



Burgess Hill District Lions Club

Manual of Guidance on
Vulnerable Persons Act 2006
For use by Lion/Helpers

Reviewed and updated by
Simon Scott
Club Vulnerable Persons Officer

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Definitions

A Vulnerable Adult:

A person who is 18 years of age or over, and **who is or may be in need of community care services** by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.

Vulnerable adults include:

People with learning disabilities, mental health problems, older people and disabled may fall within this definition, particularly when their situation is complicated by additional factors such as:

- Physical frailty
- Chronic illness
- Sensory impairment
- Challenging behaviour
- Social problems
- Emotional problems
- Poverty
- Homelessness
- Substance abuse

A Vulnerable Child or young person is defined as;

A person who is under the age of 18 years.

Regulated activity:

covers anyone working closely with children or vulnerable adults, either paid or unpaid, not part of a family or personal arrangement, on a frequent, intensive or overnight basis.

Specified Nature:

Teaching, training, care, supervision, advice, treatment or transport or

Specified Place,

Schools, children's homes & hospitals, Juvenile detention facilities and adult care homes

Frequency

For Children:

Contact takes place with the **same** child/ren either,

- Regularly, taken as weekly
- 4 or more times in any 30 days period
- Overnight between 2am and 6am

For Vulnerable adults:

Contact takes place with the **same** vulnerable persons/s either,

- Regularly taken as monthly
- 3 or more times in any 30 day period
- Overnight between 2am and 6am

Recognised good practice:

To ensure that you protect vulnerable persons from harm and protect yourself from false allegations, you must adopt a personal code of conduct. A code of conduct, at its simplest, is a list of key principles of good practice. The following list could form the basis of your code. Learn these principles and add to them as appropriate:

- Respect all individuals, whatever their age, developmental stage, ability, sex, sexual orientation or ethnicity.
- Place the safety and well being of vulnerable persons first. It must be placed before any personal or organisational goals and before loyalty to friends or colleagues.
- Form appropriate relationships with vulnerable persons. These should be based on mutual trust and respect.
- Be aware of the relative powerlessness of vulnerable persons, especially disabled persons.
- Be committed to actively preventing the exploitation and abuse of vulnerable persons.
- Always work in an open environment - avoid private locations (e.g. taking vulnerable persons to your home).
- Always try and ensure that you are never alone with a vulnerable person.
- Maintain a safe and appropriate distance with vulnerable persons (e.g. it is not appropriate to have an intimate relationship with a vulnerable person or share a room with them).
- Involve carers, parents and/or guardians wherever possible.
- Be aware of the Lions' vulnerable person's policy and your responsibilities.
- Avoid any horseplay, sexually suggestive comments or language.
- Always seek the carers, parents' and vulnerable person's consent if he/she is very young or disabled and need help to go to the toilet - never take them on your own.
- Remember that it is okay to touch a vulnerable person in a way that isn't intrusive or disturbing to him/her or to observers.
- Make sure that any allegations or suspicions are recorded and acted upon.

Do not:

- Engage in rough physical games including horseplay.
- Touch a vulnerable person in an intrusive or sexual manner.
- Make sexually suggestive comments to a vulnerable person, even as a joke.
- Do things of a personal nature that vulnerable persons can do for themselves, such as going to the toilet or changing clothes.

As Lions Club members we have to accept that the Lions Club International Multiple District 105 Policy document as drafted tackles many scenarios, which the Club is unlikely to become involved and from the Lions policy document it is to be viewed as belt and braces.

It has been made clear that it would be beneficial to our club that all members/helpers obtain a CRB check. This is not compulsory, it will not prevent non-CRB checked Lions/helpers from playing a full and active role in our activities.

Historically, the membership has conducted themselves with common sense approaches to SCOAP attendees. In the current climate of ensuring bodies take ownership of their actions and responsibilities, we must accept and embrace, whether we agree or not, or indeed feel hurt that our good will actions are being brought into question, certain procedural measures will need to be followed.

The following guidelines are for the benefit of all member/helpers

1. Burgess Hill Carnival:

We take part in the event which is organized by Burgess Hill Community Festival Committee.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

2. Hurstpierpoint Carnival:

We participate in the event which is organized by Hurstpierpoint St. Lawrence Fair Committee.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

3. Coffee Morning:

Organized by our Lions club.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

4. SCOAP Concerts:

Scoap Concert is held 3 times a year at Martlets Hall in Burgess Hill, we hire the hall for the evening and entertain usually in the form of a music concert evening. This is for the benefit of the local community. Attendance can be up to 200, we provide transport to some in the form, either private cars or charity loaned mini busses to get the attendees to the event and home again.

If as drivers collecting or returning attendees, you find that passengers require assistance to get into or out of your vehicle, make sure you ask if they require assistance before you assist them. If you discover during conversation that one of your passengers is a vulnerable person, please bring the information to the notice of the VPO or welfare officer at the earliest opportunity. A vulnerable person may only attend if accompanied by a friend or carer. Non-CRB checked Lions/helpers can assist at the meeting, event or function but bear in mind your responsibilities and try not to get yourself into a one to one with a vulnerable person.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

5. Santa's Grotto:

This is held at the Southdown's Nursery Hassocks, there is always a minimum of two, and often three, Lions in attendance [one being Santa], children are accompanied by parents, guardian or carer, There is no sole contact and if there were it would fall outside the terms of frequency/intensively/and/or overnight.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

6. Street Collection & Static Christmas Collections:

These take place on the highway, public places and shopping areas and do not qualify for any action.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

7. It's a Knockout Crawley:

Our Club also assists at the K2 at Crawley "It's a Knockout" for the disabled attendees. All have carers of parents/guardians. There is no sole contact with vulnerable children or adults.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

8. Charter Night, and Club meetings:

It could be argued that this is when we could all be vulnerable.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

9. Book Den:

Would not normally require any action unless there is someone under 18 or Vulnerable adult working in the shop. If so, a CRB checked Lion/helper would be required, unless there are two Lions/helpers in attendance. If the customer is under 18 then no action need be taken.

Recommended action:

[Advisable to have 2 members in the shop at all times, otherwise may fall into the category of Frequently/intensively.]

10. Delivery of Christmas Parcels:

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

11. Tombola:

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]

12. Burgess Hill Bike Ride:

Lions provide route signing teams the day before and marshals on the day of the event.

[Not a Qualified, Regulated or Specified Place nor Frequently/intensively /and/or overnight. No requirement for CRB]