the Housing Executive website.

Basic response procedure/action

All concerns, disclosures, allegations and suspicions should be recorded on the Vulnerable Adults Safeguarding Report form (Appendix 2).

Where a staff member reports their concerns or a disclosure to a line manager, the line manager should advise them to report to their Safeguarding Officer immediately.

We recommend that ‘if in doubt, report it’.

There may be emergency situations where it is appropriate to contact social services / PSNI / seek medical attention immediately.

Whatever the circumstances of the concern, disclosure, allegation or suspicion, it is vital that the staff member records the details and reports to their Safeguarding Officer (or deputy) without delay.

Not every report results in a full investigation. Individual reports are accumulated to build a picture about a particular situation. It may be that
a report by a Housing Executive employee may provide the necessary or decisive final piece of information.

6.2 Concerns about a vulnerable adult - responding to allegations or concerns about a member of staff, a contractor or other third party person:

The following procedures should be followed in each situation:

- Take the allegation or concern seriously. Always refer if you have a concern, do not investigate yourself, or do nothing.

- If it is an emergency contact social services / PSNI / medical assistance immediately.

- Complete a Vulnerable Adults Safeguarding Report form and cover sheet (Appendix 2 – also available on the internal Portal Corporate Services page) as soon as possible, giving all the details that you are aware of.

- Forward the report to your Safeguarding Officer (or their deputy) as soon as possible, either by hand in a sealed envelope marked ‘Confidential’, or by a secure email with a ‘read receipt’ option.

The Safeguarding Officer will discuss the case with a line manager if appropriate, and will forward a copy to DoPMS if the allegation is about a member of staff.

The Safeguarding Officer will forward the report to social services, and / or PSNI. To ensure confidentiality for staff only the main part of the form will be made available to social services / PSNI (i.e. not the cover sheet)
which will remove the name and location of the staff member making the report.

The Safeguarding Officer will file the report in the appropriate secure location and advise the Equality Unit accordingly; they may also discuss the report with the Equality Unit Manager if required.

6.3  Response to a vulnerable adult making an allegation of abuse

The following points are a guide to help you respond appropriately:

- Listen carefully to what the person is telling you.
- Find an appropriate early opportunity to explain that it is very likely that what they are telling you will need to be shared with others.
- Ask questions for clarification only - never ask leading questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information they have given you will be shared.
- Complete a Vulnerable Adults Safeguarding Report form and cover sheet (Appendix 2 – also available on the internal Portal Corporate Services page) as soon as possible, giving all the details that you are aware of and what was said using the vulnerable adult’s own words.
• Forward the report to your Safeguarding Officer (or their deputy) as soon as possible, either by hand in a sealed envelope marked ‘Confidential’, or by a secure email with a ‘read receipt’ option.

The Safeguarding Officer will discuss the case with your line manager if appropriate.

The Safeguarding Officer will forward the report to social services, and/or PSNI (whichever is appropriate). To ensure confidentiality for staff only the main part of the form will be made available to social services/PSNI (i.e. not the cover sheet) which will remove the name and location of the staff member making the report.

The Safeguarding or Officer will file the report in the appropriate secure location and advise the Equality Unit accordingly; they may also discuss the report with the Equality Unit Manager if required.
SECTION 7: CODE OF BEHAVIOUR

7.0 Housing Executive staff, contractors and others will encounter vulnerable adults in a range of situations and in a range of locations including the office, home and within housing estates and in other accommodation settings.

The Code of Behaviour also applies to the workplace where members of staff may be vulnerable or in the case of work placement / job experience where appropriate or when volunteering on behalf of the Housing Executive.

7.1 It is not practical within this policy to provide definitive guidance that will cover all situations, however the principles set out below should be applied in all situations.

- Staff should not spend excessive amounts of time alone with vulnerable adults away from others.

- Staff should not take a vulnerable adult to his/her own home.

- Staff should not take a vulnerable adult alone on car journey, unless this forms part of the organisation’s core activities.

If it is unavoidable or necessary, these kinds of behaviours should only occur with the full knowledge and consent of a manager and where an appropriate record is maintained.

7.2 Unacceptable behaviours are those that should always be avoided in the interests of the safety of vulnerable adults and staff.

For example a staff member should never:
• Abuse, neglect, or harm / place at risk of harm vulnerable adults whether by omission or commission.

• Engage in rough physical games with vulnerable adults, including horseplay.

• Engage in sexually provocative games with vulnerable adults e.g. spin the bottle, strip poker.

• Make sexually suggestive comments to or about a vulnerable adult.

• Form inappropriate relationships with vulnerable adults.

• Gossip about personal details of vulnerable adults and their families.

• Make/accept loans or gifts of money from vulnerable adults.

7.3 Staff who breach the above standards of behaviour may face disciplinary procedures.
SECTION 8: GUIDELINES FOR SHARING INFORMATION

8.0 Confidentiality and information sharing

8.1 Confidentiality must be maintained for all concerned.

8.2 Information will be handled and disseminated on a need to know basis only e.g. Safeguarding Officers, social services, PSNI, the vulnerable adult, courts and relevant staff.

8.3 Recorded information will be stored in a secure place in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

8.4 If enquiries arise from the public or any branch of the media, staff must not make any comments regarding the situation and all queries are referred to the Information Department.

8.5 Freedom of Information requests regarding safeguarding reports will be dealt with by the appropriate FOI Officer on a case-by-case basis; however it is likely that such requests will be refused due to the extremely confidential nature of the information sought.

8.6 Complaints procedures and grievance procedures apply as normal.
If you would like further information or to arrange Vulnerable Adults Safeguarding / Child Protection training, please contact:

Tony Steed, Equality Unit Manager  DDI: 02890 318 556
tony.steed@nihe.gov.uk

Fiona Maconachie, Equality Unit  DDI: 02890 318 529
fiona.maconachie@nihe.gov.uk
APPENDIX 1: DESIGNATED SAFEGUARDING OFFICERS

Safeguarding Officers (by Area) -

Belfast Area:

Carole Johnston
Tel: 02890 317 368 (Ext. 3368) carole.johnston@nihe.gov.uk
Deputy
Joe Donnelly
Tel: 02890 317 757 (ext. 3757) Joe.Z.donnelly@nihe.gov.uk

South East Area:

John Nelson
Tel: 02891 825 020 (Ext. 5020) john.nelson@nihe.gov.uk
Deputy
Steven McBurney
Tel: 02891 825 024 (ext. 5040) Steven.mcburney@nihe.gov.uk

North East Area:

Patsy Smyth
Tel: 02825 667 903 (Ext. 4162) patsy.smyth@nihe.gov.uk
Deputy
Leslie Telford
Tel: 02825 667 904 (ext. 4149) Leslie.telford@nihe.gov.uk

South Area:

Lawrence Peile
Tel: 02838 315 843 (Ext. 5843) lawrence.peile@nihe.gov.uk
Deputy
Deirdre Wiggins
Tel: 02838 315 780 (ext. 5780) Deirdre.wiggins@nihe.gov.uk

West Area:
Pamela Mullan
Tel: 02871 306 278 (Ext. 6278) pamela.mullan@nihe.gov.uk
Deputy
Eamonn McGlinchey
Tel: 02871 309 603 (ext. 6403) Eamonn.mcglincley@nihe.gov.uk

Safeguarding Officers (by Division) -

Corporate Services
Tony Steed, Equality Unit Manager:
Tel: 02890 318 556 (Ext. 2556) tony.steed@nihe.gov.uk
Deputy
Fiona Maconachie, Policy Officer:
Tel: 02890 318 529 (Ext. 2529) fiona.maconachie@nihe.gov.uk

Design & PS:
Lawrence Fisher
Tel: 02890 318 379 (Ext. 2379) lawrence.fisher@nihe.gov.uk
Deputy
Danny O'Reilly
Tel: 02890 318 389 (ext. 2389) danny.oreilly@nihe.gov.uk

Personnel:
Paul Lowe
Tel: 02890 318 429 (Ext. 2429) paul.lowe@nihe.gov.uk
Deputy
Maurice Jennings
Tel: 02890 318 450 (ext. 2450)  Maurice.jennings@nihe.gov.uk

Finance:
Natalie Ferguson
Tel: 02890 318 873 (Ext. 2873)  natalie.ferguson@nihe.gov.uk

Deputy
David Lamb
Tel: 02890 318 065 (ext. 2065)  David.Lamb@nihe.gov.uk
## APPENDIX 2: VULNERABLE ADULTS

SAFEGUARDING REPORT

### COVER SHEET

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Have you consulted anybody about this? If so please give details:

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33
Once the cover sheet and Report Form are completed please forward to your Safeguarding Officer (or deputy) by hand, in a sealed envelope marked ‘Confidential’, or by secure email with a ‘read receipt’ option.

(N.B. This cover sheet will not be forwarded to social services / PSNI)
## VULNERABLE ADULTS SAFEGUARDING REPORT FORM

<table>
<thead>
<tr>
<th>Name of Vulnerable Adult</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Carer</td>
<td>Date of incident:</td>
</tr>
<tr>
<td>Address of Vulnerable Adult:</td>
<td></td>
</tr>
<tr>
<td>Postcode (if known):</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (if known):</td>
<td></td>
</tr>
<tr>
<td>Have social services/PSNI already been informed? If so please give details:</td>
<td></td>
</tr>
</tbody>
</table>
Please give a brief description of what has prompted the concerns, including any specific incidents, also any observations of physical or behavioural signs:

Are you reporting your own concerns or passing on those of someone else?
Give details:
Have you spoken to the vulnerable adult? If so, what was said?

Have you spoken to the carer/s? If so, what was said?
Has anybody been alleged to be the abuser? If so please give details: