



To: Board of AAD alzbermuda@yahoo.com
From: Insert name of author
Date: July 18, 2018
Re: Safeguarding and Protection Referral

Insert date and time of incident:

Insert Name and position of person about whom report, complaint or allegation is made:

Insert Name and age of vulnerable person involved:

Insert Nature of incident, complaint or allegation (continue on separate page if necessary).

Insert Action taken (continue on separate page necessary)

Insert if Police or another stakeholder contacted, including name, position and telephone number of person handling case:

Insert Name, organization and position of person completing form

Contact phone number

THIS MEMO SHOULD BE SENT, MARKED 'PRIVATE AND CONFIDENTIAL', TO AN AAD BOARD MEMBER AND TO THE STATUTORY AUTHORITIES (IF THEY HAVE BEEN INFORMED OF THE INCIDENT) AS SOON AS PRACTICABLE.

APPENDIX A: WHAT IS VULNERABLE ADULT ABUSE?

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a vulnerable adult by inflicting harm, or by failing to act to prevent harm. Vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or by others (including professionals). They may be abused by other adult in a care home or home setting. Physical abuse may involve adults inflicting physical harm which includes but is not limited to the following:

- Hitting, Shaking, grabbing forcefully, throwing, poisoning, burning or scalding, drowning or suffocating
- Inappropriate use of pharmacological drugs
- Inappropriate use of physical restraints & false imprisonment
- Neglect in the care of the adult

Emotional abuse is the persistent emotional maltreatment of a vulnerable adult such as to cause severe and persistent adverse effects on the vulnerable adult's emotional well-being. It may include but is not limited to the following:

- Conveying to a vulnerable adult that they are worthless, unloved or inadequate
- Not giving the vulnerable adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Imposing overprotection, or prevention of the adult from participating in normal social interaction
- Allowing a vulnerable adult to see or hear the ill-treatment of another person
- Serious bullying (including cyber bullying), causing the vulnerable adult to frequently feel frightened or in danger
- The exploitation or corruption of a vulnerable adult.
- Emotional abuse might also include situations where care partners subject a vulnerable person to constant criticism, bullying or pressure to perform at a level that cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a vulnerable adult.

Bullying may be seen as deliberately hurtful behavior, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons — being overweight, physically small, having a disability or belonging to a different race, faith or culture.

The acronym STOP — Several Times On Purpose - can help you to identify bullying behavior.

Sexual abuse involves an individual (male or female) forcing or enticing a vulnerable adult to take part in sexual activities, whether or not the person is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- Physical contact (e.g. Kissing, touching, masturbation, rape or oral sex)
- Involving the vulnerable adult in looking at, or in the production of, sexual images
- Encouraging the vulnerable adult to behave in sexually inappropriate ways or watch sexual activities
- Abusive situations may occur if adults in a position of trust misuse their power over vulnerable persons.

Financial exploitation is the unauthorized and improper use of funds, property or any resources of a vulnerable adult including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions; or the misuse or misappropriation of property, possessions or benefits.

Neglect is the persistent failure to meet a vulnerable adult's basic physical and/or psychological needs, likely to result in the pain of suffering. Neglect may involve another adult (including family members or care partner (formal or informal)) or residential home:-

- Failing to provide necessities of life, such as adequate nutrition, shelter, medication or heating
- Failing to protect a vulnerable adult from physical and emotional harm or danger
- Failing to provide access to appropriate health or social care
- Failing to respond to a vulnerable adult's basic emotional needs

RECOGNISING ABUSE

It is not always easy, even for the most experienced caregivers, to spot when a vulnerable adult has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- A sudden change in behavior (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The vulnerable adult describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. The vulnerable adult losing weight or becoming increasingly dirty or unkempt)
- A general distrust or avoidance of other adults, especially those with whom a close relationship would be expected.
- An unexpected reaction to normal physical contact.

- Abnormal restrictions on socializing with others being imposed by care partners.

It is important to note that a vulnerable adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the person is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the vulnerable adult's behavior, first talk to the most responsible adult. It may be that something has happened, such as a bereavement, which has caused the adult to be unhappy.

IF YOU ARE CONCERNED

If there are concerns about sexual abuse or violence in the home, talking to the parents or caregivers might put the child at greater risk. If you cannot talk to a family member or the caregivers, consult an AAD Board member which may or may not include the Compliance Officer. It is this person's responsibility to make the decision to contact the Registrar of Abuse, Ageing and Disabilities and the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

MANDATORY REPORTING UNDER THE SENIOR ABUSE ACT 2008

(NB: Senior defined as "a person 65 years and older")

It is mandatory for any person who knows or has reasonable grounds to suspect a senior is being abused, or is at significant risk of abuse, to make a report to the Registrar of Abuse

The following professionals must report whether or not the information is confidential or privileged: Healthcare professionals, counsellors, social workers, care workers, clergy, police officers, management of a hospital, home or other facility that provides care to seniors.

GOOD PRACTICE GUIDELINES – APPENDIX B

Guidelines

AAD will promote good practices to minimize situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone — vulnerable adults and associates. These common sense guidelines are made available to everyone by being posted on our website www.alzbermuda.com

This following only covers the essential points of good practice when working with vulnerable adults.

- Avoid spending any significant time working with the vulnerable person in isolation without the knowledge of a family member or care partner.
- Do not take vulnerable adults to your home as part of your organization's activity.
- Do not accept money or assist in the withdrawal of money from a vulnerable adult's bank.
- Allow or engage in inappropriate touching of any form
- Use inappropriate language with vulnerable adults
- Make sexually suggestive comments to a vulnerable adult, even in fun
- Fail to respond to an allegation made by a vulnerable adult
- It may sometimes be necessary to do things of a personal nature for a vulnerable adult. These tasks should only be carried out with the full understanding and consent of the adult (where possible) and their care partner. In an emergency situation which requires this type of help, care partners should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the vulnerable adult and undertakes personal care tasks with the utmost discretion and respect.

One should never:

- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form
- Use inappropriate language when with persons living with dementia
- Make sexually suggestive comments to a person living with dementia even in fun
- Fail to respond to an allegation made by a person living with dementia; always act
- Do things of a personal nature that a person living with dementia can do for themselves.