

Dunwich Town Trust
ADULT PROTECTION AND TRUSTEE SAFETY POLICY

1. Adult Protection

Trustees and officers* in their role as landlords and in the allocation and distribution of grants will meet situations when they interface with adults, mostly Dunwich residents, who may themselves be vulnerable and are likely to be in a subordinate role. In these and other similar circumstances it is paramount that all adults are treated with consideration and respect.

All residents should feel comfortable in approaching the Trust for help or advice.

To safeguard all adults so they feel safe and valued the Trustees have agreed that they will abide by the following principles:

1. All individuals will be treated with respect and dignity.
2. Trustees will act in a 'professional' way using an appropriate level of friendly formality in their verbal and body language.
3. Trustees will liaise openly, respecting the views of others and not applying any undue pressure or persuasion.
4. Physical contact will only be used in an entirely appropriate manner.
5. Except in emergency situations any visits will be agreed by the body of Trustees.
6.
 - 6.1. All visits will be by pre-arranged, mutually convenient appointment which Trustees will attend punctually.
 - 6.2. Two Trustees will always be present unless the visit involves a simple delivery.
7. Any requests for same sex visitors (i.e. men to visit a man, women to visit a woman) will be respected.
8. Trustees will remain impartial, non judgmental and objective in making decisions which affect or relate to specific individuals.
9. Trustees will maintain discretion when discussing individuals' circumstances and will ensure that confidentiality is safeguarded.

These principles apply irrespective of Trustees' existing familiarity with residents.

Any Trustees encountering difficulties in fulfilling their responsibilities to residents should advise the Chairman.

2. Trustee Safety

Provided the above Guidelines are adhered to Trustees should be able to visit any residents for the purpose of Trust business and feel safe. The Trust will not accept:

1. Verbal abuse or physically threatening behaviour.
2. An unhealthy or unsafe environment – this would include smoking in the presence of the visitor and aggressive or uncontrolled animals.
3. Any form of coercion such as the offering of bribes.

If a Trustee encounters these or other unacceptable situations they should explain the guidelines and leave. A written note of what happened, recording date and time, should be sent to the Chairman as soon as possible after the event.

* All references to Trustees should be read to include any officers of the Trust acting with Trust authority.

First approved by Trustees on: 10/7/2013

Reviewed annually by the Chairman

Approved by Trustees on: 11/7/2022

Signed:Nick Mayo..... ..Nick Mayo, Chairman