

Document Reference Number	5.2 Dignity and Respect for Leaders – Prevention of Abuse (Protection & Rights)		
Document developed by	DCIL CEO & Support and Development Team	Document approved by	DCIL CEO & DCIL Board Members
Approval date	November 2020	Revision date	November 2023
Responsibility for Implementation	DCIL Staff	Responsibility for review and audit	DCIL Support & Development Team

POLICY STATEMENT:

Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Dignity and Respect for Leaders Policy of DCIL Service.

PURPOSE:

To ensure that all DCIL staff have a clear understanding of the Dignity and Respect for Leaders Policy of the DCIL Service.

SCOPE:

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

PROCEDURE:

- 5.1.1 DCIL is also committed in so far as possible to ensuring that all service users have the right to be treated with dignity and respect at all times and free from any form of abuse which may impact on this right.
- 5.1.2 In this regard, all employees have a number of important responsibilities with regard to their own behaviour at work as well as with regard to reporting any abuse that they may witness or be alleged or that may be suspected.
- 5.1.3 Abuse can take many forms and may be physical, sexual, psychological or emotional or it may occur through neglect. It may consist of a single act or a number of incidents. Some examples are as follows:
 - Neglect: Deprivation of food, clothing, entitlements, warmth, supervision or required attention.
 - Emotional/Psychological Abuse: Persistent criticism, sarcasm, hostility, disrespect.

- Physical Abuse: Hitting, shaking, slapping, burning, biting, use of excessive force when bathing or feeding.
 - Sexual Abuse: Inappropriate sexually explicit conversations or remarks, intentional touching or fondling, indecent exposure, sexual assault.
- 5.1.4 Any employee who receives a complaint from a Leader should always encourage them to put the complaint in writing and provide assistance if needed to do so.
- 5.1.5 If the Leader is unable to put the complaint in writing the employee should note the relevant details. The employee should then report the matter to the Management, DCIL. Employees must not agree to keep the matter a secret and to not report it.
- 5.1.6 Employees who suspect that abuse is taking place or who witness any form of abuse should report the matter confidentially to the Management, DCIL.
- 5.1.7 In addition any employee who experiences bullying behaviour by a leader should report the matter to the Management of DCIL.
- 5.1.8 In the event that a complaint of abuse is made against any employee, they will be afforded all rights of natural justice during an investigation. This will include the right to have full details of any allegation presented, the right to be accompanied at all meetings, the right to respond.
- 5.1.9 Investigations of allegations of abuse may be conducted by appropriate third parties. Every effort will be made to conduct all investigations as quickly as possible.
- 5.1.10 Cases of proven abuse by employees will be dealt with under the disciplinary policy as appropriate.
- 5.1.11 Please contact the Management, DCIL for further information on dealing with any aspect of suspected or actual abuse of service users.

LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:

Centre for Independent Living, Carmichael House, Dublin
Trust in Care Policy – HSE
HSE Elder Abuse Policy 2009
Safeguarding Vulnerable Adults at Risk of Abuse 2014

ROLES AND RESPONSIBILITIES:

It is the responsibility of DCIL staff to comply with the above policy.
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION PLAN:

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

REVISION AND AUDIT:

This policy will be reviewed in November 2023 by the DCIL Support & Development Team and CEO of DCIL.